

Department of Defense
Cyber Scholarship Program (CySP)

DoD CySP Proposal Preparation Instructions

ATTACHMENT A

PROPOSAL FORMAT

All proposals must consist of a technical proposal and a cost proposal. Proposals must adequately describe the scholarship and capacity building objectives and approaches. All submissions will be evaluated by technical reviewers in accordance with the evaluation criteria during the selection process.

All provided forms must be used. CAEs who submit a package not utilizing the designated forms, formats, or missing documents will be deemed incomplete and immediately disqualified and not considered for award.

1. The proposal must be clear, readily legible, and conform to the following requirements:
 - a. Use one of the following typefaces identified below:
 - i. Arial, Courier New, or Palatino Linotype at a font size of 10 points or larger
 - ii. Times New Roman at a font size of 11 points or larger
 - iii. Computer Modern family of fonts at a font size of 11 points or larger
 - iv. NOTE: A font size of less than 10 points may be used for mathematical formulas or equations, figure, table or diagram captions and when using a Symbol font to insert Greek letters or special characters. PIs are cautioned, however, that the text must still be readable;
 - b. No more than 6 lines of text within a vertical space of 1 inch; and
 - c. Margins, in all direction, must be at least an inch.
 - d. Digital signatures where applicable are acceptable.
2. The proposal will consist of the following documents in this order.
 - a. **Proposal Cover Page (Form 1)**
 - i. School Name
 - ii. University Address
 - iii. Name and Email Address of the Principal Investigator (PI), Project Director (PD), or Technical POC. If a grant is awarded this person will be listed on the grant.
 - iv. Pre Grant Negotiations Point of Contact(s): Name and Email Address
 - v. Post Grant Issues (Invoices) Point of Contact(s): Name and Email Address
 - vi. Provide a PDF copy of the most recent A-133 Summary of Auditor's Results. This should be one page. An example can be found here: <https://public.cyber.mil/cysp/documents-library/>
 - b. **Proposal Summary: (continuation of Form 1)**
 - i. Funds Requested:

1. Basic Technical Proposal/ Recruitment Scholarship
2. Annex II/Capacity Building
3. Total
- ii. Required Grant Start Date / Fall Semester Start Date
- iii. **Mandatory Required Codes / Registrations (Provide a response for each)**
 1. DUNS and Bradstreet - Data universal numbering system (DUNS) Number
 2. Commercial and Government Entity (CAGE) Code:
 3. Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)
- iv. Verify that the institution is registered and/or registration is current.
 1. System for Award Management (SAM) <https://www.acquisition.gov> (printed copy of registration is required – this can be a screen shot or email)
 2. Acquisition Resource Center Registration (ARC) <http://www.nsaarc.net/Index> (printed copy of registration is required – this can be a screen shot or email)
- v. Signature of the Authorized University Official and the Date - Digital signatures are acceptable. _
- c. **Complete form SF-424 – Application for Federal Assistance**
- d. **Sign and attach** - Certifications 2021 (Attachment B)
- e. **Technical Proposal** - Offerors shall mark their proposals to indicate the use of proprietary information and/or data. No more than 15 pages for each proposed. Be clear and concise.
 - i. Recruitment Program - Provide an overview of the program offered by the institution and how the students will be supported. The overview should include a description of the program advertisement and the student selection process.
 - ii. Retention Program – Provide an overview of the program offered by the institution and how the students will be supported.
 - iii. Capacity Building Proposal – Additional information can be found in the ANNEX II section. Proposals should refrain from including extraneous information or lengthy discussions that do not pertain to the proposed project. Clear and concise and to the point
- f. **Cost Proposal**
 - i. Cost and Student Endorsement (Attachment E)
 - ii. Offerors will submit a separate written cost proposal for: (no page limit on written cost proposal)
 1. Recruitment/Basic Scholarship Program
 2. Retention/Annex I Scholarship Program
 3. Capacity Building Project(s)
 - iii. Standard Form-424A Budget Information – Non-Construction Programs. (Attachment X)
- g. **CVs / Resumes are limited to 2 pages per faculty member and do not count towards the technical proposal page limits.**
- h. **Recruitment / Basic Student Applications:**
 - i. **See student preparation instructions**
 - ii. University must submit a student selection summary: Brief statement on each student and why they were recommended or not recommended.
 - iii. University must review the applications. The PI will initial the section to concur. One File per student, not one continuous file for all students. Saved in PDF format with the following file name: **LASTNAME_First Name_University**. PDF files should be editable and not locked. Handwritten applications will not be accepted. Student applications should not be saved as multiple PDFs (for example: one pdf for the application, another

PDF for the resume, another for the transcripts...etc). If applications arrive not in the required format they will be deemed incomplete and not considered for a scholarship.

