



IARPA Distribution and Evaluation System (IDEAS) SUBMISSIONS USER GUIDE

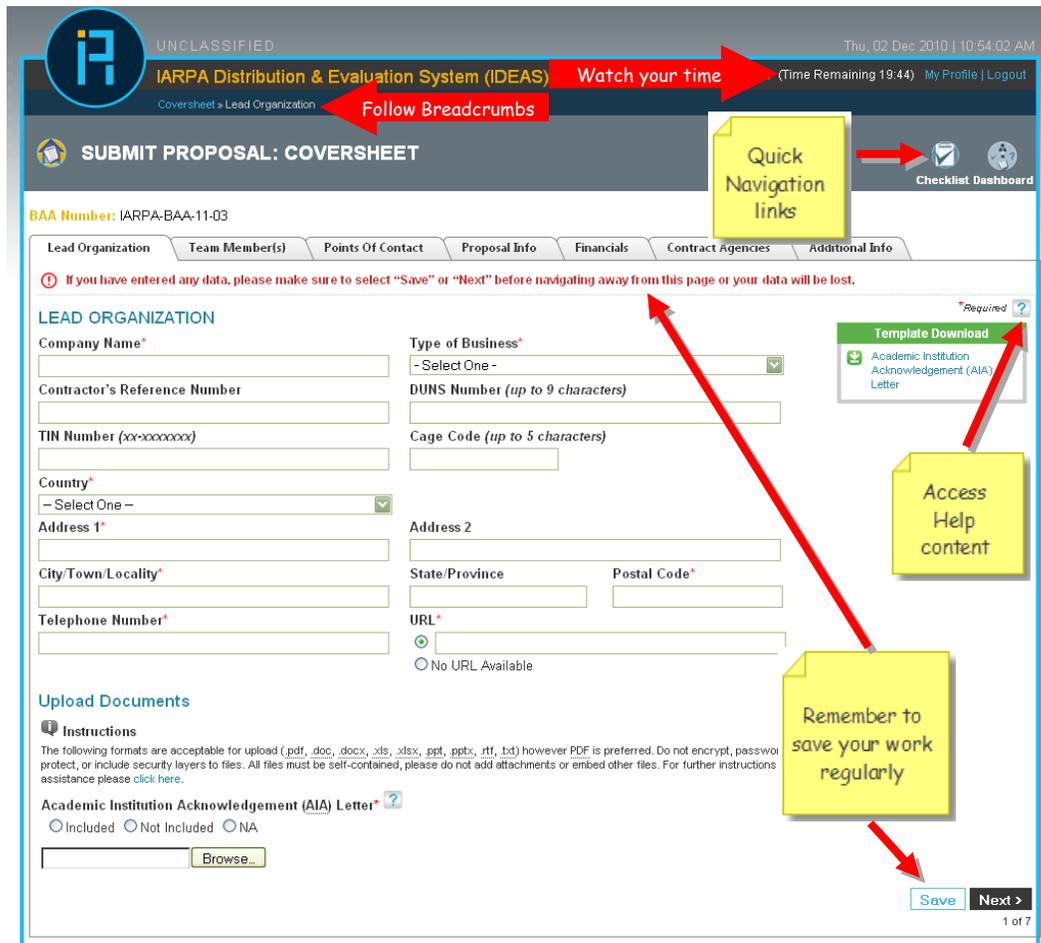
Copyright© 2016 by BRTRC Federal Solutions, Inc.

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of BRTRC Federal Solutions, Inc. For permission requests, write to BRTRC Federal Solutions, Inc. at 8521 Leesburg Pike, Ste. 500, Vienna VA 22182.

Contents

QUICK TIPS.....	3
Registering an Account	4
Logging-In.....	7
Dashboard.....	10
Submitting an Abstract	11
Submitting a Proposal	14
What Happens Next?.....	23
Requirements.....	24

QUICK TIPS



The screenshot shows the 'SUBMIT PROPOSAL: COVERSHEET' page. Key elements and callouts include:

- Watch your time:** A red arrow points to the top right corner where it says '(Time Remaining 19:44)'. A warning message at the top states: 'If you have entered any data, please make sure to select "Save" or "Next" before navigating away from this page or your data will be lost.'
- Follow Breadcrumbs:** A red arrow points to the breadcrumb trail: 'Coversheet > Lead Organization'.
- Quick Navigation links:** A yellow callout box points to the 'Quick Navigation links' icon in the top right.
- Access Help content:** A yellow callout box points to the 'Template Download' section, which includes a link for 'Academic Institution Acknowledgement (AIA) Letter'.
- Remember to save your work regularly:** A yellow callout box points to the 'Save' and 'Next >' buttons at the bottom right.

- Watch your time. If you are inactive for more than 60 minutes you will be automatically logged off and your work will not be saved.
- Use breadcrumbs to navigate to previous pages.
- On any page with tabs, please make sure to select "Save" or "Next" before navigating away from the page or your data will be lost.
- Remember to save your work regularly.
- It is recommended that on pages with tabs you complete the tabs in order, as some information is dynamically populated from a previous tab.
- The "FAQ" icon appears on every page. If you have questions, select this icon and you will be taken to a help page.
- "*" indicates a required field. Any fields marked with an "*" must be completed before you can Save.
- Submitted files will be scanned for viruses. You are encouraged to submit files as soon as possible in order to avoid a potential delay in processing your proposal.

Registering an Account

In order to submit an Abstract and/or proposal to IARPA, you must first register for an account on the IARPA Distribution and Evaluation System (IDEAS).

You must register a separate account for each BAA to which you wish to submit an Abstract or proposal. However, you may use the same account to submit multiple Abstracts or proposals to each BAA.



UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Evaluation and Management System

*** WARNING ***

Information Systems Security Reminder

WARNING! You are entering a United States Government Web site. Use of this system is restricted to authorized users. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, security, system integrity, and the limitation of use to official purposes. For security purposes, your use may be monitored, recorded, and audited. We may disclose unauthorized or improper use to law enforcement personnel investigating or prosecuting a violation of civil or criminal law and to officials of domestic and foreign agencies. Your use of this Web site is your consent to these activities. Unauthorized or improper use may result in civil and criminal penalties. If you do not consent to monitoring or are not an authorized user of this system, exit this system now.

This is the IARPA IDEAS system for **unclassified** use only. Do not discuss, enter, transfer, process, or transmit classified/sensitive national security information.

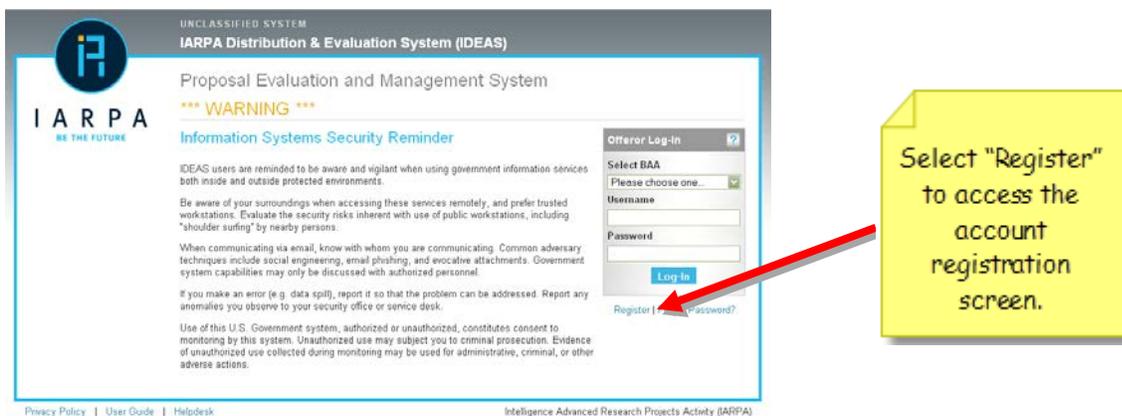
Your session will timeout after 20 minutes of inactivity. Save your work frequently, unsaved data will be lost.

[I Accept](#) [I Decline](#)

Privacy Policy | User Guide | Helpdesk

Intelligence Advanced Research Projects Activity (IARPA)

Select "I Accept" to acknowledge that you agree to abide by the system use terms described in the warning.



UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Evaluation and Management System

*** WARNING ***

Information Systems Security Reminder

IDEAS users are reminded to be aware and vigilant when using government information services both inside and outside protected environments.

Be aware of your surroundings when accessing these services remotely, and prefer trusted workstations. Evaluate the security risks inherent with use of public workstations, including "shoulder surfing" by nearby persons.

When communicating via email, know with whom you are communicating. Common adversary techniques include social engineering, email phishing, and evocative attachments. Government system capabilities may only be discussed with authorized personnel.

If you make an error (e.g. data spill), report it so that the problem can be addressed. Report any anomalies you observe to your security office or service desk.

Use of this U.S. Government system, authorized or unauthorized, constitutes consent to monitoring by this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse actions.

Offeror Log-in

Select BAA
Please choose one...

