Process for Responding to BAAs from DARPA
http://www.tfims.darpa.mil/baa

1. PI goes to the URL listed above and clicks on the **Request an Account** link at the top of the page. PI establishes a user name and requests a password from DARPA. Immediately thereafter PI should install the DARPA root certificate found at http://www.tfims.darpa.mil/dodpki.asp .

2. Requesting an account generates an email from DARPA acknowledging the request and giving info about the root certificate. PI must reply to this email stating that the certificate has been installed. **Note: If you are not allowed to install the certificate on your computer due to settings established by your IT staff, have them assist you in the installation.**

3. PI will receive a second email from DARPA containing a temporary password PI must go in with the temporary password and change it within 72 hours or the account is de-activated.

4. PI enters cover sheet info. Note: For the Admin Contact enter the following email address – oraa@umd.edu .

5. Enter Executive Summary section (1000 character limit)
6. Enter Funding Comments Regarding this Effort section (2000 character limit)
7. PI enters Comments Regarding this Effort section (2000 character limit)
8. PI enter budget total info for each year.

9. PI routes hard copy to ORA, gives CA his/her username and password to DARPA system, the BAA number and uploads the Technical- Volume I Document and the Cost – Volume II Document to ORAA's upload site. http://www.umresearch.umd.edu/ORAA/upload

10. **NOTE: To access site and view the proposal, CA must have the DARPA root certificate installed.** It can be found at http://www.tfims.darpa.mil/dodpki.asp .

11. CA reviews proposal and checks electronic files, logs in to the DARPA site and checks info already in the site for accuracy. Print out the Cover Sheet for the file.

12. CA uploads both files. After the second file is uploaded print out the page called Proposal Upload which contains the time/date stamps of the uploaded files. CA clicks on the FINALIZE SUBMISSION button and finalizes the submission. Once this is done, PI's account is deactivated and you can no longer access the files.

13. A confirmation email is sent to the PI.

PIs must register in the DARPA system for each abstract or proposal they submit.

ORA eRA Help Desk
Sally Egloff, segloff@umd.edu, ext. 58060