DARPA BAA Account Set Up and Submissions:

Account Set Up:
If you do not have an account with DARPA BAA, you will need to request one. Go to the website at https://baa.darpa.mil and click on the “Account Request” link.

Enter your information in the fields > Click “Submit”

Log into DARPA BAA with your personal credentials

*NOTE: make sure you have provided your login credentials to your CA

Under Organization Information please enter the following in the “Account Holder Information” section:

- Salutation
- First Name
- Last Name
- Organization Name
- Country
Enter the PI’s information in these fields.
In the *Organization Information* section, please enter ORA’s information as displayed in the fields as below:

*Organization Information*
- Organization name: University of Maryland
- Organization Division: Office of Research Administration
- Organization Type: Other Educational
- Country: United States
- Address 1: Office of Research Administration
- Address 2: 3112 Lee Building
- City: College Park
- State: MD
- Zip/Postal Code: 20742-5141

In the *Questions About Your Organization* section, please enter ORA’s information as displayed in the fields below:
- Number of Employees: 8500
- UEI: NPU8ULVAAS23
- Taxpayer/Employer IdentificationNumber: 526002033
- CAGE Code: 0UB92
Click on “Update my organization” button. Once this information is saved, when you go to create a new abstract or full proposal, your information should auto-populate those fields.

Submit an Abstract or Submit a Full Proposal:

- Select ‘Let’s Get Started’

- Locate your opportunity number and click on “Submit Proposal Abstract” or “Submit Full Proposal”
Submission Details for Abstract:
You will be prompted to fill out organization information. In the “Proposer Information” please use the PI’s information. If your account is set up, this information will automatically be populated with your information pulled from the “Organization Information”. Verify your information is accurate before proceeding. If changes need to be made, please ensure you update the “Organization Information”.

Note: The PI will enter their personal email address in the “Email” field. Please remind the PI to forward any notification from DARPA BAA to ORA when submitting a White Paper.
Submission Details for a Full Proposal:
After selecting the “Submit Full Proposal” button on the opportunity you wish to apply for, please enter the following information in their designated fields:

Proposer Information:

Enter the PI’s information in the fields. The PI’s information should auto-populate the fields if they have a DARPA BAA account. This information is pulled from the “Organization Information” section of the website. Verify this information is correct before proceeding. If changes need to be made, please ensure you update the “Organization Information”.

Proposer Information (Your Technical POC, e.g. Program Manager or Principal Investigator)

- **Salutation**
- **First Name**
- **Last Name**
- **Organization Name**
- **Country** United States
- **Address 1**
- **Address 2**
- **City**
- **State**
- **Zip/Postal Code**
- **Phone**
- **Fax**
- **Email**

Enter the PI’s information in the “Proposer Information” section of the full proposal.
In the “Authorized Representative” section of the proposal, enter your CA's name and generic ORA Information

**Authorized Representative (Your Contracting Officer or Grant Officer)**

*Salutation*  
Ms.

*First Name*  
Evan

*Last Name*  
Crime

*Organization Name*  
University of Maryland

*Country*  
United States

*Address 1*  
Office of Research Administration

*Address 2*  
3112 Lee Building

*City*  
College Park

*State*  
MD

*Zip/Postal Code*  
20742-5141

*Phone*  
301-405-6269

*Fax*  
301-314-9569

*Email*  
oraa@umd.edu

**Generic ORA Information**