Username

Password

[Log-In](#)

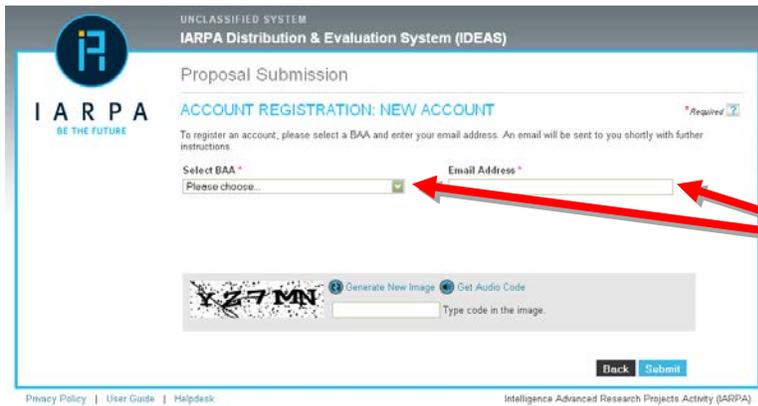
[Register](#) | [Forgot Password?](#)

Privacy Policy | User Guide | Helpdesk

Intelligence Advanced Research Projects Activity (IARPA)

Select "Register" to access the account registration screen.

Before you register, please take the time to carefully read the Information Systems Security Reminder.



UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

IARPA
BE THE FUTURE

ACCOUNT REGISTRATION: NEW ACCOUNT

To register an account, please select a BAA and enter your email address. An email will be sent to you shortly with further instructions.

Select BAA*
Please choose...

Email Address*

Generate New Image Get Audio Code

Y27MN Type code in the image.

Back Submit

Privacy Policy | User Guide | Helpdesk

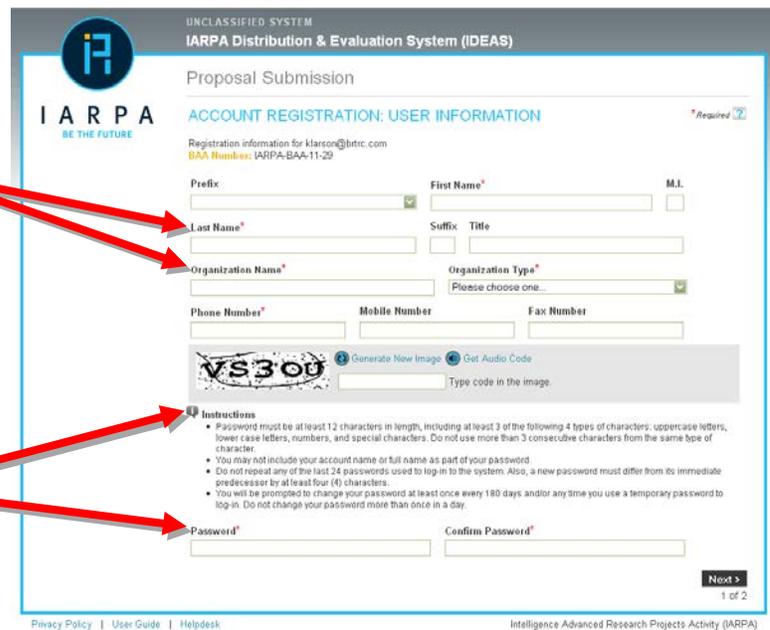
Intelligence Advanced Research Projects Activity (IARPA)

Select the BAA you want to register for from the dropdown menu. Enter your email address and select "Submit."

After you select "Submit", a verification email will be sent to the email address you entered. This email will contain a link to the IDEAS registration screen.

Before selecting "Next," make sure that you have entered text in all fields marked with an "*" ...

...and your password meets the required criteria.



UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

IARPA
BE THE FUTURE

ACCOUNT REGISTRATION: USER INFORMATION

Registration information for klarson@brtc.com
BAA Number: IARPA-BAA-11-29

Prefix First Name* M.I.

Last Name* Suffix Title

Organization Name* Organization Type*
Please choose one...

Phone Number* Mobile Number Fax Number

Generate New Image Get Audio Code

VS30U Type code in the image.

Instructions

- Password must be at least 12 characters in length, including at least 3 of the following 4 types of characters: uppercase letters, lower case letters, numbers, and special characters. Do not use more than 3 consecutive characters from the same type of character.
- You may not include your account name or full name as part of your password.
- Do not repeat any of the last 24 passwords used to log-in to the system. Also, a new password must differ from its immediate predecessor by at least four (4) characters.
- You will be prompted to change your password at least once every 180 days and/or any time you use a temporary password to log-in. Do not change your password more than once in a day.

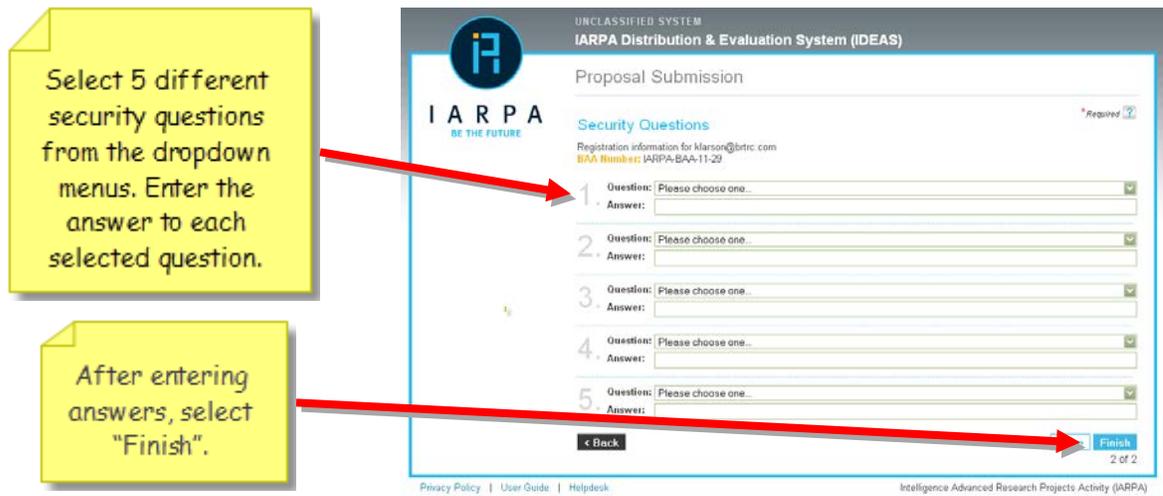
Password* Confirm Password*

Next

1 of 2

Privacy Policy | User Guide | Helpdesk

Intelligence Advanced Research Projects Activity (IARPA)



Select 5 different security questions from the dropdown menus. Enter the answer to each selected question.

After entering answers, select "Finish".

UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

IARPA
BE THE FUTURE

Security Questions *Required

Registration information for klarson@brtrc.com
BAA Number: IARPA-BAA-11-29

1 Question: Please choose one...
Answer: _____

2 Question: Please choose one...
Answer: _____

3 Question: Please choose one...
Answer: _____

4 Question: Please choose one...
Answer: _____

5 Question: Please choose one...
Answer: _____

< Back Finish
2 of 2

Privacy Policy | User Guide | Helpdesk Intelligence Advanced Research Projects Activity (IARPA)

The selected security questions will be used to confirm your identify if you ever need to request a forgotten password. **Make sure you select questions and answers that you will be able to remember later.**

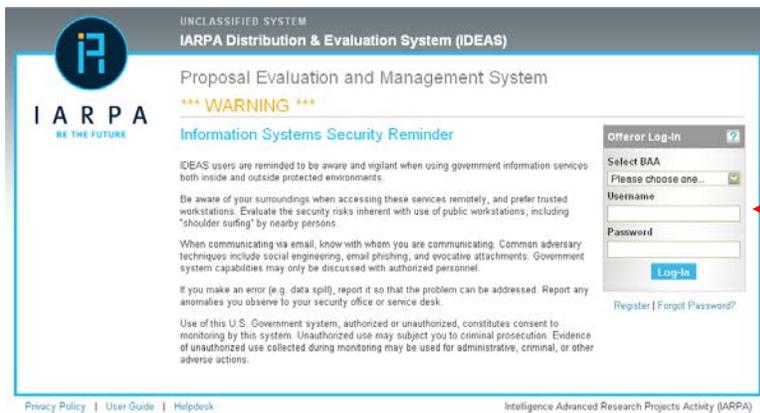
After selecting "Finish", a message will appear stating that you have successfully created your account. You will also be sent an email containing the following information:

- Confirmation that you have successfully completed registration for your IDEAS account, your username, and a "forgot password" link. You will use this username to log-in to the system.

Logging-In

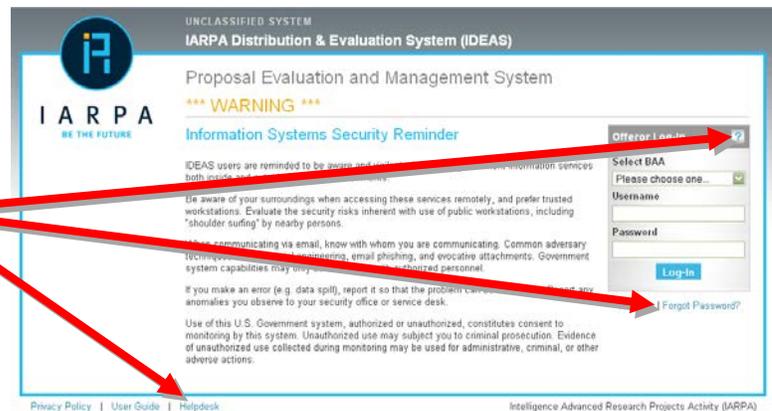
You will be asked to accept or decline the Information Systems Security Reminder and to log-in each time you access the IDEAS website. Please take the time to read both Information Systems Security Reminder screens carefully. IDEAS users are reminded to always be aware and vigilant when using government information services both inside and outside protected environments.

