

**HHM402-19-FOA-399
QUESTIONS AND ANSWERS**

- Q1. Are ICCAEs awarded in FY18 (Sept 2017) eligible for this opportunity?**
A1. YES
- Q2. We were wondering whether there is a limit to the number of proposals that a single institution can submit.**
A2. THERE IS NO LIMIT TO THE NUMBER OF APPLICATIONS THE GOVERNMENT WILL ACCEPT FROM A SINGLE INSTITUTION. HOWEVER, THE GOVERNMENT DOES NOT EXPECT MULTIPLE APPLICATIONS FROM A SINGLE INSTITUTION TO BETTER ITS CHANCES OF RECEIVING AN AWARD.
- Q3. On Grants.gov it seems that the APPLY button is shaded out which is not allowing the application package to be downloaded and populated. I also am needing to download the budget templates for this application. Can you assist me in getting the budget forms and advise on the application package...?**
A3. THE GRANTS OFFICER HAS ATTACHED A BUDGET TEMPLATE AS OF 1/30/2019 FOR YOUR USE; AS WELL AS CORRECTED THE ISSUE WITH THE 'PACKAGE' AS OF 2/4/2019.
- Q4. Would a Minority Serving Institution (MSI) or Native American Serving Non-Tribal Institution, (NASNTI) qualify, as it is not listed on page 5 & 6 of the solicitation. It only lists American Indian or TCCU IHE.**
A4. YES. MINORITY SERVING INSTITUTIONS OR NATIVE AMERICAN SERVING NON-TRIBAL INSTITUTIONS ARE ELIGIBLE TO APPLY. THE APPLICANT INSTITUTION (I.E., THE LEAD INSTITUTION THAT WILL BE THE PRIME AWARDEE FOR PURPOSES OF AWARD EXECUTION) MUST BE A REGIONALLY ACCREDITED COLLEGE, UNIVERSITY, OR OTHER FOUR-YEAR DEGREE-GRANTING INSTITUTION IN THE U.S., ITS TERRITORIES OR POSSESSIONS, THAT PROVIDES POST-SECONDARY SCHOOL COURSES OF STUDY.
- Q5. One question on the current IC CAE RFP. - RE: Para 3 b (page 7), you state that the PI and Co-PI must "be on faculty of the applicant institution." Do you intend for "faculty" to mean tenure-line faculty members, or does your definition include fixed term faculty members and fixed term employees in faculty roles?**
A5. FACULTY IS DEFINED AS THE 'TEACHING STAFF'. THE PRINCIPAL INVESTIGATOR MUST BE EMPLOYED WITH THE UNIVERSITY AT THE TIME OF AWARD, AS WELL AS, BE A PART OF THE FACULTY (TEACHING STAFF). HOWEVER, THE IC CAE PROGRAM MUST HAVE A DEDICATED PROGRAM MANAGER, COORDINATOR OR DIRECTOR RESPONSIBLE FOR GUIDING, MONITORING AND REPORTING THE ACTIVITIES OF THE IC CAE PROGRAM. THIS INDIVIDUAL WILL SERVE AS THE POINT OF CONTACT FOR SUPPORTING THE IC CAE CLCIS EXECUTION. IF THE APPLICANT IS ON THE ADMINISTRATIVE STAFF OF THE UNIVERSITY BUT IS NOT PART OF THE FACULTY, UPON REVIEW OF THE CURRICULUM VITAE, THE GOVERNMENT MAY ALLOW NON-FACULTY MEMBERS TO SERVE AS THE PI.
- Q6. Is the program announcement/solicitation for Intelligence Community Centers for Academic Excellence program available in regular pdf form (one that can be searched, highlighted, and bookmarked) rather than just the scanned pdf document that is available on Grants.gov?**
A6. NO. THE DOCUMENT IS ONLY AVAILABLE IN THE SCANNED FORMAT.

