

## Air Force Office of Scientific Research (AFOSR) Biographical Sketch / Current and Pending / Reporting Checklist

**NOTE:** The checklists below are intended to be used as a tool when preparing disclosure information for AFOSR grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, specific requirements may vary depending on the funding opportunity; it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission. Please contact your [RAS administrator](#) if you have any questions.

- [U.S. Department of Defense \(Grants.gov\)](#)
- [AFOSR Funding Announcements](#)
- [AFOSR website](#)
- [VPR/RAS AFOSR Information Page](#)

### IMPORTANT

Review the DOD [March 20, 2019](#) memo: **Actions for the Protection of Intellectual Property, Controlled Information, Key Personnel and Critical Technologies**. This memo provides important guidance for compliance with the [National Defense Authorization Act \(NDAA\) for FY 2019, Section 1286, pages 443 – 445](#).

### General Disclosure Guidelines

	Use the AFOSR Funding Announcements link above to find specific BAA or other solicitation information and instructions.
	Provide <b>Biographical Sketch</b> . See the checklist below.
	Provide <b>Current and Pending Support</b> . See the checklist below.

### Biographical Sketch

	Attach a short biographical sketch and list of significant publications (vitae) for each Senior/Key Person, whether or not the individuals' efforts under project are to be funded by DoD.
	Include all academic, professional or institutional appointments, such as the following:
	<ul style="list-style-type: none"> <li>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</li> <li>• All full-time, part-time or voluntary positions</li> <li>• All adjunct, visiting or honorary appointments</li> <li>• Participation in any Foreign Government Talent Recruitment Programs</li> </ul>

<b>Current and Pending Support</b>	
	Current and pending support must be reported for all key personnel (in addition to the PI or Co-PI) whether or not the individuals' efforts under the project are to be funded by DOD
	All items to be included in a Current and Pending Support Document include:
	<ul style="list-style-type: none"> <li>• A list of all current projects the individual is working on</li> </ul>
	<ul style="list-style-type: none"> <li>• Any future (pending) support the individual has applied to receive, regardless of the source</li> </ul>
	<ul style="list-style-type: none"> <li>• Title and objective for each of these research projects</li> </ul>
	<ul style="list-style-type: none"> <li>• The percentage per year each of the key personnel will devote to the other projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• The total amount of support the individual is receiving in connection to each of the other research projects of will receive if other proposals are awarded</li> </ul>
	<ul style="list-style-type: none"> <li>• Name and address of the agencies and/or other parties supporting the other research projects.</li> </ul>
	<ul style="list-style-type: none"> <li>• Period of performance for each other research project</li> </ul>

### **Reporting Requirements**

While many current AFOSR BAAs use the AFRL Scientific & Technical Reports – Preparation, Presentation and Preservations Format Guidelines (June 2010 or updated versions), there is a pending DOD policy decision to require the Federal-wide Research Progress Performance Report (RPPR) for all interim, annual and final technical reports. The RPPR standardizes online reporting fields DOD-wide. While the purpose of these reports is to gather data and information regarding scientific and technical progress on the project, investigators may also be asked to update information previously provided in the biographical sketches or current and pending support submitted at the proposal stage. When the final DOD RPPR policy is issued, an award modification may be issued. As more specific information is available, this checklist will be updated.