



IARPA  
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**IARPA Distribution & Evaluation System (IDEAS) Management**

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**User Guide: Submissions User Guide**

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## QUICK TIPS

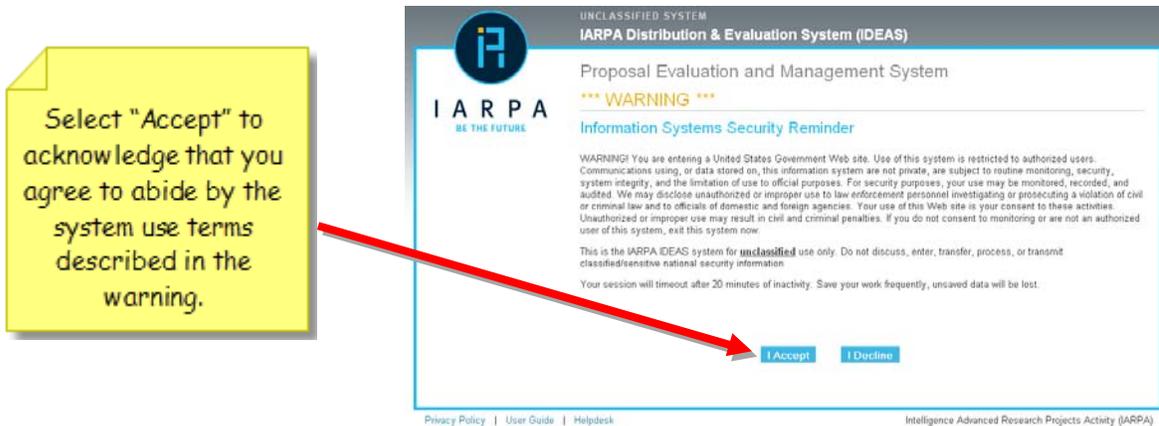
The screenshot shows the 'SUBMIT PROPOSAL: COVERSHEET' page. Red arrows point to the breadcrumb trail 'CoverSheet > Lead Organization', the 'Watch your time' warning, the 'Follow Breadcrumbs' instruction, the 'Quick Navigation links' box, the 'Template Download' button, the 'Access Help content' box, the 'Remember to save your work regularly' box, and the 'Save' and 'Next >' buttons. Yellow callout boxes contain the text: 'Quick Navigation links', 'Access Help content', and 'Remember to save your work regularly'. The form includes fields for 'Company Name\*', 'Type of Business\*', 'Contractor's Reference Number', 'DUNS Number (up to 9 characters)', 'TIN Number (xx-xxxxxxx)', 'Cage Code (up to 5 characters)', 'Country\*', 'Address 1\*', 'Address 2', 'City/Town/Locality\*', 'State/Province', 'Postal Code\*', 'Telephone Number\*', and 'URL\*'. There are also 'Save' and 'Next >' buttons at the bottom right.

- Watch your time. If you are inactive for more than 20 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.
- “?” 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 navigate away from the page.
- 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.

## 1. Registering an Account

In order to submit a white paper and/or a 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 a white paper or proposal. However, you may use the same account to submit multiple white papers or proposals to each BAA.



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

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IARPA Distribution & Evaluation System (IDEAS)

Proposal Evaluation and Management System  
\*\*\* WARNING \*\*\*  
Information Systems Security Reminder

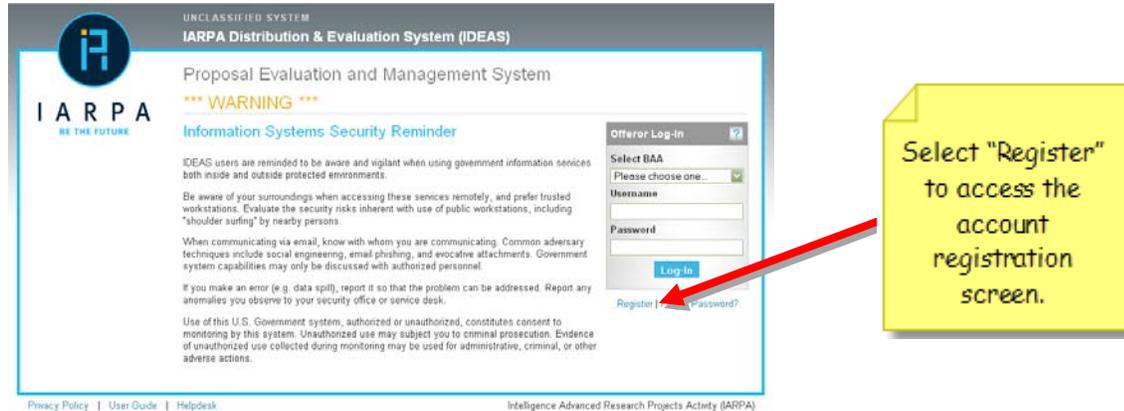
WARNING! You are entering a United States Government Web site. Use of this system is restricted to authorized users. Communications using, or data stored on, this information system are not private, are subject to routine monitoring, security, system integrity, and the limitation of use to official purposes. 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

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Intelligence Advanced Research Projects Activity (IARPA)



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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?

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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.



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IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

**ACCOUNT REGISTRATION: NEW ACCOUNT** \*Required

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 \*  Email Address \*



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

NOTE: You must enter the security code exactly as it appears in the image.

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.