To log-in, you must select a BAA for which you are registered. To learn how to register, please refer to the user guide section called “Registering an Account” (pg 4).



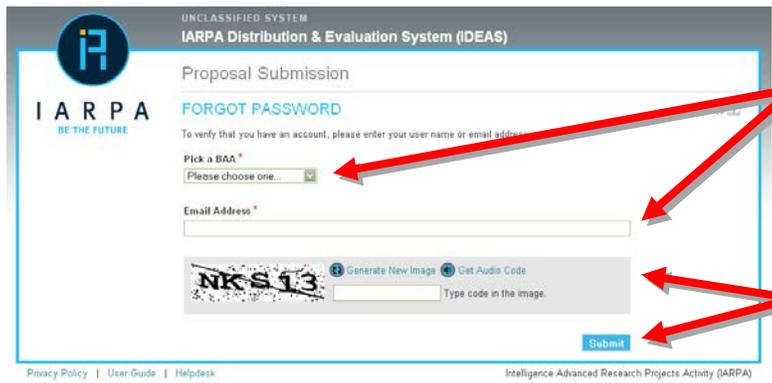
Select registered BAA, enter your username and password, then select "Log-In"

If you have questions or are unable to log in, select one of the help features, such as the "Help" content, the Help Desk, or "Forgot Password"



If you are having trouble logging in, try one of the following solutions:

- If you cannot remember your password, then select the “Forgot Password” link located directly below the log-in box. This will take you to a new screen.



UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

FORGOT PASSWORD

To verify that you have an account, please enter your user name or email address.

Pick a BAA *
Please choose one.

Email Address *

Generate New Image Get Audio Code

Type code in the image.

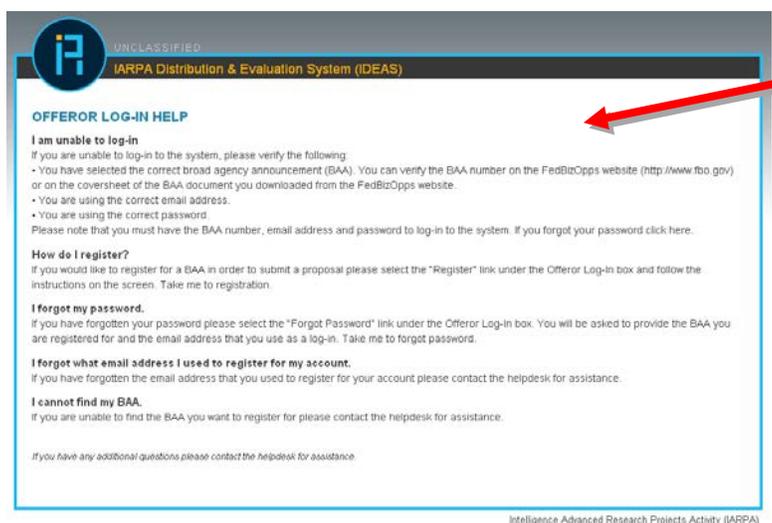
Submit

Privacy Policy | User Guide | Helpdesk Intelligence Advanced Research Projects Activity (IARPA)

Select registered BAA and enter email address

Type code as it appears in the image, then select "Submit"

- If you have a question about a page function or feature, then select the  icon located at the top right corner of the log-in box. A help page will appear in a new window.



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)

OFFEROR LOG-IN HELP

I am unable to log-in
If you are unable to log-in to the system, please verify the following:

- You have selected the correct broad agency announcement (BAA). You can verify the BAA number on the FedBizOpps website (<http://www.fbo.gov>) or on the coversheet of the BAA document you downloaded from the FedBizOpps website.
- You are using the correct email address.
- You are using the correct password.

Please note that you must have the BAA number, email address and password to log-in to the system. If you forgot your password click here.

How do I register?
If you would like to register for a BAA in order to submit a proposal please select the "Register" link under the Offeror Log-in box and follow the instructions on the screen. Take me to registration.

I forgot my password.
If you have forgotten your password please select the "Forgot Password" link under the Offeror Log-in box. You will be asked to provide the BAA you are registered for and the email address that you use as a log-in. Take me to forgot password.

I forgot what email address I used to register for my account.
If you have forgotten the email address that you used to register for your account please contact the helpdesk for assistance.

I cannot find my BAA.
If you are unable to find the BAA you want to register for please contact the helpdesk for assistance.

If you have any additional questions please contact the helpdesk for assistance.

Intelligence Advanced Research Projects Activity (IARPA)

Help page contains answers to common questions.



- If you require additional assistance, select the “Help Desk” link located at the bottom left corner of the screen. This will take you to a new screen.

UNCLASSIFIED SYSTEM
IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

IARPA
BE THE FUTURE

HELPDESK ASSISTANCE *Required

For assistance with questions, technical issues, etc. concerning the proposal evaluation and management system, please contact the IARPA IDEAS helpdesk. For questions related to the BAA or your proposal, please refer to our Q&A section.

The helpdesk is available to answer questions by phone Monday-Friday from 8:00am to 5:00pm EST, or by email by filling out the form below.

Phone: 1-888-XXXX-XXXX
Email: Please complete ALL of the fields below so we can better answer your questions.

Name Email Address Categories *Required

Subject

Message

 Submit Query / New Image / Submit Query Code
Type the code in the image.

Privacy Policy | User Guide | Helpdesk Intelligence Advanced Research Projects Activity (IARPA)

Complete all required fields.

Type code as it appears in the image, then select "Submit"

Dashboard

The Dashboard serves as your general starting point when you log-in to a BAA. On this page you can create new Abstracts and proposals, as well as manage existing ones.

From this page, you can edit or delete existing Abstracts and proposals prior to submission, as well as track their completion status.

UNCLASSIFIED

IARPA Distribution & Evaluation System (IDEAS)

Welcome **Kate** (Time Remaining 19:30) | My Profile | Logout

DASHBOARD

Registration information for klarson@brtrc.com
BAA Number: IARPA-BAA-11-03

Whitepaper/Proposal Name *

White Paper Proposal

Please type in the name for your white paper or proposal, select the appropriate radio button and click "Add" button. Your proposal name will be displayed in the list; from the list you may click on "Edit" to be taken to proposal checklist or "Delete" to delete your proposal/whitepaper.

Account Summary

- Last log in on None.
- Failed attempts since last login: None.
- Password change in: 77 days.

Name	Type	Status	Actions
Automated Low-Level Analysis and Description of Diverse Intelligence Video (ALADDIN)	White Paper	Not Started	Delete Edit
Automated Low-Level Analysis and Description of Diverse Intelligence Video (ALADDIN)	Proposal	Not Started	Delete Edit

First Previous Viewing items 1 thru 1 of 1 / Page 1 of 1 / Next Last

Privacy Policy | User Guide | Helpdesk

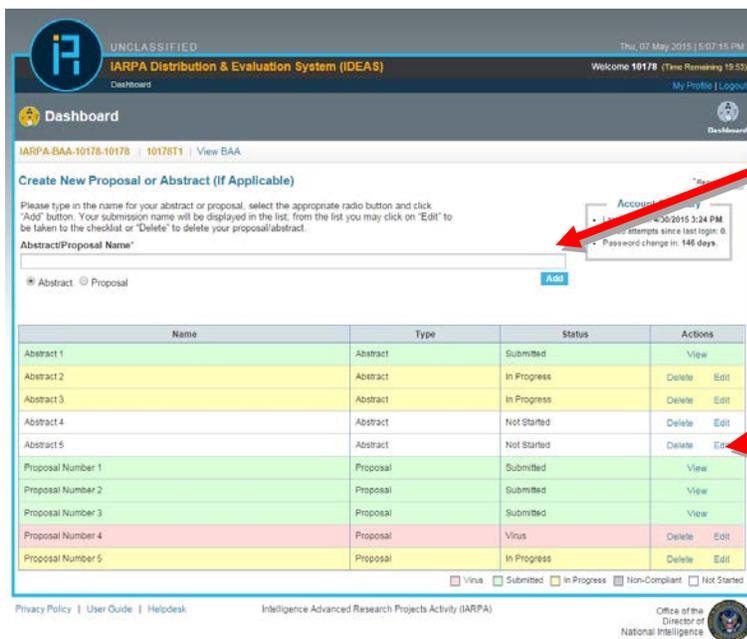
Intelligence Advanced Research Projects Activity (IARPA)

Account Summary tracks recent activity for your account, including letting you know when you will next need to change your password.

If you feel that the account summary information is wrong, contact the Help Desk immediately.

Submitting an Abstract

Some BAAs encourage you to submit an Abstract in advance of submitting a full proposal. Submitting an Abstract enables you to present a description of your idea/concept, its technical merit, and its relevance to the Program, in order to receive feedback prior to submitting your proposal. However, even if the BAA requests an Abstract, you are not required to submit an Abstract in order to submit a proposal.



