

word processing, spreadsheet, zip, or any format other than Adobe Portable Document format will not be considered for award. NOTE: Titles given to the white papers/full proposals should be descriptive of the work they cover and not be merely a copy of the title of this solicitation.

Documents must be submitted with the following specifications:

- Paper Size – 8.5 x 11 inch paper
- Margins - 1 inch
- Spacing – single spaced
- Font – Times New Roman, 11 point
- PI's name and institution in header or footer
- Appropriate markings on each page that contains proprietary or confidential information, if applicable.

White papers, supporting documentation, and full proposals submitted under this FOA are unclassified. All proposals shall be submitted in accordance with Section IV.

2. Marking proprietary or confidential information

OSD and WHS/AD will make every effort to protect any proprietary information submitted in white papers and full proposals. Any proprietary information included in application materials must be identified. Prospective proposers should be aware, however, that under the Freedom of Information Act (FOIA) requirements, proprietary information contained in white papers and proposals (marked or unmarked) may still potentially be subject to release.

It is the prospective proposers responsibility to notify WHS/AD of proposals containing proprietary information and to identify the relevant portions of their proposals that require protection. The entire proposal (or portions thereof) without protective markings or otherwise identified as requiring protection will be considered to be furnished voluntarily to WHS/AD without restriction and will be treated as such for all purposes.

It is the intent of WHS/AD to treat all white papers and full proposals as proprietary information before the award and to disclose their contents to reviewers only for the purpose of evaluation.

B. White Paper Preparation and Submission

1. White Paper package components

Submitted documentation should be in PDF format and include **in a single document**:

- A cover letter (optional), not to exceed one page.
- A cover page, labeled "PROPOSAL WHITE PAPER," that includes the FOA number, proposed project title, and prospective proposer's technical point of contact with telephone number, e-mail address, and most relevant area number(s) and title(s) (see Section IX).
- Curriculum vitae (CV) of key investigators (optional)
- The white paper (four (4) page limit, single-sided) including:
 - Identification of the research and issues including the state of the field
 - Proposed methods
 - Potential implications for national defense
 - Potential team and management plan
 - Data management plan for data or tools to be generated in the course of research
 - Summary of estimated costs
 - Reference citations are not required but may be included outside the four-page limit.

The white paper should provide sufficient information on the research being proposed (e.g., hypothesis, theories, concepts, methods, approaches, data collection, measurement and analyses) to allow for an assessment by a subject matter expert.

2. *White paper submission*

White papers and supporting documentation must be submitted as email attachments to osd.minerva@mail.mil no later than **3:00 p.m. Eastern Daylight Time on June 19, 2018**. E-mail transmission is not instantaneous and delays in transmission may occur anywhere along the route. The Government takes no responsibility for any delays in the transmission of an e-mail. The prospective proposer is responsible for allowing enough time to complete the required application components, upload the white paper, and submit via e-mail before the deadline. It is not necessary for white papers to carry official institutional signatures.

The submission email subject line should indicate relevant area categories (see Section IX), written as: *FY18 Minerva WP - Area [Topic Number]*

An e-mail confirmation will be sent to the applicant within two days of submission. Documents submitted after the deadline or found to be non-compliant with the requirements in 1. above will not be reviewed.

C. Full Proposal Package Preparation and Submission

Full proposal packages must be submitted electronically via Grants.gov (<https://www.grants.gov/>) no later than **3:00 p.m. Eastern Daylight Time on August 14, 2018**. The forms required for Grants.gov submission are summarized in Table 1 and described in detail below.

Table 1. Summary of Full Proposal Submission Forms

Form	Attachment	Action
SF-424 (R&R) Application for Federal Assistance		Enter appropriate information in the data fields as described in Section IV.C.i. Attach Representation Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under any Federal Law – DoD Appropriations to box 18 with other documentation.
R&R Personal Data Form	None	Request voluntary completion of gender field for PDs/PIs Co-PDs/Co-PIs in support of Women in STEM Title IX compliance. This form will not be provided to merit reviewers or used for proposal evaluation.
R&R Senior/Key Person Profile Form (Expanded)	PI Curriculum Vitae (5-page limit)	Attach to PI Biographical Sketch field (LastName_CV.pdf)
	Key Personnel Biographical Sketches (2-page limit)	Attach to Biographical Sketch field for each senior/key person (LastName_Bio.pdf)
	Statement of Current and Pending Support	Attach to Support field for each senior/key person (LastName_Support.pdf)