- Q7.** I have attempted to find a "Current Efforts" Tab on my account in grants.gov web portal. I can find no "Q&A" link to view answers to questions anywhere in accordance with instructions on page 13 of the FOA.
Can you please direct me on where to find the answer to my question below?
- A7.** QUESTIONS AND ANSWERS ARE A SEPARATE DOCUMENT NOW POSTED ON GRANTS.GOV.
- Q8.** Application and Submission Information, 2e. Format for Attachments (RFP, p. 8): Can the font in tables be smaller than 12 Times New Roman (e.g. 10 TNR)?
- A8.** THE RECOMMENDATION IS TO USE 12 POINT TIMES NEW ROMAN FONT...NOT THE REQUIREMENT. HOWEVER, DO NOT MAKE THE FONT LESS THAN 11 POINT TNR.
- Q9.** Objective 1 (RFP, p. 15-16) states "A minimum of four (4) courses from this list shall be required for students who participate in the IC CAE program". Please clarify if this means the IC CAE must develop and teach at least four of the seven listed courses or if every student who receives any IC CAE funding must take and complete four intelligence courses. For example, if a student received IC CAE funding for summer language courses or study abroad, are they required to also complete four Intelligence courses?
- A9.** EVERY STUDENT WHO PARTICIPATES IN THE IC CAE PROGRAM DOES NOT HAVE TO TAKE THE CURRICULUM COURSES. STUDENTS MAY PARTICIPATE IN DIFFERENT CAPACITIES (I.E. LANGUAGE PROGRAM TO INCLUDE CULTURAL IMMERSION, INTELLIGENCE AND/OR NATIONAL SECURITY CURRICULUM PROGRAM). THE APPLICANT WILL DEFINE HOW PARTICIPATING STUDENTS ARE COUNTED AS PARTICIPATING IN THEIR IC CAE PROGRAM.
- Q10.** Objective 1 (RFP, p. 15-16) lists seven "core intelligence courses" including "Critical Thinking Skills for Intelligence Analysis" and "Analytic Writing and Briefing". Currently, we have an approved "Fundamentals of Intelligence Analysis" course curriculum that includes seven weeks of Critical Thinking Skills for Intelligence Analysis and seven weeks of Analytic Writing and Briefing. Can we assume our approved course covers the requirements for both "Critical Thinking Skills for Intelligence Analysis" and "Analytic Writing and Briefing" courses?
- A10.** YES. YOUR EXISTING AND APPROVED FUNDAMENTALS OF INTELLIGENCE ANALYSIS COURSE COVERS THE REQUIREMENTS FOR BOTH "CRITICAL THINKING SKILLS FOR INTELLIGENCE ANALYSIS" AND "ANALYTIC WRITING AND BRIEFING" COURSES.
- Q11.** Objective 3 (RFP, p. 17): Please define what is included in "Geosciences".
- A11.** GEOSCIENCE IS THE FIELD OF SCIENCE DEALING WITH THE PLANET EARTH. PERSONS IN THIS FIELD MUST HAVE A BACKGROUND IN GEOLOGY AND MAY HAVE EDUCATION IN ENGINEERING, BIOLOGY, CHEMISTRY, MATHEMATICS OR COMPUTER SCIENCE.
- Q12.** I have a couple questions about the FOA package "Other Forms" available for download from the Grants.gov website.
The last time we applied to this FOA (back in August) the package had a project/performance site location form, key contact form and an additional form that allowed applicants to upload the three volumes as one PDF. When I down the load the package the only other forms attached are the SF424.
- A12.** SF424 FAMILY SUBMISSION FORM UPLOADED.

Q13. Is this how you intended for the application package to be submitted or do these forms need to be included?

A13. SF424 FAMILY SUBMISSION FORM UPLOADED.

Q14. Our center is working on this application, however on Grants.gov it seems that the APPLY button is shaded out which is not allowing the application package to be downloaded and populated. I also am needing to download the budget templates for this application. Can you assist me in getting the budget forms and advise on the application package please?

A14. THE GRANTS OFFICER HAS ATTACHED A BUDGET TEMPLATE AS OF 1/30/2019 FOR YOUR USE; AS WELL AS CORRECTED THE ISSUE WITH THE 'PACKAGE' AS OF 2/4/2019.

Q15. The last time we applied to this FOA (back in August) the package had a project/performance site location form, key contact form and an additional form that allowed applicants to upload the three volumes as one PDF. When I down the load the package the only other forms attached are the SF424.

Is this how you intended for the application package to be submitted or do these forms need to be included?

A15. SEE A12 AND A13 ANSWERS

Q16. I couldn't locate the Q&A section for the IC CAE funding opportunity on Grants.gov. I'm hoping you could answer my question regarding the Consortium requirement. Are we required to have the Consortium already in place or can we propose it and develop it during/after the submission of our proposal?

A16. QUESTIONS AND ANSWERS ARE A SEPARATE DOCUMENT NOW POSTED ON GRANTS.GOV.

Q17. The only form available in the package is the SF424. Where do you want all of the volumes uploaded?

A17. WHEN POSTING YOUR REPONSE TO THIS SOLICITATION, UPLOAD EACH VOLUME DOCUMENT AS AN ATTACHMENT, AND ANNOTATED/MARKED ACCORDING TO THE SOLICITATION.

Q18. Could a sub be allowed to be a part of more than consortium?

A18. NO. SUB-AWARDS WILL BE A PART OF ONLY ONE CONSORTIUM.

Q19. Are letters of support allowable and if so, where should we include them?

A19. ALLOWABLE IN VOLUME III HOWEVER WILL NOT BE EVALUATED AGAINST OBJECTIVES IN VOLUME I.

Q20. On page 16, under Objective 1, it states that "a minimum of (4) courses from this list shall be required for students who participate in the IC CAE program."