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IARPA Distribution & Evaluation System (IDEAS)

Proposal Submission

**ACCOUNT REGISTRATION: USER INFORMATION** \*Required

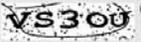
Registration information for kiarson@brtrc.com  
BAA Number: IARPA-BAA-11-29

Prefix  First Name\*  M.I.

Last Name\*  Suffix  Title

Organization Name\*  Organization Type\*

Phone Number\*  Mobile Number  Fax Number



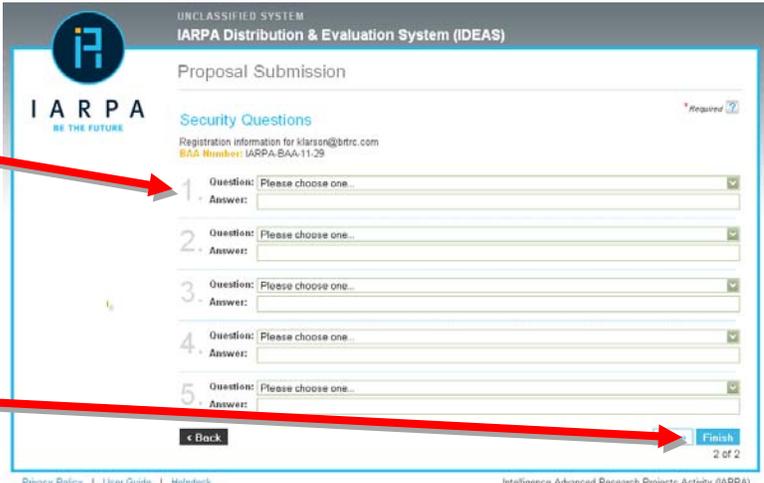
**Instructions**

- Password must be at least 12 characters in length, including at least 2 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\*

1 of 2

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The screenshot shows the 'Proposal Submission' page in the IDEAS system. It features a 'Security Questions' section with five numbered items, each with a 'Question' dropdown menu and an 'Answer' text field. A red arrow points from the first question to the first yellow note. Another red arrow points from the 'Finish' button to the second yellow note. The page includes a 'Back' button and a 'Finish' button (labeled '2 of 2').

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

**After entering answers, select "Finish".**

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 emails containing the following information:

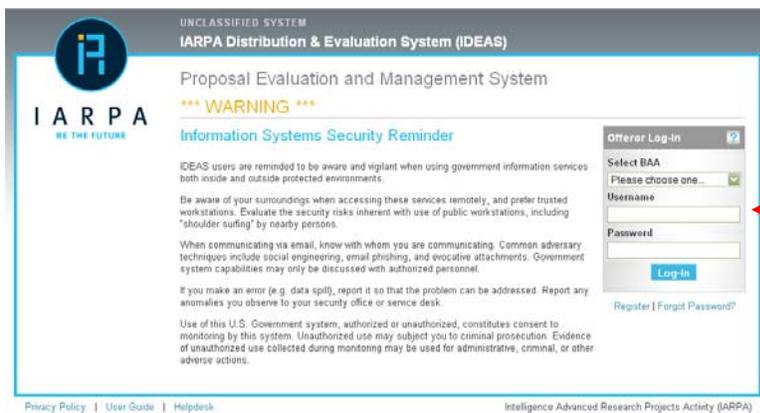
- Confirmation that you have successfully completed registration for your IDEAS account
- Your username, you will use this username to log-in to the system.
- A validation number



## 2. Logging-In

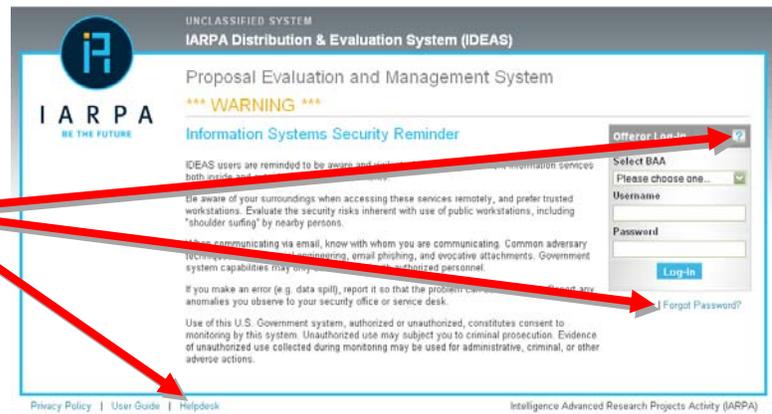
You will be asked to accept or decline the privacy policy and to log-in each time you access the IDEAS website. Please take the time to read both the privacy policy and Information Systems Security Reminder screens carefully. IDEAS users are reminded to always be aware and vigilant when using government 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 on "Registering an Account" (pg 4).