The screenshot shows the IDEAS dashboard with the 'Create New Proposal or Abstract' form. The form has a text input for 'Abstract/Proposal Name' and radio buttons for 'Abstract' (selected) and 'Proposal'. Below the form is a table with columns: Name, Type, Status, and Actions. The table lists several abstracts and proposals with their respective statuses and available actions like 'View', 'Delete', and 'Edit'.

Name	Type	Status	Actions
Abstract 1	Abstract	Submitted	View
Abstract 2	Abstract	In Progress	Delete Edit
Abstract 3	Abstract	In Progress	Delete Edit
Abstract 4	Abstract	Not Started	Delete Edit
Abstract 5	Abstract	Not Started	Delete Edit
Proposal Number 1	Proposal	Submitted	View
Proposal Number 2	Proposal	Submitted	View
Proposal Number 3	Proposal	Submitted	View
Proposal Number 4	Proposal	Visus	Delete Edit
Proposal Number 5	Proposal	In Progress	Delete Edit

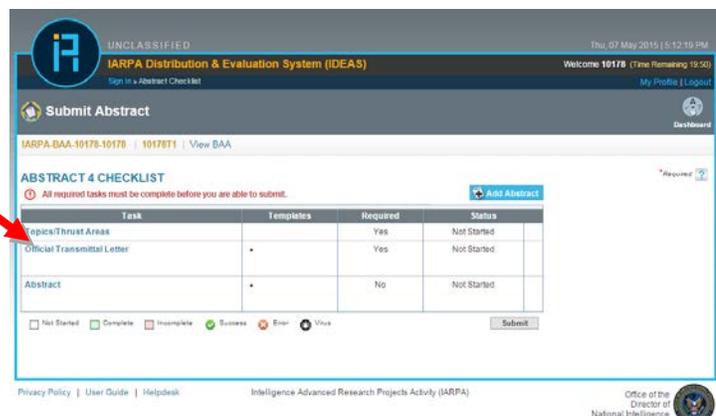
To create an Abstract, enter a title in the “name field, select “Abstract”, then select “Add”. The Abstract should appear in the table.

Select “Edit” to see the checklist for the selected Abstract or proposal.

Note: The name on this page is for your reference.

The Checklist screen shows you what information is required to submit an Abstract. The Checklist also informs you of the completion status of individual tasks.

To complete a task, click on the text link, this will take you to a page where you can complete the required information.

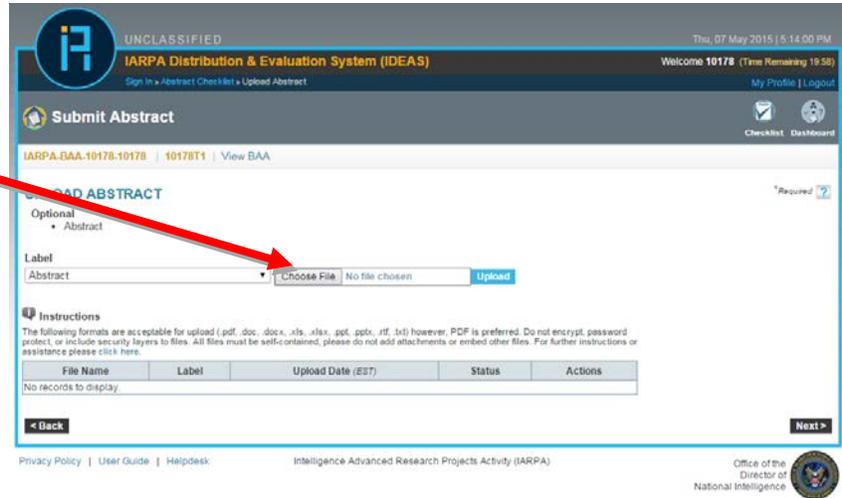


The screenshot shows the 'Submit Abstract' checklist page. It features a table with columns: Task, Templates, Required, and Status. The tasks listed are 'Topics/Thrust Areas', 'Official Transmittal Letter', and 'Abstract'. The 'Abstract' task is currently 'Not Started'.

Task	Templates	Required	Status
Topics/Thrust Areas		Yes	Not Started
Official Transmittal Letter		Yes	Not Started
Abstract		No	Not Started

Note: You may complete tasks in any order, however you must complete all required items before you can submit the Abstract.

To upload a document, select "Choose File", find the document, and then select "Upload".



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)
Welcome 10178 (Time Remaining 19:58)

Submit Abstract

IARPA.BAA-10178-10178 | 10178T1 | View BAA

UPLOAD ABSTRACT

Optional
Abstract

Label
Abstract

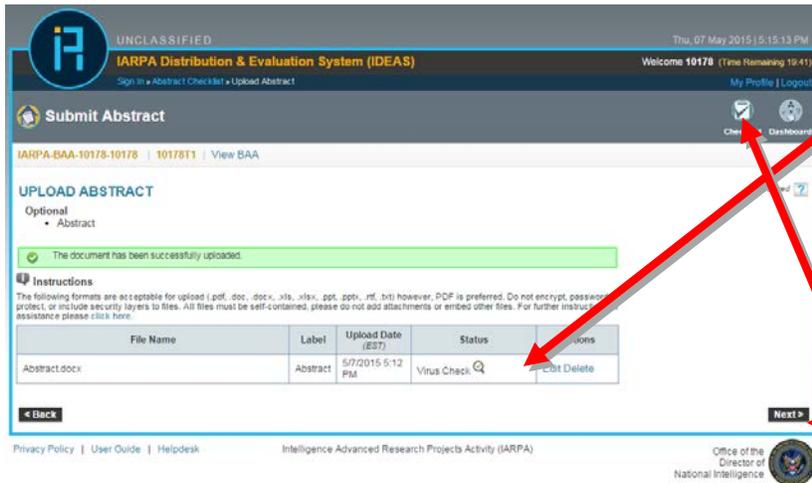
Choose File No file chosen Upload

Instructions
The following formats are acceptable for upload (.pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .rtf, .txt) however, PDF is preferred. Do not encrypt, password protect, or include security layers to files. All files must be self-contained, please do not add attachments or embed other files. For further instructions or assistance please click here.

File Name	Label	Upload Date (EST)	Status	Actions
No records to display.				

Back Next

Privacy Policy | User Guide | Helpdesk Intelligence Advanced Research Projects Activity (IARPA) Office of the Director of National Intelligence



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)
Welcome 10178 (Time Remaining 19:41)

Submit Abstract

IARPA.BAA-10178-10178 | 10178T1 | View BAA

UPLOAD ABSTRACT

Optional
Abstract

The document has been successfully uploaded.

Instructions
The following formats are acceptable for upload (.pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .rtf, .txt) however, PDF is preferred. Do not encrypt, password protect, or include security layers to files. All files must be self-contained, please do not add attachments or embed other files. For further instructions or assistance please click here.

File Name	Label	Upload Date (EST)	Status	Actions
Abstract.docx	Abstract	5/7/2015 5:12 PM	Virus Check	Delete

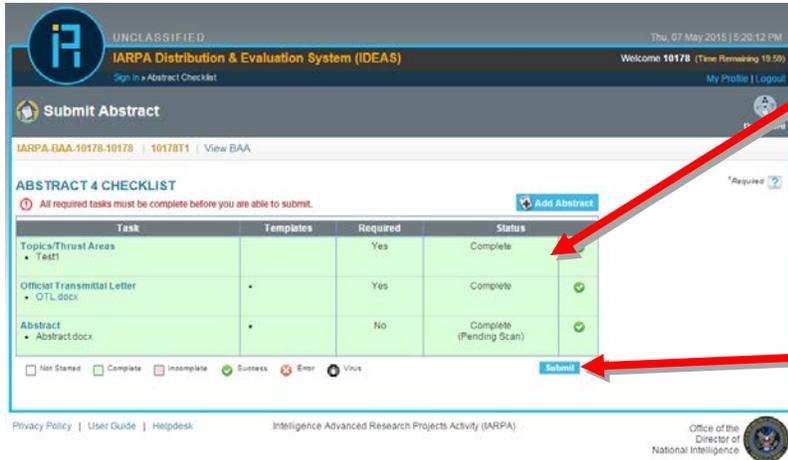
Back Next

Privacy Policy | User Guide | Helpdesk Intelligence Advanced Research Projects Activity (IARPA) Office of the Director of National Intelligence

Uploaded files will appear in a table. If you are only permitted to upload one file, you must delete the existing file in order to upload a new one.

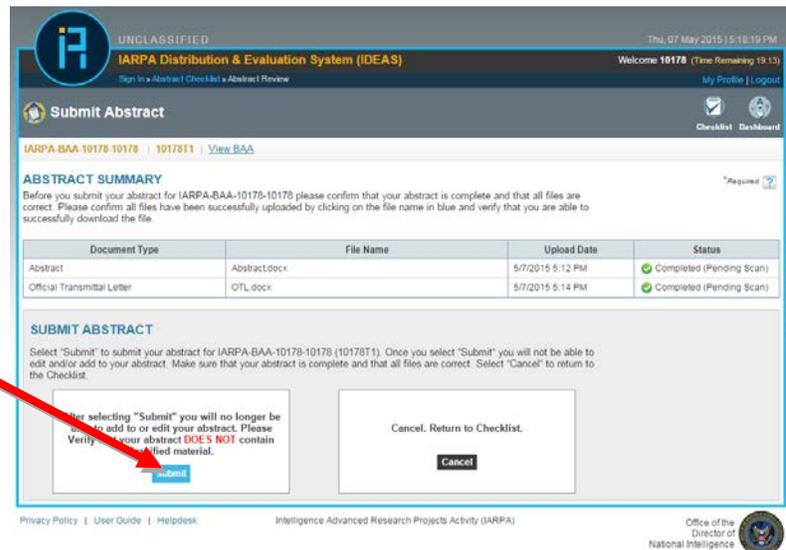
Select "Next" or the "Checklist" quick navigation link to return to the Checklist.