Does this mean that a certificate or minor needs to involve at least four of the named courses?

A20. THE FOUR COURSES CAN BE INCLUDED IN EITHER YOUR MAJOR, MINOR OR CERTIFICATE PROGRAM OR SPREAD ACROSS THE THREE PROGRAMS.

Q21. Or does it mean that the institution needs to offer at least four of the named courses?

A21. CORRECT. THE APPLYING INSTITUTION MUST OFFER AT LEAST FOUR OF THE COURSES AS PART OF THE IC CAE PROGRAM.

- Q22.** On p. 18, under Objective 7, it states that “A minimum of four weeks or a maximum eight weeks is sufficient to qualify as an IC CAE funded study abroad program.”
Does the study abroad opportunity need to be directly coordinated and led by IC CAE staff?
- A22.** YES. THE IC CAE STUDY ABROAD PROGRAM WILL BE SEPARATE FROM THE SCHOOL’S EXISTING STUDY ABROAD PROGRAM.
- Q23.** Can students participate in study abroad activities organized by other entities, with financial support through the IC CAE? Do semester-long opportunities (e.g., via exchange programs) count toward this requirement?
- A23.** THE APPLICANT IS EXPECTED TO PROPOSE A STUDY ABROAD PROGRAM, MANAGED BY THE IC CAE STAFF.
- Q24.** Regarding objective 5, how should we best document plans for a consortium?
- A24.** APPLICANTS MUST IDENTIFY THE SCHOOLS WHOM THEY PLAN TO BUILD A CONSORTIUM WITH. EACH MEMBER SCHOOL OF THE CONSORTIUM WILL RECEIVE FUNDING TO CARRY OUT A PORTION OF THE AWARD.
- Q25.** Do students who participate in the IC CAE program need to participate in all three of the following Objectives or can they participate in just one and be considered IC CAE students: OBJ 1 Intelligence courses, OBJ 2 Language courses, OBJ 7 Study Abroad.
- A25.** NO. PARTICIPATING STUDENTS ARE NOT REQUIRED TO PARTICIPATE IN ALL THREE OBJECTIVES YOU HAVE LISTED. STUDENTS MAY PARTICIPATE IN DIFFERENT CAPACITIES (I.E. LANGUAGE PROGRAM TO INCLUDE CULTURAL IMMERSION, INTELLIGENCE AND/OR NATIONAL SECURITY CURRICULUM PROGRAM). THE APPLICANT WILL DEFINE HOW PARTICIPATING STUDENTS ARE COUNTED AS PARTICIPATING IN THEIR IC CAE PROGRAM.
- Q26.** Application and Submission Information, 2e. Format for Attachments (RFP, p. 8): Can the font in tables be smaller than 12 Times New Roman (e.g. 10 TNR)?
- A26:** NO
- Q27.** Objective 1 (RFP, p. 15-16) states “A minimum of four (4) courses from this list shall be required for student who participate in the IC CAE program.” Please clarify this means the IC CAE must develop and teach at least four of the seven listed courses or if every student who receives any IC CAE funding must take and complete four intelligence courses. For example, if a student received IC CAE funding for summer language courses or study abroad, are they required to also complete four Intelligence Courses?
- A27.** EVERY STUDENT WHO PARTICIPATES IN THE IC CAE PROGRAM DOES NOT HAVE TO TAKE THE CURRICULUM COURSES. STUDENTS MAY PARTICIPATE IN DIFFERENT CAPACITIES (I.E. LANGUAGE PROGRAM TO INCLUDE CULTURAL IMMERSION, INTELLIGENCE AND/OR NATIONAL SECURITY CURRICULUM PROGRAM). THE APPLICANT WILL DEFINE HOW PARTICIPATING STUDENTS ARE COUNTED AS PARTICIPATING IN THEIR IC CAE PROGRAM.
- Q28.** Objective 1 (RFP, p. 15-16) lists seven “core intelligence courses” including “Critical Thinking Skills for Intelligence Analysis” and “Analytic Writing and Briefing.” Currently, we have an approved “Fundamentals of Intelligence Analysis” course curriculum that includes seven weeks of Critical Thinking Skills for Intelligence Analysis and seven weeks of Analytic Writing and Briefing. Can we assume our approved course covers the requirements for both “Critical Thinking Skills for Intelligence Analysis” and “Analytic Writing and Briefing” courses?