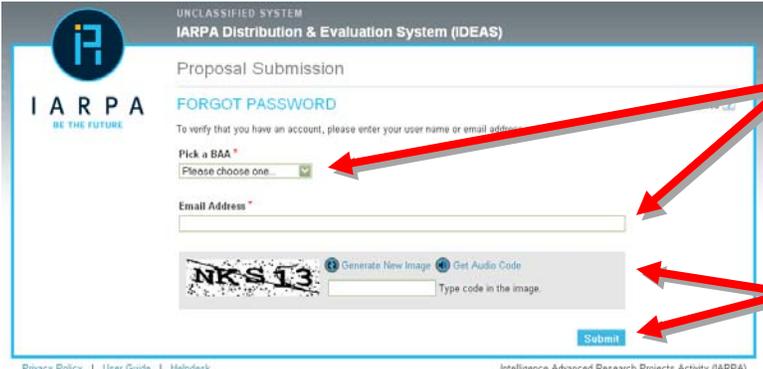
Select registered BAA, enter your username and password, then select "Log-In"

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



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

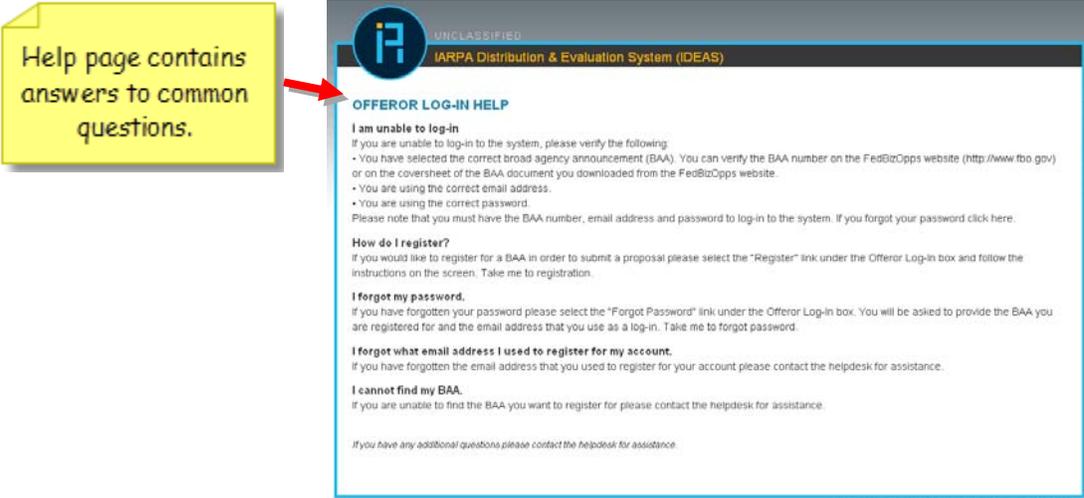
- If you cannot remember your password, then select the “Forgot Password” link located directly below the log-in box. This will take you to a new screen.



**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.



**Help page contains answers to common questions.**

**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*



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

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IARPA Distribution & Evaluation System (IDEAS)

**Proposal Submission**

**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 D&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 \***

**Subject**

**Message \***

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

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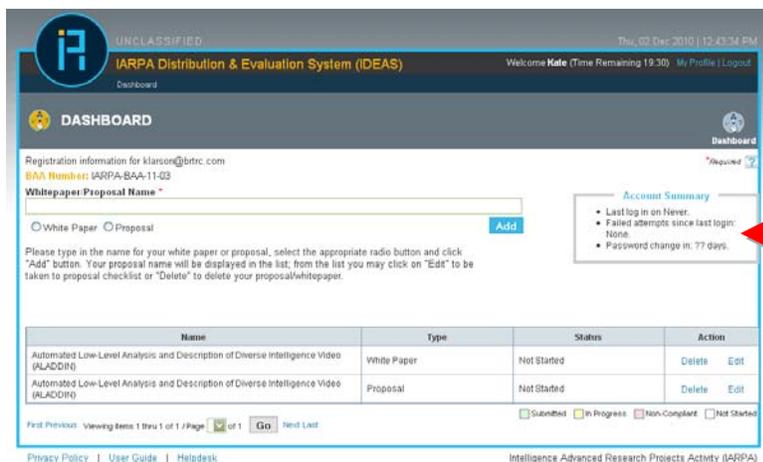
Complete all required fields.

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

### 3. Dashboard

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

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



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IARPA Distribution & Evaluation System (IDEAS)  
Welcome Kate (Time Remaining 19:30) My Profile Logout

**DASHBOARD**

Registration information for klarsong@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 Never.
- Failed attempts since last login: None
- Password change in: 77 days.

Name	Type	Status	Action
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 Go Next Last

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Intelligence Advanced Research Projects Activity (IARPA)

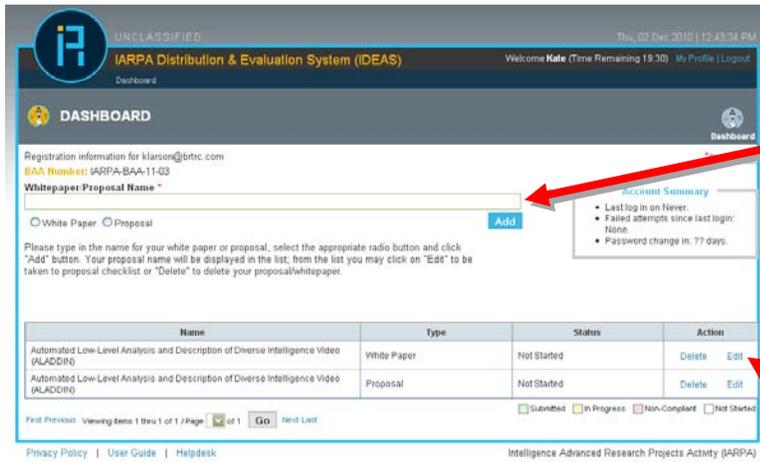
Account Summary tracks recent activity for your account, including letting you know when you will next need to change your password.