3. **Submission Format- 16 February 2021: Academic submission must arrive in both electronic and paper copy.** Any submission not arriving in both formats will be considered incomplete and not considered for award.
- Proposals may be sent via email to: AskCySP@nsa.gov The DoD CySP Program Office will confirm receipt within 24 hours. If you do not receive a confirmation email, please contact the DoD CySP Program Office as soon as possible to determine the status.
 - You may split the files up across multiple emails. The DoD CySP Program Office will confirm the number of emails and documents received.
 - You may also send the documents via a link to a shared drive or folder, zipped files, or any other type of document sharing web interface.
 - Paper Copies: DO NOT SEND thumb drives, CDs, DVDs, or any other type of removable media. Copies may be held together by a paperclip or binder clip. Please do not staple documents or place them in a binder or clip folder. Hard copy proposals should be sent to the address below:

DOD CySP Submission Format				
Document Name	Electronic Copy			Paper Copy # Copies
	Single PDF File	Separate File	File Name	
Proposal Cover Page and Summary – Form 1	1 - PDF		University Name_DoD CySP Submission Combined	2
SF424 – Form 2				2
Executive Summary				2
Attachment B - Certifications 2019				2
A-133 Summary of Auditor's Results				2
Recruitment / Basic Scholarship – Technical Proposal				2
Recruitment / Basic Scholarship – Written Cost Proposal				2
Retention / Annex I Scholarship – Technical Proposal				2
Retention / Annex I Scholarship – Written Cost Proposal				2
CVs				2
SF424 – Form 2		1 PDF	UniversityName_DoDCySP_SF424	2
SF-424A – Budget Information		1 PDF	UniversityName_DoDCySP_SF424A	2
Capacity Building / Annex II – Technical Proposal - Outreach to DoD		1 PDF	University Name_DoD CySP Annex II DoD	2
Capacity Building / Annex II – Written Cost Proposal - Outreach to DoD				2
Capacity Building / Annex II – Technical Proposal - Outreach to Academia		1 PDF	University Name_DoD CySP Annex II Academia	2
Capacity Building / Annex II – Written Cost Proposal - Outreach to Academia				2
Attachment E – Cost and Student Rank Form 2019-2020 (Excel Format)		1 Excel	University Name_Attachment E DoD CYSP	2
Written Student Endorsement Statement		1 PDF	University Name_DoD CySP Student Endorsement	1
Recruitment / Basic Student Applications (One File for Each Student)		1 PDF	LASTNAME First Name University	1
Submissions must received in both electronic and paper format!				

DEADLINES

Institutionally approved, signed, completed proposals which include all items listed above and all student applications must be **postmarked or emailed on/before Tuesday, 16 February 2021**. The entire proposal, containing all items listed above is to be mailed to:

DoD CySP National Security Agency
Attn: A29, Suite 6804, Fanx 2
9800 Savage Road
Fort George G. Meade, MD 20755-6810

If you are having the package sent via commercial courier (FedEx, UPS, DHL, etc.), the package shall be delivered to the following address (**DO NOT HAND DELIVER** TO THIS ADDRESS OR TO 9800 SAVAGE ROAD):

NSA
1472 Dorsey Road, Door 1, 2 or 3
Hanover, MD 21076-6744 Attn: DoD CySP, A29 Suite 6810
Phone: (410) 854-6206

The NCAE-C is responsible for submitting the proposal and student materials to the DoD CySP Program Office at the National Security Agency by the date and time specified.

Proposals or student materials that are postmarked after the deadline of 16 February 2021, are “late” and will not be considered for an award or scholarship.

The DoD CySP Program Office will confirm receipt of a submission within 24 hours. If you do not receive an email confirmation within 24 hours, please contact the DoD CySP Program Office immediately.

