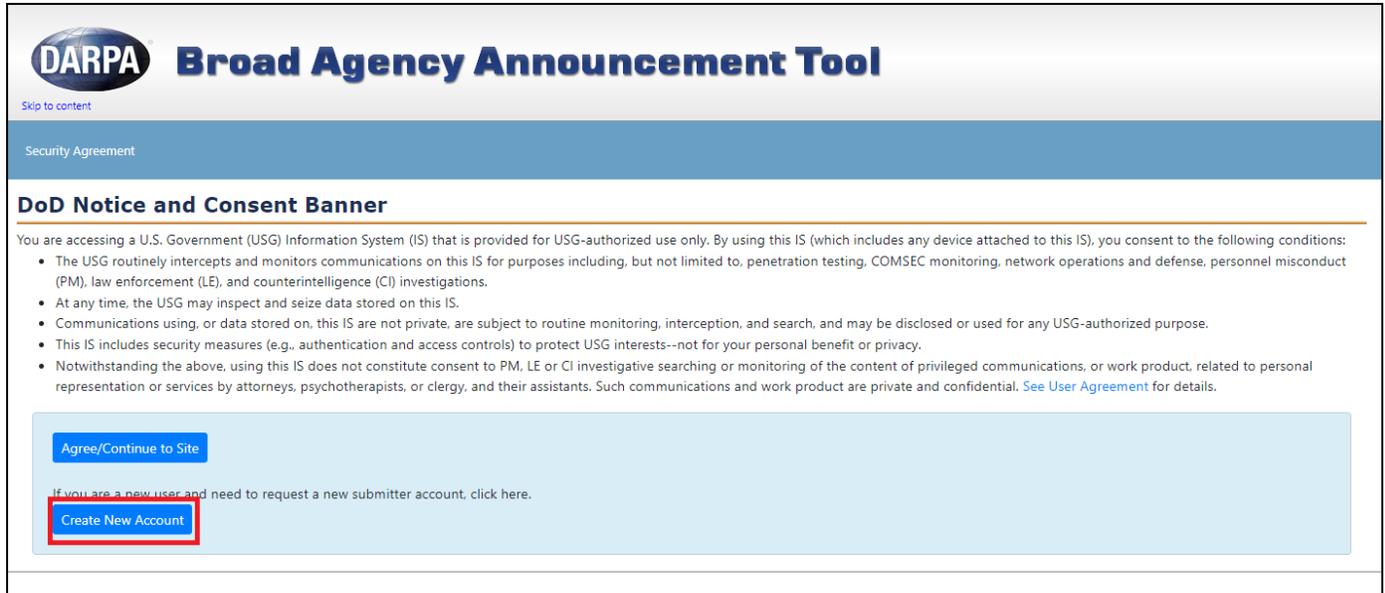


DARPA BAA Account Set Up and Submissions:

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.



The screenshot shows the DARPA Broad Agency Announcement Tool interface. At the top, there is a logo for DARPA and the title "Broad Agency Announcement Tool". Below the logo is a "Skip to content" link. The main heading is "Security Agreement". Underneath, there is a "DoD Notice and Consent Banner" with a list of conditions. At the bottom of the banner, there are two buttons: "Agree/Continue to Site" and "Create New Account". The "Create New Account" button is highlighted with a red box.

DARPA Broad Agency Announcement Tool

Skip to content

Security Agreement

DoD Notice and Consent Banner

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. [See User Agreement](#) for details.

[Agree/Continue to Site](#)

If you are a new user and need to request a new submitter account, click here.

[Create New Account](#)

Enter your information in the fields > Click "Submit"



The screenshot shows a "Submitter Registration" form. It has a title "Submitter Registration" and five input fields: "First Name:", "Last Name:", "Company:", "Phone:", and "Email:". A "Submit" button is located at the bottom right of the form.

Submitter Registration

First Name:

Last Name:

Company:

Phone:

Email:

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

- Address 1
- Address 2
- City
- State
- Zip/Postal Code
- Phone
- Email

Account Holder Information

*Salutation

*First Name

*Last Name

*Organization Name

*Country

*Address 1

Address 2

*City

*State

*Zip/Postal Code
Please enter your full 9-digit zip code.
[Lookup the last four digits](#)

*Phone

Fax

*Email

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

The screenshot shows a form titled "Organization Information" with a "Copy From Account Holder" button. The form contains the following fields:

- *Organization Name: University of Maryland
- *Organization Division: Office of Research Administration
- *Organization Type: Other Educational (dropdown menu)
- *Country: United States (dropdown menu)
- *Address 1: Office of Research Administration
- Address2: 3112 Lee Building
- *City: College Park
- *State: MD (dropdown menu)
- *Zip/Postal Code: 20742-5141

Below the Zip/Postal Code field, there is a note: "Please enter your full 9-digit zip code. [Lookup the last four digits](#)".

A red box highlights the entire form, and a red arrow points from a callout box on the right to the form. The callout box contains the text: "Use ORA's information here".