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



#### 4. Submitting a White Paper

Some BAAs encourage you to submit a white paper in advance of a submitting a full proposal. Submitting a white paper 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 a white paper, you are not required to submit a white paper in order to submit a proposal.



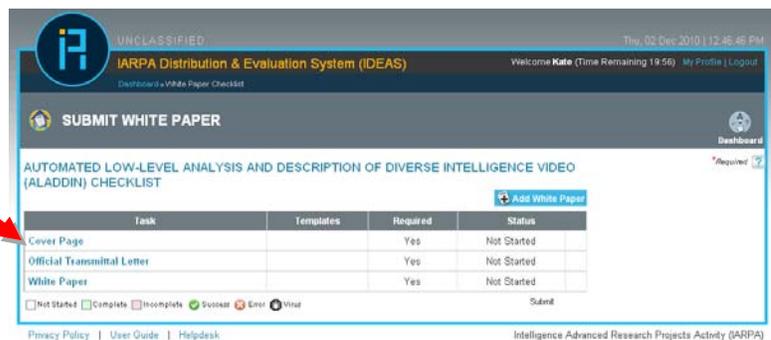
To create a white paper, enter a title in the name field, select "White Paper," then select "Add." The white paper should appear in the table.

Select "Edit" to see Checklist for selected white paper.

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

The Checklist screen shows you what information is required to submit a white paper. 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.

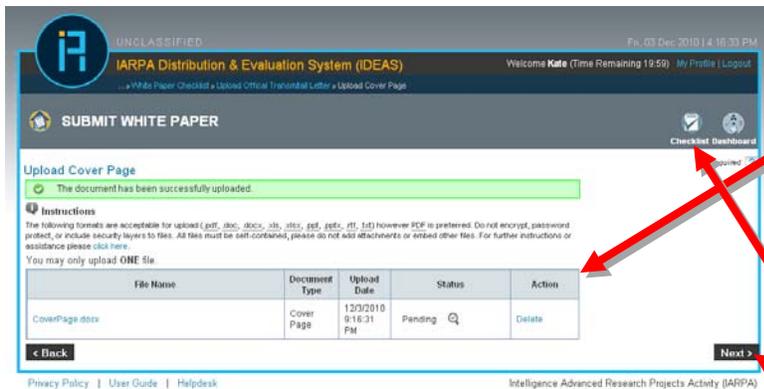


Note: You may complete tasks in any order, however you must complete all required items before you can submit the white paper.

To upload document, select "Browse," find cover page, then select "Upload."



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 viruses. If quarantined you may be asked to re-upload your file.

To upload document, select "Browse," find transmittal letter, then select "Upload."

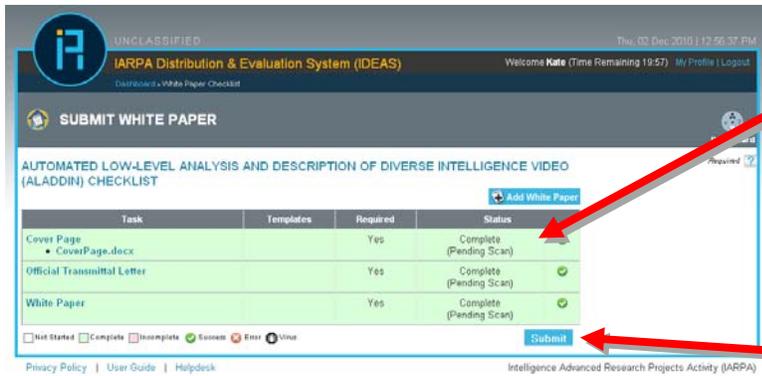




To upload document, select "Browse," find white paper, then select "Upload."



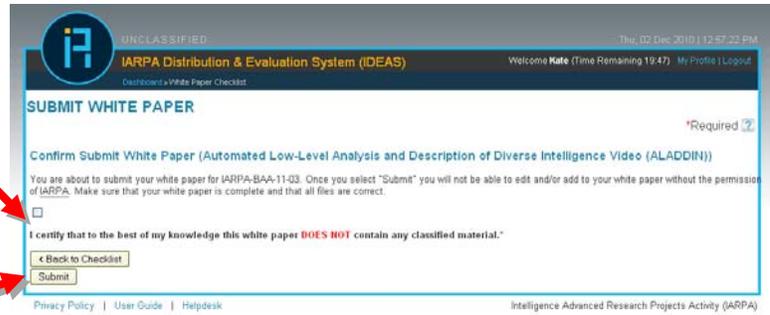
You will not be permitted to submit until you have successfully uploaded files for all required documents.



When ready, select "Submit," you will be taken to a confirmation page.

You must check the box to certify that your submission does not contain any classified information.

Select "Submit" to submit your white paper to IARPA.

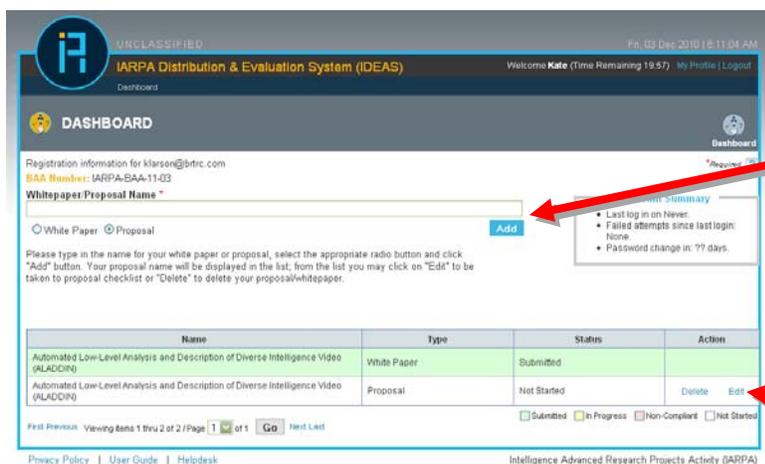


Note: Once you submit your white paper you will not be able to go back and edit your submission.