Note: Your document will be scanned for malicious activities. If quarantined, you may be asked to re-upload your file.



You will not be permitted to submit until you have successfully uploaded files for all required documents.

When ready, select "Submit". You will be taken to a summary page.



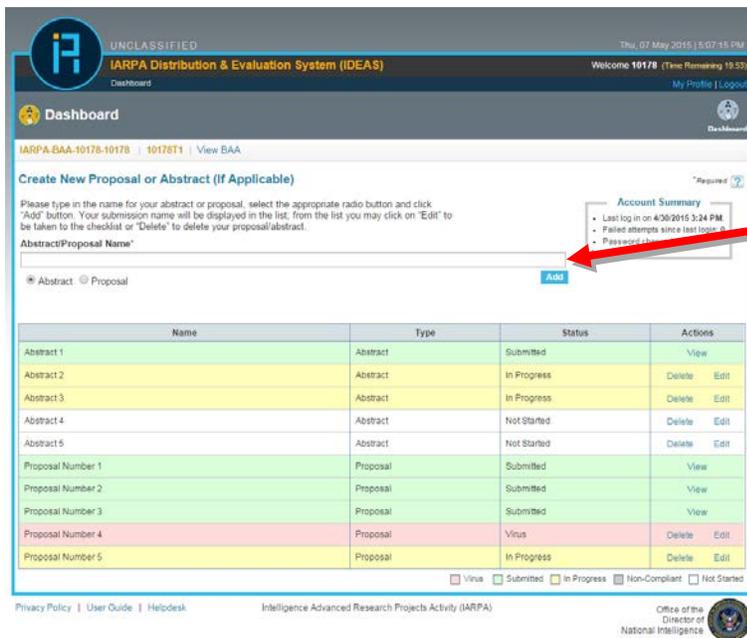
Select "Submit" to submit your Abstract to IARPA.

Note: Once you submit your Abstract, you will not be able to go back and edit your submission.

Once you confirm your intent to submit the Abstract, you will be taken back to the Dashboard where your Abstract status will show as being submitted. You will also receive a confirmation email informing you that you have successfully submitted your Abstract.

Submitting a Proposal

The proposal submission process is where you as the Offeror compile the various documents needed to submit a proposal. The proposal submission process can be lengthy, so we recommend you start as early as possible.



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)
Welcome 10178 (Time Remaining 19:55)
Dashboard | My Profile | Logout

Dashboard

IARPA.BAA-10178-10178 | 10178T1 | View BAA

Create New Proposal or Abstract (If Applicable)

Please type in the name for your abstract or proposal, select the appropriate radio button and click "Add" button. Your submission name will be displayed in the list, from the list you may click on "Edit" to be taken to the checklist or "Delete" to delete your proposal/abstract.

Abstract/Proposal Name:

Abstract Proposal

Account Summary

- Last log in on 4/30/2015 3:24 PM
- Failed attempts since last login: 0
- Resynced: 0

Name	Type	Status	Actions
Abstract 1	Abstract	Submitted	View
Abstract 2	Abstract	In Progress	Delete Edit
Abstract 3	Abstract	In Progress	Delete Edit
Abstract 4	Abstract	Not Started	Delete Edit
Abstract 5	Abstract	Not Started	Delete Edit
Proposal Number 1	Proposal	Submitted	View
Proposal Number 2	Proposal	Submitted	View
Proposal Number 3	Proposal	Submitted	View
Proposal Number 4	Proposal	Virus	Delete Edit
Proposal Number 5	Proposal	In Progress	Delete Edit

Virus Submitted In Progress Non-Compliant Not Started

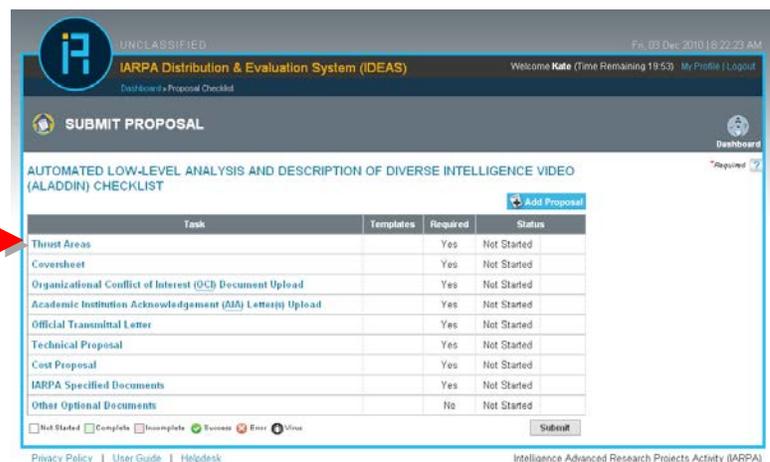
Privacy Policy | User Guide | Helpdesk
Intelligence Advanced Research Projects Activity (IARPA)
Office of the Director of National Intelligence

To create a Proposal, enter a title in the "name field, select "Proposal", then select "Add". The Proposal should appear in the table.

Select "Edit" to see the checklist for the selected Abstract or proposal.

The Checklist screen shows you what information is required to submit a proposal. The Checklist also informs you of the completion status of individual tasks. You do not need to complete the tasks in a specific order.

To complete a task, click on the text link, this will take you to a page where you can complete the required information.



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)
Welcome Kate (Time Remaining 19:53) | My Profile | Logout
Dashboard > Proposal Checklist

SUBMIT PROPOSAL

AUTOMATED LOW-LEVEL ANALYSIS AND DESCRIPTION OF DIVERSE INTELLIGENCE VIDEO (ALADDIN) CHECKLIST

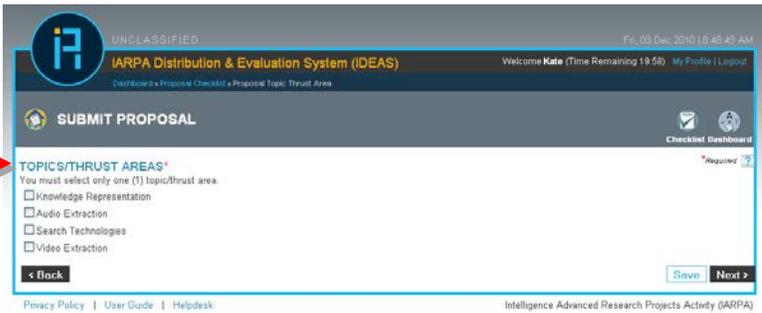
Task	Templates	Required	Status
Thrust Areas		Yes	Not Started
Coversheet		Yes	Not Started
Organizational Conflict of Interest (OCI) Document Upload		Yes	Not Started
Academic Institution Acknowledgement (AIA) Letter(s) Upload		Yes	Not Started
Official Transmittal Letter		Yes	Not Started
Technical Proposal		Yes	Not Started
Cost Proposal		Yes	Not Started
IARPA Specified Documents		Yes	Not Started
Other Optional Documents		No	Not Started

Not Started Complete Incomplete Success Error Virus

Privacy Policy | User Guide | Helpdesk
Intelligence Advanced Research Projects Activity (IARPA)

The Topics/Thrust Areas screen displays all topics/thrust areas related to the BAA. The page provides instruction on whether or not you are required to address a particular topic/thrust area and/or how many you are required to address. Not all BAAs require Topics/Thrust Areas to be specified.

Select all Topics/Thrust Areas which your proposal addresses.