- A28. YES. YOUR EXISTING AND APPROVED FUNDAMENTALS OF INTELLIGENCE ANALYSIS COURSE COVERS THE REQUIREMENTS FOR BOTH "CRITICAL THINKING SKILLS FOR INTELLIGENCE ANALYSIS" AND "ANALYTIC WRITING AND BRIEFING" COURSES.
- Q29. **Objective (RFP, p. 17): Please define what is included in "Geosciences".**
A29. GEOSCIENCE IS THE FIELD OF SCIENCE DEALING WITH THE PLANET EARTH. PERSONS IN THIS FIELD MUST HAVE A BACKGROUND IN GEOLOGY AND MAY HAVE EDUCATION IN ENGINEERING, BIOLOGY, CHEMISTRY, MATHEMATICS OR COMPUTER SCIENCE.
- Q30. **Regarding FOA# HHM402-19-FOA-399, what is the allowable number of co-principal investigators?**
A30. THERE IS NO LIMIT ON THE NUMBER OF CO-PRINCIPAL INVESTIGATORS. HOWEVER, AS MENTIONED IN THE FOA, THE SCHOOLS WILL RECEIVE A LIMITED AMOUNT OF FUNDING EACH YEAR TO CARRY OUT THE INTENT OF THE PROGRAM. WE DO NOT EXPECT THE MAJORITY OF THE FUNDING TO GO TOWARDS THE STAFF.
- Q31. **The last time we did this FOA (back in August) it had project/performance site location form, key contact form, and another form where we uploaded the all three volumes as one PDF. When you download this FOA application package the only forms that are attached are the SF424.**
A31. SEE A12, A13, AND A15.
- Q32. **I'm hoping you could answer my question regarding the Consortium requirement. Are we required to have the Consortium already in place or can we propose it and develop it during/after the submission of our proposal?**
A32. APPLICANTS MUST IDENTIFY THE SCHOOLS WHOM THEY PLAN TO BUILD A CONSORTIUM WITH. EACH MEMBER SCHOOL OF THE CONSORTIUM WILL RECEIVE FUNDING TO CARRY OUT A PORTION OF THE AWARD.
- Q33. **I have initiated the application package in Grants.gov Workspace (PKG00248102), and find that the only form is the SF424 Cover Page. Please confirm this is the correct application package. Assuming it is, should all 3 Volumes of the application be combined as one pdf document and uploaded in the SF424 under the Cover Letter attachment field?**
A33. SEE A12, A13, A15, AND A31.
- Q34. **I apologize for bothering you again, I have a couple questions about the FOA package "Other Forms" available for download from the Grants.gov website. The last time we applied to this FOA (back in August) the package had a project/performance site location form, key contact form and an additional form that allowed applicants to upload the three volumes as one PDF. When I down the load the package the only other forms attached are the SF424. Is this how you intended for the application package to be submitted or do these forms need to be included?**
A34. SEE A12, A13, A15, A31, A33.
- Q35. **We were wondering from the institutional level whether UAH is eligible for this competition and future competitions while we have an active IC CAE, especially since the last few have had**

- differing requirements (albeit with some overlap). I know that legacy institutions are eligible, but we're an active institution, and it doesn't seem perfectly clear as to our eligibility.
- A35. INSTITUTIONS WITH ACTIVE IC CAE GRANTS ARE ELIGIBLE TO APPLY.
- Q36. Will an application package be utilized for this FOA? Any guidance you can provide is appreciated.
- A36. SUBMISSIONS SHOULD BE ACCOMPANIED BY THE SF 424 FAMILY SUBMISSION FORM AND VOLUMES I, II, III.
- Q37. The University of Texas at San Antonio has received DIA support for a IC-CAE Scholarship program (see attached). During the kick-off meeting on November 8, 2018 we were fortunate to have you and your staff on-site to review program responsibilities with us (see ppt attached). Administrative staff recorded verbal instructions that students who received the scholarships must be U.S. citizens or a naturalized U.S. citizens. We note that the PI is not required to be a U.S. citizen but the student must be. However, there is a question of whether or not the citizenship requirement is only related to travel payments/reimbursements or if it includes any students receiving a scholarship. I am requesting this clarification because we do not have written documentation of this requirement and we need to produce this documentation to support the decision-making process for students selected into the IC-CAE scholarship program.
- A37. THE REQUIREMENT FOR U.S. CITIZENSHIP APPLIES BOTH TO THE PI AND TO THE STUDENTS PARTICIPATING IN THE IC CAE PROGRAM. HOWEVER, WE ARE AWARE THE SCHOOL CANNOT PREVENT INTERNATIONAL STUDENTS FROM TAKING THE COURSES DEVELOPED IN SUPPORT OF THE IC CAE PROGRAM.
- THE IC CAE PROGRAM'S ULTIMATE GOAL IS TO HIRE STUDENTS INTO THE INTELLIGENCE COMMUNITY. AS OUTLINED IN EXECUTIVE ORDER 12968, ACCESS TO CLASSIFIED INFORMATION, AS AMENDED, ELIGIBILITY FOR ACCESS TO CLASSIFIED INFORMATION MAY ONLY BE GRANTED TO EMPLOYEES WHO ARE UNITED STATES CITIZENS.