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

## 5. 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.



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.

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

First Previous Viewing Items 1 thru 2 of 2 / Page 1 of 1 Go Next Last

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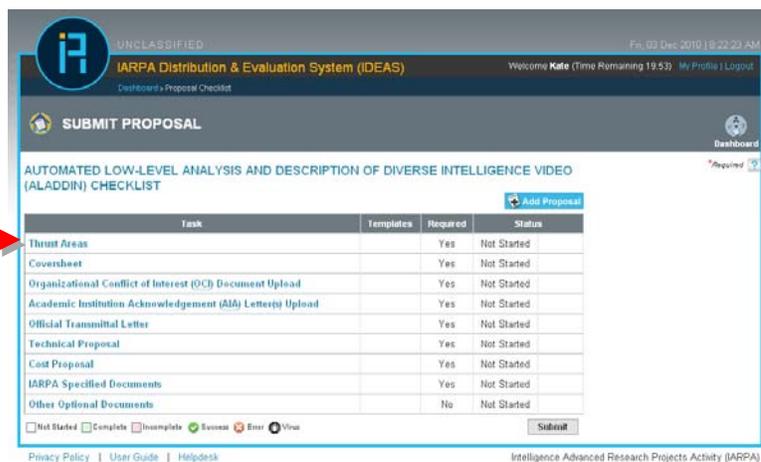
Intelligence Advanced Research Projects Activity (IARPA)

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 Checklist for selected proposal.

The Checklist screen shows you what information is required to submit a proposal and what tasks have been completed. 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.



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

Task	Templates	Required	Status
<a href="#">Thrust Areas</a>		Yes	Not Started
<a href="#">Cover sheet</a>		Yes	Not Started
<a href="#">Organizational Conflict of Interest (OCI) Document Upload</a>		Yes	Not Started
<a href="#">Academic Institution Acknowledgement (AIA) Letter(s) Upload</a>		Yes	Not Started
<a href="#">Official Transmittal Letter</a>		Yes	Not Started
<a href="#">Technical Proposal</a>		Yes	Not Started
<a href="#">Cost Proposal</a>		Yes	Not Started
<a href="#">IARPA Specified Documents</a>		Yes	Not Started
<a href="#">Other Optional Documents</a>		No	Not Started

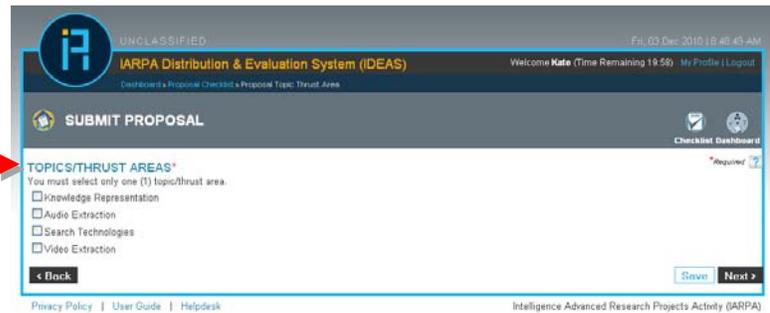
Not Started  Complete  Incomplete  Success  Error  Virus

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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.



UNCLASSIFIED  
Fri, 03 Dec 2010 10:40:45 AM  
IARPA Distribution & Evaluation System (IDEAS)  
Welcome Kate (Time Remaining 19:58) My Profile | Logout  
Dashboard | Proposal Checklist | Proposal Topic Thrust Area

**SUBMIT PROPOSAL**

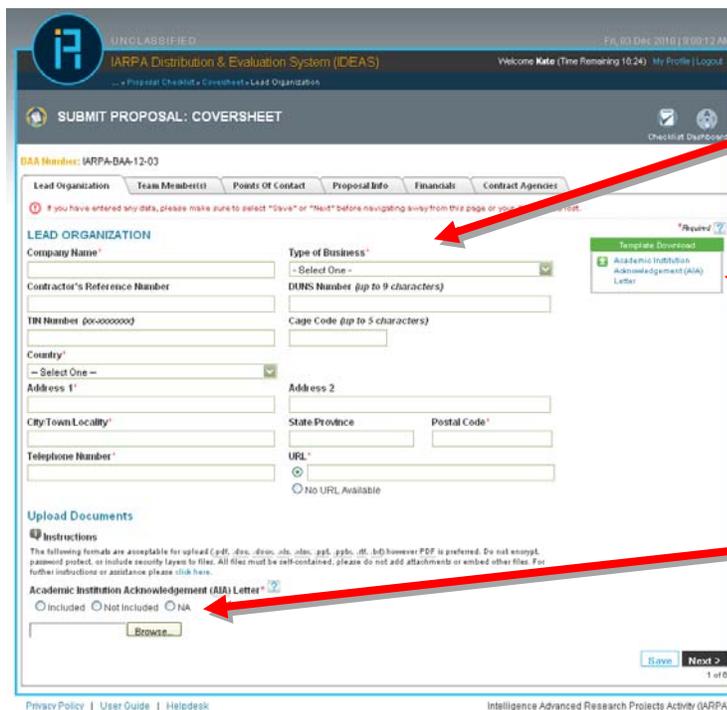
Checklist Dashboard

**TOPICS/THRUST AREAS\***  
You must select only one (1) topic/thrust area.  
 Knowledge Representation  
 Audio Extraction  
 Search Technologies  
 Video Extraction

< Back Save Next >

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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.



