

Process for Responding to BAAs from DARPA

<https://baa.darpa.mil>

1. PI goes to the URL listed above and clicks on the **Create New Account** link at the top of the page.

Note: [instruction on account registration](#)

2. PI will receive emails from DARPA containing a temporary password. PI must go in with the temporary password and change it within 72 hours or the account is deactivated.

3. PI enters cover sheet info.

Note: For the Admin Contact enter the following email address – oraa@umd.edu .

4. Enter Executive Summary section (1000 character limit)
5. Enter Funding Comments Regarding this Effort section (2000 character limit)
6. PI enters Comments Regarding this Effort section (2000 character limit)
7. PI enters budget total info for each year.
8. PI/Dept routes the proposal in the Kuali Research, gives CA his/her username and password to DARPA system.
9. CA reviews the 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.
10. 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.
11. A confirmation email is sent to the PI.

Note: After 90 days the account is automatically removed without email notification.