

Advanced Research Projects Agency for Health (ARPA-H) @ Emory

Frequently Asked Questions & Tips for BAA 75N99223S001

1) QUESTION: How is the abstract submitted? By the PI or the AOR?

ANSWER: Abstracts are submitted through the electronic Contract Proposal Submission (eCPS) portal (<https://ecps.nih.gov/>). Once registered, faculty submit the abstracts themselves through eCPS. At Emory, abstract submissions **do not** need to be routed, signed, or approved by the Office of Sponsored Programs (OSP). Faculty may submit abstracts when they are ready through eCPS.

If you become aware of a faculty abstract submission, please notify OSP so they are aware of the abstract submission and possible full proposal submission. If a full proposal is requested by ARPA-H, notify OSP as soon as possible. This should occur prior to routing. Due to the complexity of these proposals and the COI requirements, the earlier OSP is informed, the better. This is especially true for any proposals involving subrecipients. The full proposal will need to be routed in Emory Proposal Express (EPEX) and approved by OSP prior to submission.

2) QUESTION: Is there an abstract page number limit?

ANSWER: Refer to the BAA for specific directions on other page limitations within the abstract and the full proposal.

3) QUESTION: Do milestones typically require sponsor review and approval?

ANSWER: Yes. With fixed price agreements, there will be some level of inspection and acceptance criteria. It is important to make sure your milestones are achievable and realistic based on the scope of work.

4) QUESTION: Will a copy of the MS Excel ARPA-H Standard Cost Proposal Spreadsheet be added as one of the attachments to the BAA? Or will the Cost Proposal Spreadsheet only be provided to applicants from whom a full proposal is requested?

ANSWER: The Cost Proposal Spreadsheet will only be provided to entities when a full proposal is requested.

5) QUESTION: Is it accurate that, regarding the Biosketch and Current/Pending Support, the fields outlined in the BAA should be used for these two documents rather than the NIH Biosketch and Other Support templates?

ANSWER: Yes, the fields outlined in the BAA should be used for those two documents and not the NIH templates.

6) QUESTION: Are milestone payment schedules required for cooperative agreements?

ANSWER: No, milestone payment schedules are not required for cooperative agreements. Most cooperative agreements are cost reimbursable, meaning you will be reimbursed as the expenses are incurred.

7) QUESTION: Based on the BAA, Small Business Subcontracting Plans (SBSP) are only needed for procurement contracts. Does this mean a SBSP is not needed for other transaction agreements (OTAs) or cooperative agreements?

ANSWER: Correct. SBSPs are only needed for procurement contracts.

8) QUESTION: Does each subaward need to provide a Volume II Cost Proposal?

ANSWER: Yes, subawards should complete a Volume II Cost Proposal as well. The BAA states that subcontractor, subawardee, etc. proposal documentation should be prepared at the same level of detail as the lead/prime. Be sure to follow the rules of the BAA and the agency portal for file and uploading instructions.

9) QUESTION: Given that OTAs are based on US Code rather than the FAR or 2 CFR 200, will they still include similar compliance regulations as cooperative agreements and contracts?

ANSWER: OTAs will have language in full text rather than referencing specific clauses from the FAR or 2 CFR 200. For instance, while a contract would reference the FAR clause for termination for default, an OTA would include the full text of a termination clause. It is important for you to be able to recognize the terms and key words. For example, if controlled unclassified information (CUI) is mentioned in the solicitation, this should alert you that there are some security related items that require caution and will likely need to be addressed. You will need to make sure you are reading the OTA carefully.

10) QUESTION: For ARPA-H, will we be able to use our current federally negotiated rate?

ANSWER: Yes, your institution's rate agreement would apply according to its validity dates. The indirect cost rate agreement would apply because it is a federal agency.

11) QUESTION: Does ARPA-H cap salaries or use full IBS?

ANSWER: Per ARPA-H's recent Proposer's Day FAQs, ARPA-H awards are subject to HHS salary limits. The current HHS salary limitation is set a rate of \$212,100.

Link to Proposer's Day FAQs and presentation:

<https://sam.gov/opp/64140dd96ee04f0d91b70cca21d6d2fc/view>
<https://www.youtube.com/watch?v=Mt5UbRaBhtU>

12) QUESTION: What are some tips/advice for best practices?

ANSWERS:

- Related to pre-award costs, you may want to consider including a statement like the following in your proposal to alert ARPA-H that a pre-award cost agreement is desired.
 - Example statement: -- Enter institution name -- anticipates that ARPA-H will make an award on or around -- enter date --. Should the award be issued beyond this date, -- enter institution name -- respectfully requests pre-award costs of 90 days in advance of the effective date of the grant.
- Begin communicating and coordinating with OSP as soon as possible for ARPA-H proposal submissions. If possible, consider scheduling a kickoff meeting including yourself, your faculty member, and the sponsored programs office to discuss the solicitation as well as roles and responsibilities. It will be important to identify who is responsible for what (i.e., RAS administrator, PI, or OSP) and to establish timelines and deadlines for proposal documents.

- For the Volume II Cost Proposal, gather as much cost back up information as possible to include in the Cost Proposal. Even if an item does not meet the definition of equipment (\$5,000 or over), it is highly likely ARPA-H will ask for back up documentation prior to making an award.
- If ARPA-H requests a full proposal, they will send a customized budget template for your project. Do not re-use ARPA-H budget templates for multiple projects.
- ARPA-H will utilize other transaction agreements (OTAs), procurement contracts, and cooperative agreements as award instruments. While you will be able to request a specific award instrument, ARPA-H will ultimately decide the award mechanism that will be used for the project. Note: ARPA-H does **not** issue grants.
- The broad agency announcement (BAA) has a rolling deadline. This means the proposer has one year to submit the abstract to ARPA-H for consideration. In the case of BAA 75N99223S0001, the abstract due date is March 14, 2024. If a full proposal is requested, ARPA-H will provide a submission date for the full proposal. Abstract feedback is anticipated within 4-6 weeks of receipt.