UNCLASSIFIED  
Fri, 03 Dec 2010 10:00:12 AM  
IARPA Distribution & Evaluation System (IDEAS)  
Welcome Kate (Time Remaining 10:24) My Profile | Logout  
Proposal Checklist | Coversheet | Lead Organization

**SUBMIT PROPOSAL: COVERSHEET**

Checklist Dashboard

DAA Number: IARPA-DAA-12-03

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

**LEAD ORGANIZATION**

Company Name\* Type of Business\*  
 Contractor's Reference Number DUNS Number (up to 9 characters)  
 TIN Number (xx-xxxxxxx) Cage Code (up to 5 characters)  
 Country\*  
 Address 1\* Address 2  
 City/Town/Locality\* State/Province Postal Code\*  
 Telephone Number\* URL\*  
 No URL Available

Upload Documents

Instructions  
 The following formats are acceptable for upload (pdf, doc, docx, xls, xlsx, ppt, pptx, dll, bld) however PDF is preferred. Do not embed 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.

Academic Institution Acknowledgement (AIA) Letter\*  
 Included  Not Included  NA  
 Browse...

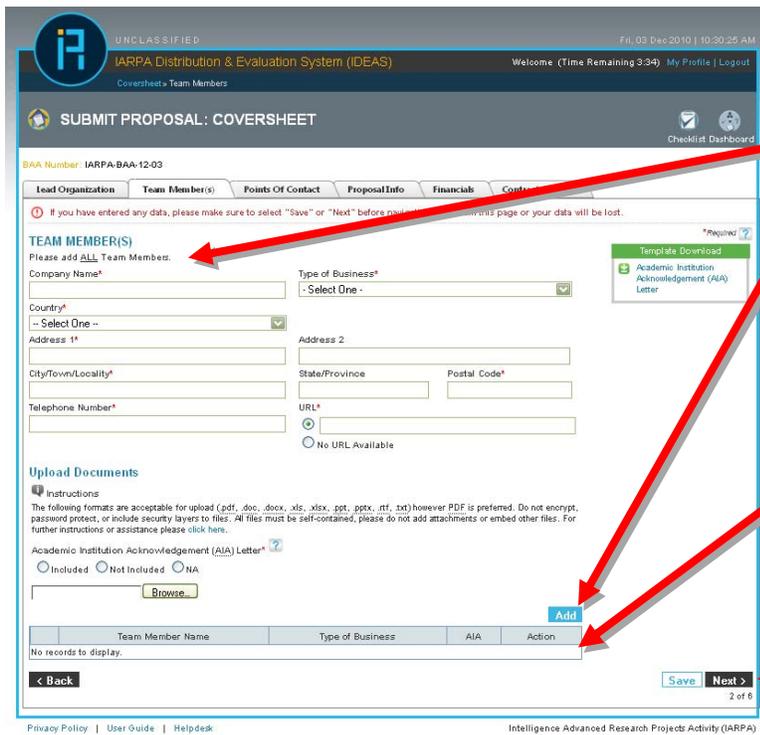
Save Next >

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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 uploaded an AIA at this time.



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

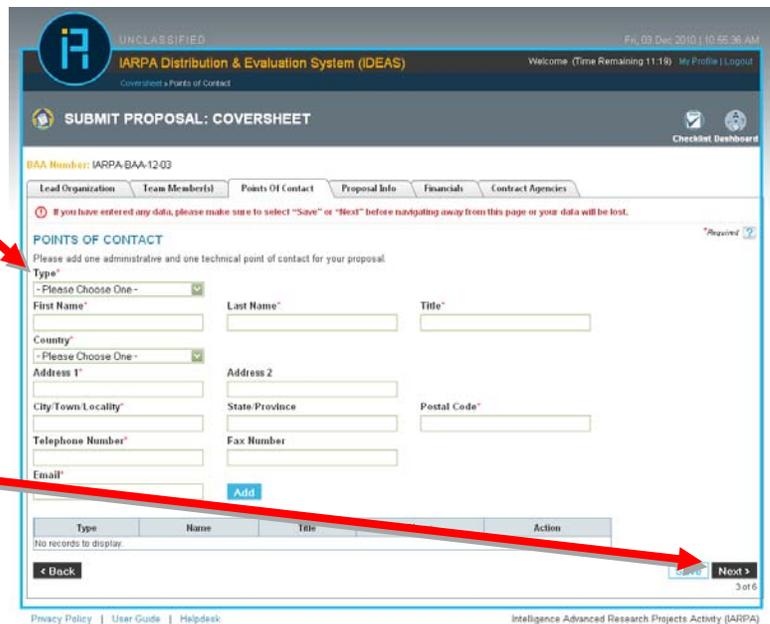
List all team members, including independent contractors.

Select "Next" after adding all team members.

