

**ARMY RESEARCH LABORATORY**  
Unsolicited Proposals & Solicited Proposals

**Guidelines: NOTE: All new proposals submitted under Broad Agency Announcement No. DAAD19-03-R-0017 dated October 2003 FY – FY 2006 must be submitted electronically. Proposal must be submitted as one (1) PDF file (Acknowledgment of receipt will be returned via e-mail). All required signed forms signed and scanned.**

Email signed proposal (scan sign forms) to: [baa@aro.army.mil](mailto:baa@aro.army.mil)

Order of Contents:

- \_\_\_ ARO Cover Page (ARO Form 51, rev. June 2000)
- \_\_\_ A. Table of Contents (use required format, page A; includes subdivisions of Project Description)
- \_\_\_ B. Statement of Disclosure Preference (ARO Form 52a, June 2000)
- \_\_\_ C. Abstract
- \_\_\_ D. Project Description
- \_\_\_ E. Biographical Sketches (5 publications related to project, 5 other significant publications.) See page 85 of BAA.
- \_\_\_ F. Bibliography
- \_\_\_ G. Current and Pending Support (must use form or follow format on page G)
- \_\_\_ H. Facilities, Equipment and Other Resources
- \_\_\_ I. Budget Proposal
  - \_\_\_ Summary Proposal Budget Form (form page I; each year and cumulative)
  - \_\_\_ Budget Explanation Page (follows each summary budget; includes budget detail and budget notes)
  - \_\_\_ Rate Agreement
- \_\_\_ J. Contract Facilities Capital Cost of Money (Form 1861 – commercial organizations only)
- \_\_\_ Appendices
- \_\_\_ Distribution List

Note:

Certifications do not have to be included. If award is made, certifications will be requested at that time. Consult BAA for other programs.