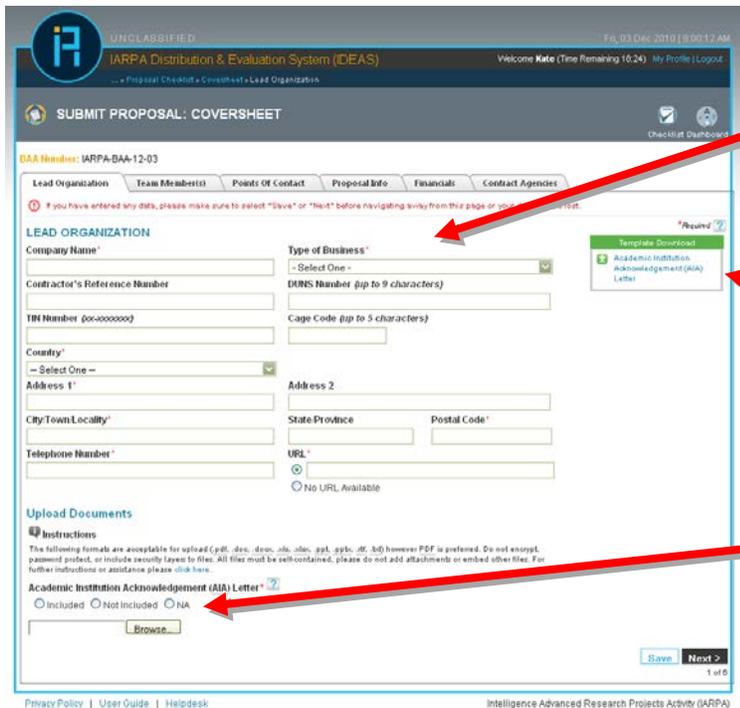


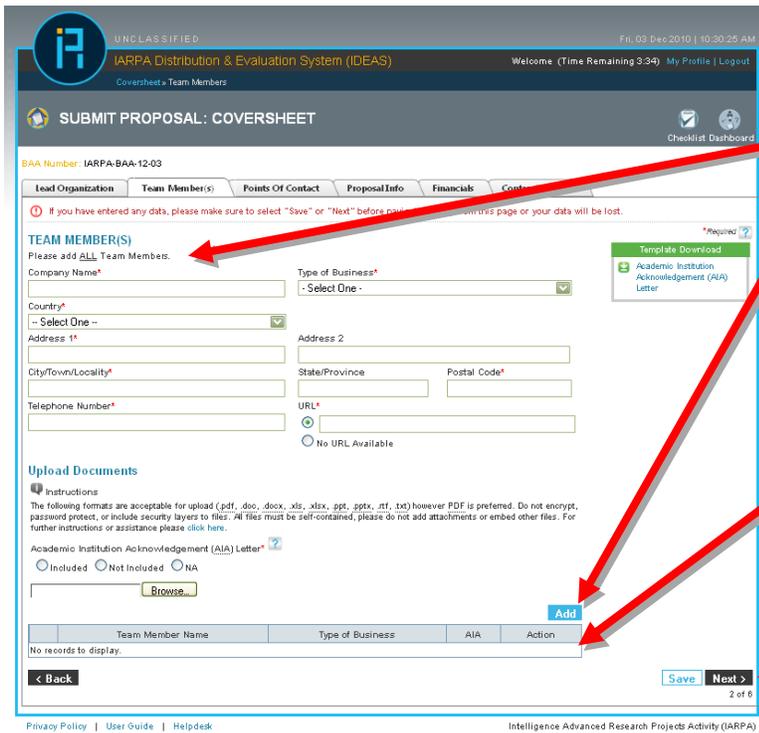
It is recommended that you begin completing the Coversheet as soon as possible, as it is the most time consuming aspect of submitting a proposal through the system. It is important that you complete all required fields in each tab.

Enter information for Lead Organization (Prime). Fields marked with an "*" are required.

Download AIA template.

You must select one AIA option. If you select "Not Included", you may submit the proposal without uploading an AIA.





To add team members, complete all required fields, upload AIA if required, and select "Add." All team members will appear in table.

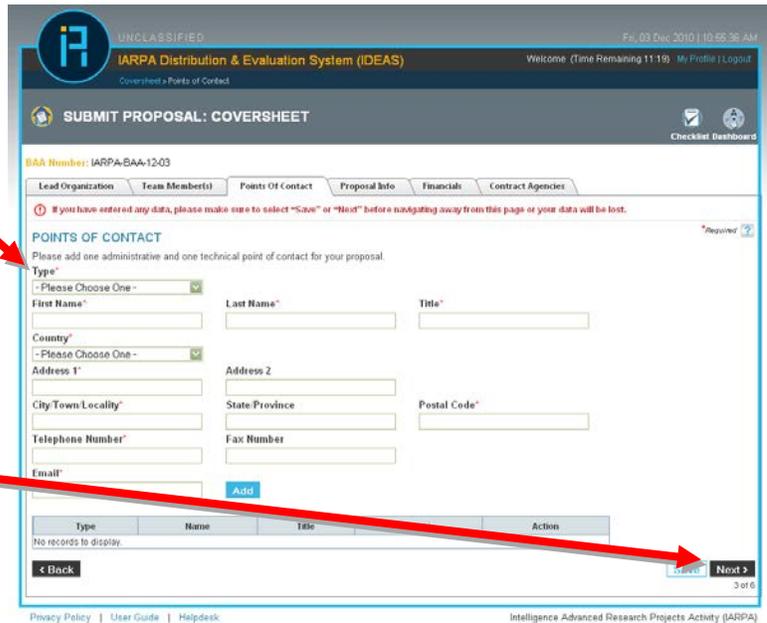
List all team members, including independent contractors.

Select "Next" after adding all team members.

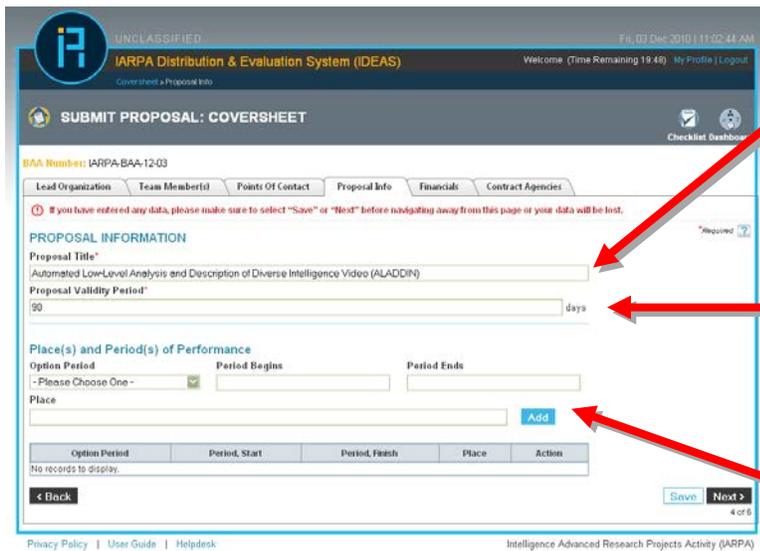
You should submit an Academic Institution Acknowledgement (AIA) letter for any team member that is part of an academic institution.

To add POCs, specify contact "Type," complete all required fields, then select "Add."

Select "Next" after adding points of contact.



Place(s) and Period(s) of Performance are optional to complete. You may use this section to establish a timeline for your proposal, as well as specifying where the work for the project will take place.



Specify proposal title. By default, field is auto-populated with the title specified on the dashboard.

It is recommended that validity period not be less than 90 days.

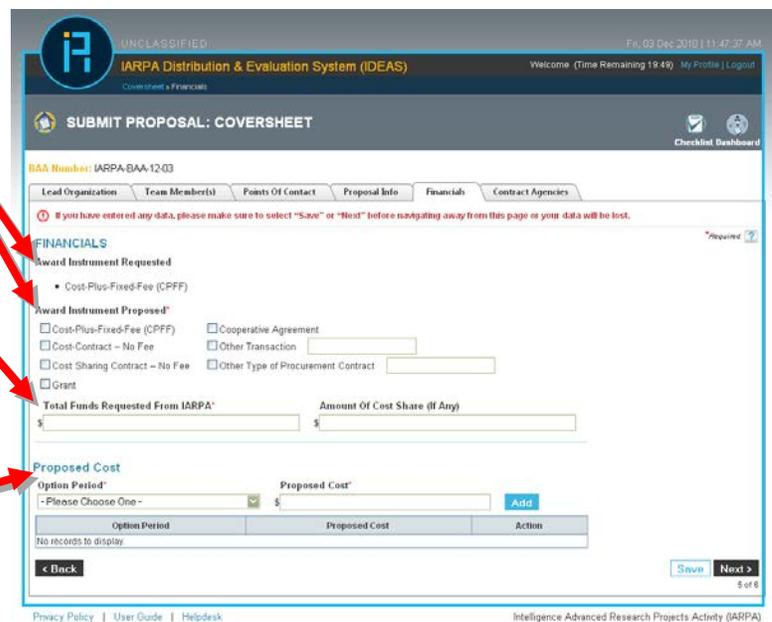
Optional: Specify places and periods of performance.

In the Financials tab you are required to break down your proposed cost by option period(s).

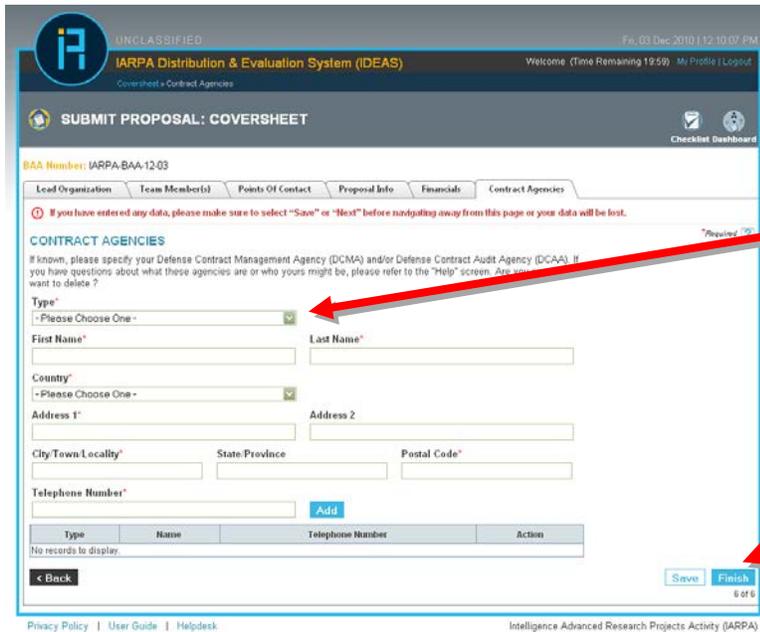
Requested and proposed award instrument do not have to match.