Offerors should submit an Academic Institution Acknowledgement (AIA) letter for each U.S. academic organization. If offerors have any professor who is acting in the capacity of an independent consultant, they must also submit an AIA letter from the professor's U.S. academic organization.

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 is 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.

The screenshot shows the 'PROPOSAL INFORMATION' section of the submission coversheet. It includes fields for 'Proposal Title' (populated with 'Automated Low-Level Analysis and Description of Diverse Intelligence Video (ALADDIN)'), 'Proposal Validity Period' (set to 90 days), and a section for 'Place(s) and Period(s) of Performance'. This section has a table with columns for 'Option Period', 'Period, Start', 'Period, Finish', 'Place', and 'Action'. There is an 'Add' button next to the table and a 'Save' button at the bottom right.

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).

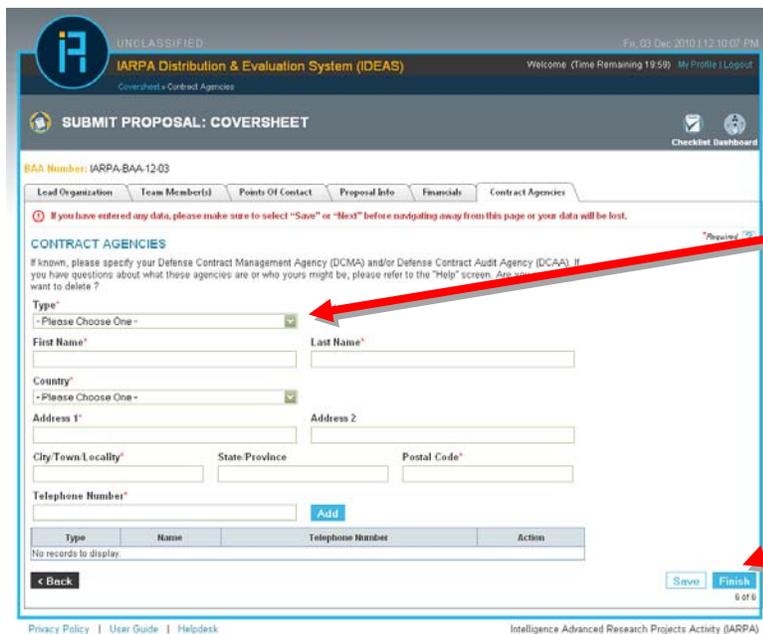
Requested and proposed award instrument do not have to match.

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."

The screenshot shows the 'FINANCIALS' section of the submission coversheet. It includes 'Award Instrument Requested' (Cost-Plus-Fixed-Fee (CPFF)), 'Award Instrument Proposed' (with checkboxes for CPFF, Cooperative Agreement, Cost-Contract - No Fee, Other Transaction, Cost Sharing Contract - No Fee, Other Type of Procurement Contract, and Grant), 'Total Funds Requested From IARPA' (with a dollar sign field), and 'Amount Of Cost Share (If Any)' (with a dollar sign field). Below this is the 'Proposed Cost' section with a table for 'Option Period', 'Proposed Cost', and 'Action'. There is an 'Add' button next to the table and a 'Save' button at the bottom right.

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



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IARPA Distribution & Evaluation System (IDEAS)  
CoverSheet > Contract Agencies

UNCLASSIFIED  
FRI, 03 DEC 2010 12:10:07 PM  
Welcome (Time Remaining 19:59) My Profile Logout

**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 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\*

Add

Type	Name	Telephone Number	Action
No records to display.			

< Back | Save | Finish 6 of 6

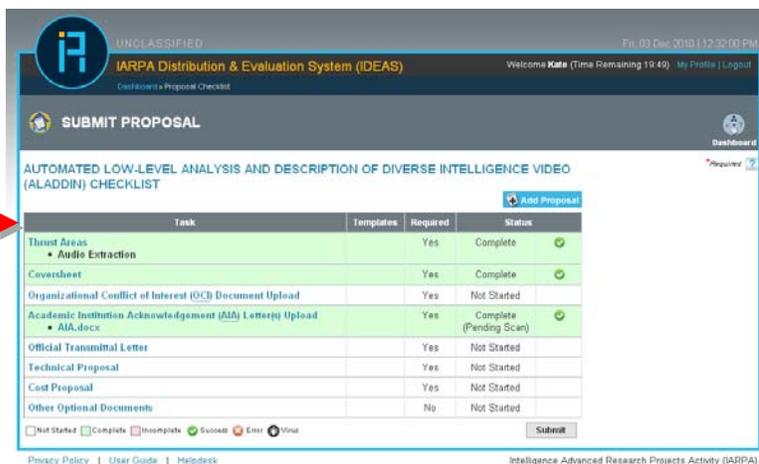
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To add a contract agency, select "Type" of agency, complete required fields, then select "Add."

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.



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Dashboard > Proposal Checklist

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FRI, 03 DEC 2010 11:32:00 PM  
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**SUBMIT PROPOSAL**

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

Add Proposal

Task	Templates	Required	Status
Threat Areas • Audio Extraction		Yes	Complete
Coversheet		Yes	Complete
Organizational Conflict of Interest (OCI) Document Upload		Yes	Not Started
Academic Institution Acknowledgment (AIA) Letter(s) Upload • AIA.docx		Yes	Complete (Pending Scan)
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
  Success
  Error
  Virus

Submit

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Prospective offerors must submit at least one Organizational Conflict of Interest (OCI) file, including either a letter certifying that neither they or any of their subcontractor teammates has no OCI or an OCI waiver request.