INCOMPLETE SUBMISSION

Proposals or student materials submitted in the wrong format, using wrong forms, or missing items will be deemed incomplete and will not be considered for an award of scholarship program selection.

Student Application Preparation Instructions

1. Students must use current forms
2. Form must be typed or electronically filled out. Unless prior arrangements have been made with the DoD CySP Program Office, hand-written applications (other than signatures/initials) will not be accepted.
3. Applications missing any required documents will automatically be disqualified
4. Students who are currently receiving funds from another scholarship program or who have a service obligation upon graduation are not eligible to apply for the DoD CySP.
5. Anticipated Final Graduation Date is for the degree program you are applying for scholarship support. Any applications that indicate a graduation date of January through September of the current year will not be eligible.
6. Transcripts: An official transcript is the institution's certified statement of the student's academic record. The official paper transcript is printed on security sensitive paper and contains the intuitions seal as well as a signature of the institution's registrar. An official electronic transcript is a PDF secured by a digital signature, which is displayed at the top of the transcript; sometimes they will include a blue ribbon. At least one version of the application must have official transcripts.
 - a. **Official Security Paper Transcripts:** If submitting the official certified paper transcript, the hard copy application would contain the originals and the soft copy applications (PDF) would contain scanned versions of the transcript.
 - b. **Digitally Certified Transcripts:** If submitting the official digitally certified electronic transcript, a print-out of that transcript must be included in the paper copy.
7. Students should not attach copies/pictures of social security cards, driver's license, passports, military identification, credit cards, degrees, certificates, and any other type of personally identifiable information. If any of these items are attached the application will not be accepted.
8. Letters of Recommendation should be an original version, not a copy, on official company/institution letterhead, include the contact information to confirm the letter is valid (full name, mailing address, phone number, email address) and must be signed by the author. Emailed letters will not be accepted.
9. Resumes must be on the resume template and should be limited to 2 pages and should include at a minimum the following:
 - a. Education: include degrees, institutions, location, date of graduation (or expected date of graduation); major/minor fields; GPA
 - b. Experience: jobs, internships, and/or volunteer work. Include name of company, position, and dates employed. List at least three important tasks, accomplishments, or skills gained at each job. Also identify any clearance level held. It is important that you identify the number of hours per week you worked.
 - c. Skills: include computer systems; programs which you are proficient. Include foreign languages. List any other skills, certifications, clearance levels you may hold.
10. Paper applications must be printed single sided on plain white 8 ½ x 11 paper.
11. Paper applications may be held together by a paper clip, rubber band, or binder clip. **Do not staple or place in a binder.**

12. Students are responsible for submitting a complete paper application to the CySP point of contact on campus.
13. Students may provide a PDF copy application to the CySP point of contact on campus.

Order of documents:

1. **New Students:**
 - a. DoD CySP New Student Application Form (10 pages)
 - b. Official Transcripts
 - c. Resume
 - d. Separate List: Awards, Honors, and Distinctions (page 5 of the New Student Application)
 - e. 2 Letters of Reference
 - f. OF612 Supplemental Competency Statement (page 6 of the New Student Application)
2. **Returning Students:**
 - a. DoD CySP Returning Student Application Form (7 pages)
 - b. Official Transcripts
 - c. Resume
 - d. 1 Letter of Reference

Saving a PDF copy of the application:

Students should provide the DoD CySP POC a PDF version of their application. Should a student not do so, the responsibility falls to the DoD CySP POC. Student applications should be saved using the “reduced size PDF” when possible. There should be one file per student application. Do not save student applications as one continuous PDF. PDF files should be use the following file name structure:

- **NEW STUDENTS:**
 - **LAST NAME_First Name_University**
 - EXAMPLE: DOE_John_Worldwide University.pdf (CORRECT)
- **RETURNING STUDENTS:**
 - LASTNAME_First Name_University_Returning

Adding additional words, numbers, or letters before or after the correct file name is not required and doing so slows down the process of compiling applications for the selecting DoD Agencies. Incorrect formats are as follows:

- Student Application_Doe_John_Worldwide.pdf (INCORRECT)
- Doejohnworldwideuniversity.pdf (INCORRECT)
- Worldwide University CySP Applications (INCORRECT)
- 11 – DOE_John_Worldwide University (INCORRECT)

PDF File size should not exceed 2.5 MB if possible.