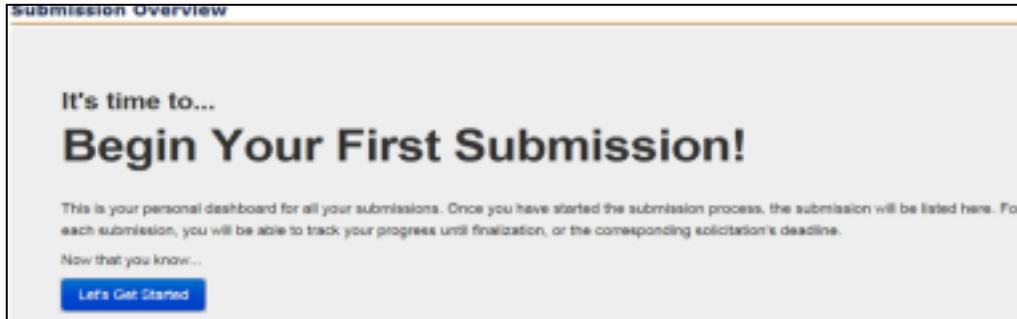
In the *Questions About Your Organization* section, please enter ORA's information as displayed in the fields below:

- Number of Employees: 8500
- UEI: NPU8ULVAAS23
- Taxpayer/Employer IdentificationNumber: 526002033
- CAGE Code: OUB92

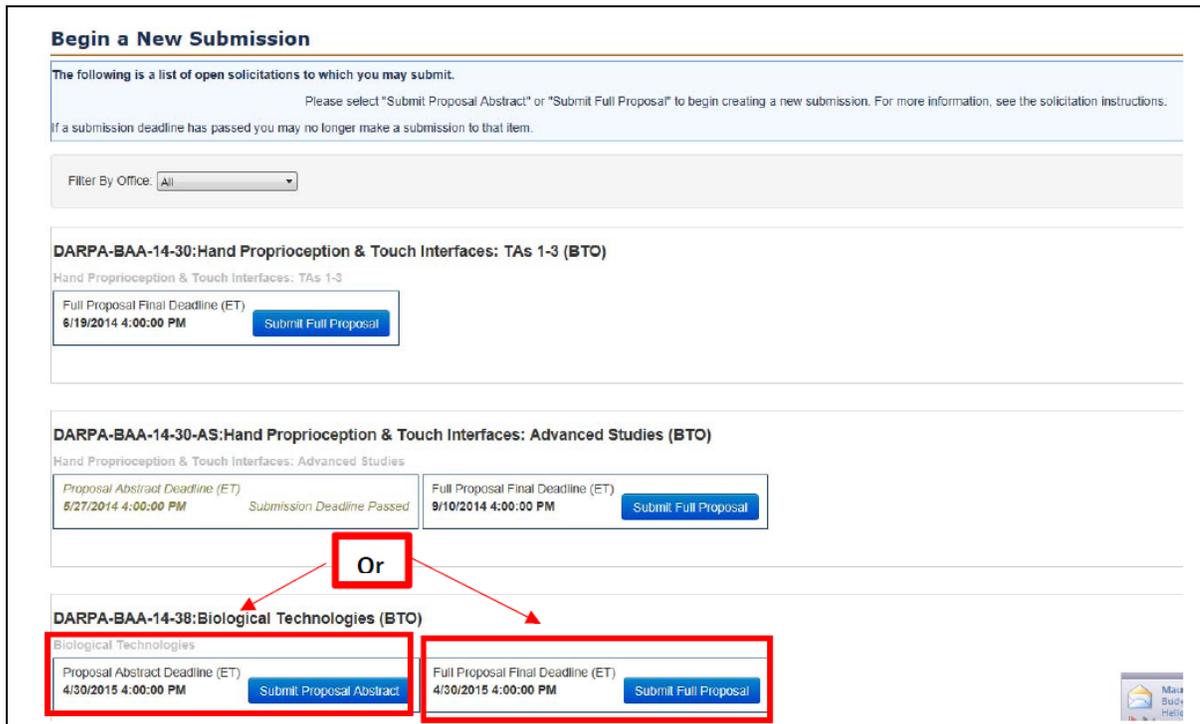
Click on “Update my organization” button. Once this information is saved, when you go to create a new abstract or full proposal, your information should auto-populate those fields.

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.

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

*Salutation

*First Name

*Last Name

*Organization Name

*Country

*Address 1

Address 2

*City

*State

*Zip/Postal Code
Please enter your full 9-digit zip code.
[Lookup the last four digits](#)

*Phone

Fax

*Email

If the PI has an account, this information will auto populate. The information is pulled from the Organization Information section

Remind PI to forward any DARPA BAA emails to ORA since they are providing their personal email address in this field.

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

*Address 1

Address 2

*City

*State

*Zip/Postal Code
Please enter your full 9-digit zip code.
[Lookup the last four digits](#)

*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)* Copy From Proposer Information

*Salutation
*First Name
*Last Name

Your CA’s Name



*Organization Name
*Country
*Address 1
Address 2
*City
*State
*Zip/Postal Code
Please enter your full 9-digit zip code.
[Lookup the last four digits](#)
*Phone
Fax
*Email

Generic ORA Information