Download OCI template. Complete template and save to your computer.

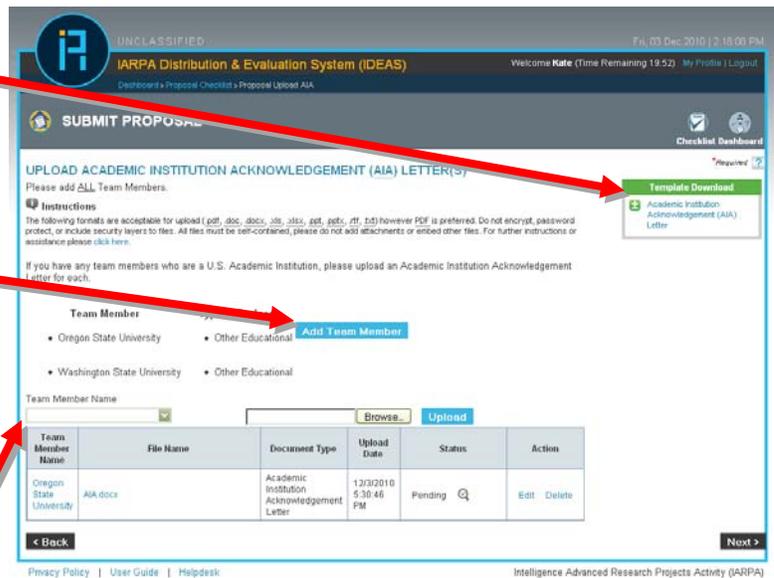
To upload file, select "Browse," find desired file, select document type, then select "Upload."

Offerors should submit an Academic Institution Acknowledgement (AIA) letter for each U.S. academic organization. If offerors have any professor who is acting in the capacity of an independent consultant, they must also submit an AIA letter from the professor's U.S. academic organization.

Download AIA template. Complete template and save to your computer.

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

To upload file select team member name from dropdown, select "Browse," find desired file, then select "Add."



To upload file select "Browse," find Official Transmittal Letter, then select "Upload."

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SUBMIT PROPOSAL

UPLOAD OFFICAL TRANSMITTAL LETTER

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.  
You may only upload ONE file.

Browse Upload

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SUBMIT PROPOSAL

UPLOAD TECHNICAL PROPOSAL

Instructions  
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You may only upload ONE file.

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To upload file select "Browse," find Technical Proposal, then select "Upload."

To upload file select "Browse," find Cost Proposal, then select "Upload."

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SUBMIT PROPOSAL

UPLOAD COST PROPOSAL

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.  
You may only upload ONE file.

Browse Upload

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SUBMIT PROPOSAL

UPLOAD OTHER OPTIONAL DOCUMENTS

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.  
Upload no more than three (3) relevant documents to be included in your submission. This information does not contribute to the page count of the technical volume.

Label  Browse Upload

Label	File Name	Document Type	Upload Date	Status	Action
Resume	Resume.docx	Other	12/3/2010 8:43:29 PM	Pending	View Edit Delete

< Back Next >

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Intelligence Advanced Research Projects Activity (IARPA)

To upload file select "Browse," find optional document, enter file label, then select "Upload."



IARPA  
BE THE FUTURE

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.

Task	Templates	Required	Status
Thrust Areas		Yes	Complete
• Audio Extraction			
Coversheet		Yes	Complete
Organizational Conflict of Interest (OCI) Document Upload		Yes	Complete (Pending Scan)
• OCICert.docx			
Academic Institution Acknowledgement (AIA) Letter(s) Upload		Yes	Incomplete
• AIA.docx			
Official Transmittal Letter		Yes	Complete (Pending Scan)
• Transmittal.letter.docx			
Technical Proposal		Yes	Complete (Pending Scan)
• TechnicalVolume.docx			
Cost Proposal		Yes	Complete (Pending Scan)
• CostVolume.docx			
Other Optional Documents		No	Complete (Pending Scan)
• Resume.docx			

Legend:  Not Started  Complete  Incomplete  Success  Error  Virus

Buttons:

Verify that all required tasks have been successfully completed.

When ready, select "Submit," you will be taken to a confirmation page.

You must check the box to certify that your submission does not contain any classified information.

Select "Submit" to submit your proposal to IARPA.

**SUBMIT PROPOSAL**

**Confirm Submit Proposal (Automated Low-Level Analysis and Description of Diverse Intelligence Video (ALADDIN))**

You are about to submit your proposal package for IARPA-BAA-12-03. Once you select "Submit" you will not be able to edit and/or add to your proposal package without the permission of IARPA. Make sure that your proposal package is complete and that all files are correct.

I certify that to the best of my knowledge this proposal package **DOES NOT** contain any classified material.

Buttons:

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

Once you submit your 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.

## 6. What Happens Next?

After you have submitted your white paper/proposal to IDEAS, all submitted files will be scanned for viruses. If a file contains a virus and if it was identified before the whitepaper/ proposal submission deadline, you may 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.

White papers 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 and evaluated by IARPA according to the criteria stated in the BAA. 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 evaluation process is complete, potential offerors will be notified that 1) the proposal has been selected for funding pending contract negotiations, or 2) the proposal has not been selected.



## 7. System 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 helpdesk and provide the URL (web address) of the material you tried to access, the problem you experienced, and your contact information. A helpdesk representative will contact you and attempt to provide you with the information you are seeking.