Specify total funds requested and amount of cost share (if any)

List proposed cost by option period. To add, select an "Option Period," specify "Proposed Cost," and select "Add."



Contract Agencies is not required information; however, you are encouraged to include this information if you know it.



SUBMIT PROPOSAL: COVERSHEET

BAA Number: IARPA-BAA-12-03

Lead Organization | Team Member(s) | Points Of Contact | Proposal Info | Financials | Contract Agencies

CONTRACT AGENCIES

If known, please specify your Defense Contract Management Agency (DCMA) and/or Defense Contract Audit Agency (DCAA). If you have questions about what these agencies are or who yours might be, please refer to the "Help" screen. Are you sure you want to delete?

Type*
[- Please Choose One -]

First Name* | Last Name*

Country*
[- Please Choose One -]

Address 1* | Address 2*

City/Town/Locality* | State/Province | Postal Code*

Telephone Number*

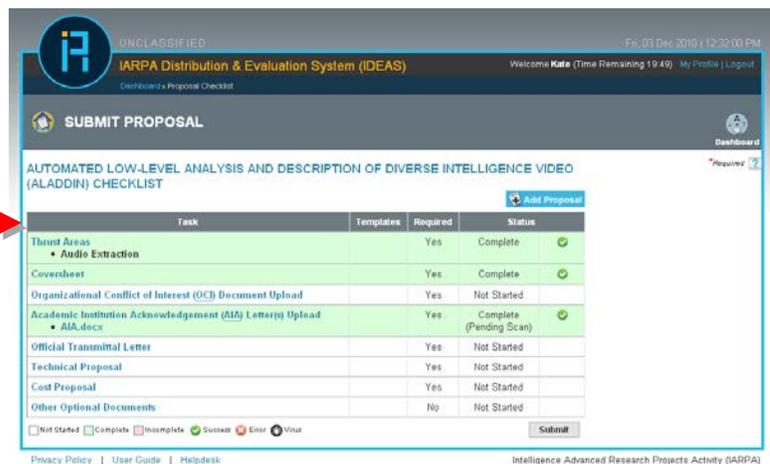
Type	Name	Telephone Number	Action
No records to display.			

To add a contract agency, select "Type" of agency, complete required fields, then select "Add."

To complete coversheet select "Finish."

Selecting "Finish" will take you back to the proposal checklist, where the coversheet section of the checklist should now show as "Complete." If this is not the case, please verify that no required information is missing from the Coversheet.

Continue through checklist, make sure you submit all required documents.



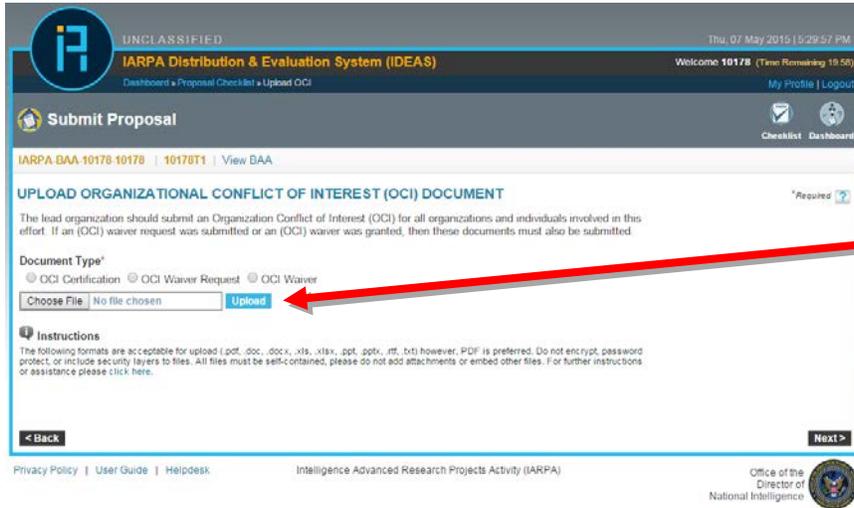
SUBMIT PROPOSAL

AUTOMATED LOW-LEVEL ANALYSIS AND DESCRIPTION OF DIVERSE INTELLIGENCE VIDEO (ALADDIN) CHECKLIST

Task	Templates	Required	Status
Thrust Areas	Yes	Yes	Complete
• Audio Extraction			Complete
Coversheet		Yes	Complete
Organizational Conflict of Interest (OCI) Document Upload		Yes	Not Started
Academic Institution Acknowledgement (AIA) Letter(s) Upload		Yes	Complete (Pending Scan)
• AIA.docx			
Official Transmittal Letter		Yes	Not Started
Technical Proposal		Yes	Not Started
Cost Proposal		Yes	Not Started
Other Optional Documents		No	Not Started

Not Started Complete Incomplete Suspect Error Virus

You must submit at least one Organizational Conflict of Interest (OCI) file, including either a certification of no OCI or an OCI waiver request. You must submit one file for all team members.



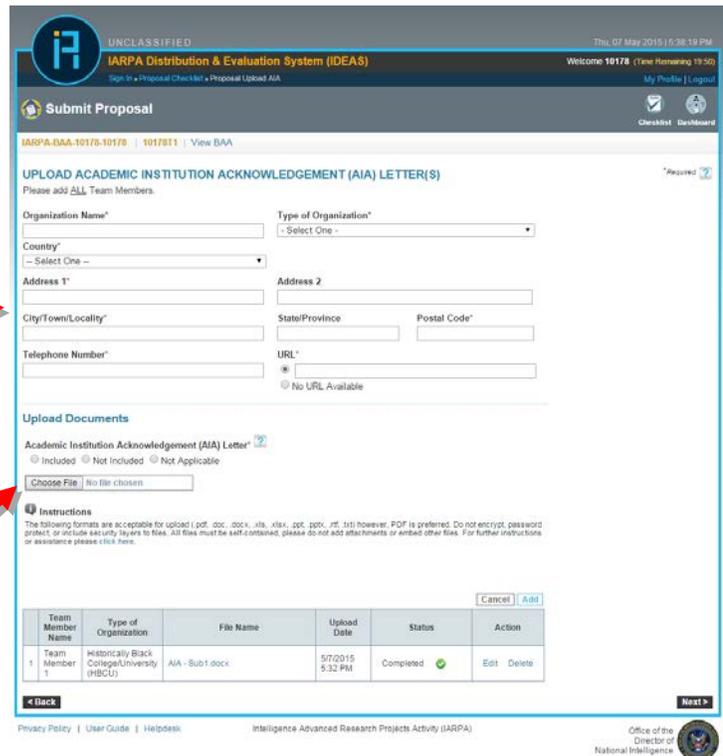
The screenshot shows the 'Submit Proposal' page for 'IARPA DAA-10178-10178'. The main heading is 'UPLOAD ORGANIZATIONAL CONFLICT OF INTEREST (OCI) DOCUMENT'. Below this, there are radio buttons for 'OCI Certification', 'OCI Waiver Request', and 'OCI Waiver'. A 'Choose File' button is highlighted with a red arrow pointing to a yellow callout box. Below the radio buttons are instructions regarding acceptable file formats (pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt) and a warning not to encrypt or password protect files. At the bottom of the form area is an 'Upload' button, also highlighted with a red arrow.

To upload a document, select "Choose File", find the document, and then select "Upload".

You should submit an Academic Institution Acknowledgement (AIA) letter for any team member that is part of an academic institution. By submitting an AIA, the institution acknowledges that it is aware that it will be engaging in a contractual relationship with IARPA.

To add additional team members select "Add Team Member" and complete all required fields.

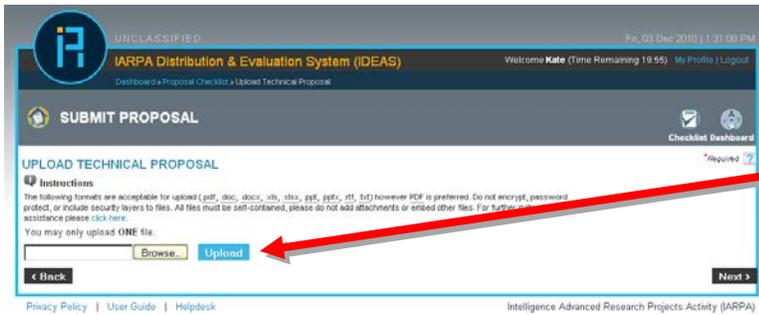
To upload a document, select "Choose File", find the document, and then select "Upload".



The screenshot shows the 'Submit Proposal' page for 'IARPA DAA-10178-10178'. The main heading is 'UPLOAD ACADEMIC INSTITUTION ACKNOWLEDGEMENT (AIA) LETTER(S)'. It includes a 'Please add ALL Team Members' instruction. The form contains several required fields: Organization Name, Type of Organization, Country, Address 1, Address 2, City/Town/Locality, State/Province, Postal Code, Telephone Number, and URL. Below these fields is an 'Upload Documents' section with radio buttons for 'Included', 'Not Included', and 'Not Applicable'. A 'Choose File' button is highlighted with a red arrow pointing to a yellow callout box. At the bottom, there is a table listing team members and their AIA letters.

Team Member Name	Type of Organization	File Name	Upload Date	Status	Action
Team Member 1	Historically Black College/University (HBCU)	AIA - Sub1.docx	5/7/2015 5:32 PM	Completed	Edit Delete

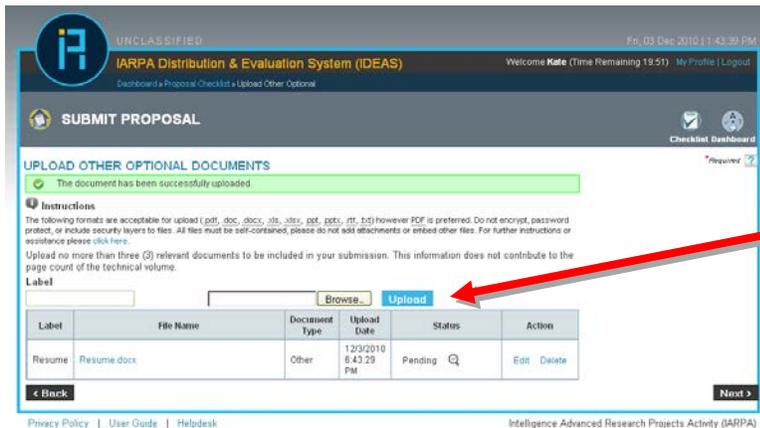
To upload a document, select "Choose File", find the document, and then select "Upload".



To upload a document, select "Choose File", find the document, and then select "Upload".

To upload a document, select "Choose File", find the document, and then select "Upload".



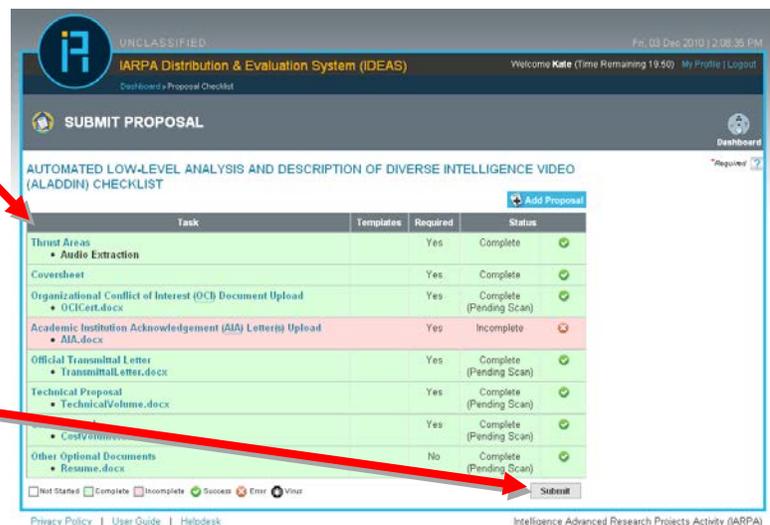


To upload a document, select "Choose File", find the document, and then select "Upload".

You must complete all required tasks before you will be permitted to submit your proposal. Please note that while you are not required to submit AIA letters prior to submitting your proposal, if your proposal is selected for an award, you will have to submit any missing AIAs prior to contract negotiations.

Verify that all required tasks have been successfully completed.

When ready, select "Submit". You will be taken to a summary page.



UNCLASSIFIED
IARPA Distribution & Evaluation System (IDEAS)
Dashboard > Proposal Checklist & Proposal Review

Thu, 07 May 2015 | 5:45:13 PM
Welcome 10178 (Time Remaining: 19:52)
My Profile | Logout

Proposal Summary

IARPA-BAA-10178-10178 | 10178T1 | View BAA

PROPOSAL PACKAGE SUMMARY *Required

Before you submit your proposal package for IARPA-BAA-10178-10178 please confirm that your proposal package is complete and that all files are correct. Please confirm all files have been successfully uploaded by clicking on the file name in blue and verify that you are able to successfully download the file.

Proposal Information			
Proposal Title:	Proposal Number 5	BAA Number:	IARPA-BAA-10178-10178
Topics/Thrust Areas:	Unspecified	Date Submitted:	Not Submitted
		Proposal Validity Period:	90

Lead Organization			
Company Name:	Team 5	Contractor's Reference Number:	
Type of Business:	Independent Contractor	DUNS Number:	
Address:	2222 Two Street Seattle, WA 30152 United States	TIN Number:	OCI: OCI Certification (OCI Certification.docx)
		Cage Code:	AIA:
		URL:	

Points of Contact			
Technical		Administrative	
Title:	Senator	Title:	Senator
First Name:	Phillip	First Name:	Martin
Last Name:	Pomas	Last Name:	Van Buren
Address:	333 Ravenswood Ave Menlo Park, CA 94025 United States	Address:	2222 Two Street Seattle, WA 30152 United States
Telephone:	6508564199	Telephone:	3156136727
Email:	colleen.conway@ari.com	Email:	Martin.Van.Buren@brtrc.com
Fax:		Fax:	

Cost Information			
Award Instrument:	Cost-Contract - No Fee		
Total Funds Requested from IARPA:	\$1,234.00	Option Period	Proposed Cost
Amount of Cost Share (if any):		Base Period	\$1,234.00
		Total:	\$1,234.00

Places and Periods of Performance:			
Option Period	Place	Period Start	Period Finish
Base Period	Athens, GA	1/2/2014	1/2/2015

Submitted Files				
Document Type	File Name	Upload Date	Status	
Cost Proposal	Cost Proposal.docx	12/12/2014 9:15 AM	Completed	
OCI Certification	OCI Certification.docx	12/12/2014 1:35 PM	Completed	
Official Transmittal Letter	OTL.docx	12/12/2014 9:15 AM	Completed	
10182 Doc1 (Req Temp)	Doc1.docx	12/12/2014 1:35 PM	Completed	
10182 Doc2 (Req NoTemp)	Doc2.docx	12/12/2014 1:36 PM	Completed	
Technical Proposal	Technical Proposal.docx	12/12/2014 1:36 PM	Completed	

SUBMIT PROPOSAL

Select "Submit" to submit your proposal package for IARPA-BAA-10178-10178 (10178T1). It is the responsibility of the Offeror to make sure that your proposal package is complete and that all files are correct. Select "Cancel" to return to the Checklist.

Please Verify that your proposal package **DOES NOT** contain classified material.

Cancel. Return to Checklist.

Privacy Policy | User Guide | Helpdesk
Intelligence Advanced Research Projects Activity (IARPA)
Office of the Director of National Intelligence

Select "Submit" to submit your proposal to IARPA.

Note: Once you submit your Proposal, you will only be able to unlock your proposal before the Submission Due Date in Program BAAs, and before the proposal has been processed by IARPA in Open BAAs.

Once you confirm your intent to submit the proposal, you will be taken back to the Dashboard where your proposal status will show as being submitted. A confirmation email informing you that you have successfully submitted your proposal will also be sent.

What Happens Next?

After you have submitted your Abstract/Proposal to IDEAS, all submitted files will be scanned for viruses. If a file contains a virus and if it was identified before submission deadline, you will be asked to resubmit a new version of the infected file. If the virus is detected post-submission deadline, IARPA will determine if you will be able to resubmit the file.

Abstracts will be reviewed by the IARPA and feedback will be provided according to the evaluation criteria stated in the BAA.

Proposals will be processed for compliance. If your proposal is deemed compliant, then it will be reviewed by IARPA. If your proposal is deemed non-compliant, then you will be notified via email. You may also be contacted by IARPA to submit missing files/information.

After the review process is complete, IARPA will notify you if your proposal was selected for funding, selected for partial funding, or not selected.

Requirements

Will Your Computer Work With IDEAS?

IDEAS is designed to support the operating systems and tools used by the majority of users. While IDEAS has been tested on a variety of web browsers and tools, the site is best viewed with:

- Internet Explorer Version 7.0 or higher
- Firefox Version 3.6 or higher
- Enabled Cookies and JavaScript

You may have trouble accessing IDEAS using other web browsers, operating systems, and devices, such as hand held computers, cell phones, and personal digital assistants.

To upgrade your web browser to a newer version, please visit one of the sites below and download the appropriate software for your hardware platform:

- Microsoft: [Internet Explorer](#)
- Mozilla: [Firefox](#)

Uploading Documents

The following formats are acceptable for upload (.pdf, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .rtf, .txt), however, PDF is preferred. Do not encrypt, password protect, or include security layers for files. All files must be self-contained, please do not add attachments or embed other files.

Accessibility Policy

IDEAS is committed to providing access to all individuals, with or without disabilities, seeking to submit or evaluate proposals to IDEAS. To provide this accessibility, IDEAS is built to comply with [Section 508](#) of the Rehabilitation Act (as amended). Section 508 requires that all individuals with disabilities, whether federal employees or members of the general public, have access to and use of information and data, comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on the provider.

If you use assistive technology, such as a screen reader, eye tracking device, voice recognition software, etc., and have difficulty accessing information on IDEAS, please contact the Help Desk and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. A Help Desk representative will contact you and attempt to provide you with the information you are seeking.