

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 who do not utilize the required forms, formats, or are 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. Principal Investigator (PI), 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 (INOVICES) Point of Contact(s): Name and Email Address
  - b. **Proposal Summary: (continuation of Form 1)**
    - i. Funds Requested:

1. Basic Technical Proposal/ Recruitment Scholarship
  2. Annex I / Retention Scholarship
  3. Annex II/Capacity Building
  4. Total
- ii. Annex II / Capacity Building: Identify which category you are responding to :
1. Outreach to DoD
  2. Outreach to Academia
  3. GenCyber Collaboration
- 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)
  4. Federal Interagency Committee on Education (FICE) Code
  5. Identify the Congressional District the institution is located in.
- 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. Provide PDF copy of most recent A-133 Summary of Auditor’s Results. This should be one page. An example can be found here:  
<https://public.cyber.mil/dcysp/documents-library/> **NO WEB LINKS WILL BE ACCEPTED.**
- vi. Signature of the Authorized University Official and the Date - Digital signatures are acceptable. \_
- c. **Sign and attach** - Certifications 2022 (Attachment B)
- d. **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
- e. **Cost Proposal**
- i. Cost Form (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)
- f. **CVs / Resumes are limited to 1 page per faculty member. CVs / Resumes are not included in page count limits.**

- g. **Recruitment / Basic Student Applications:**
- i. **See student preparation instructions**
  - ii. NAEC-C will submit their student selection summary for new applicants only through the new DoD CySP online application tool.  
<https://www.avuedigitalservices.com/casting/aiportal/control/mainmenu?agency=DDW&portal=CYSP>
  - iii. NCAE-Cs must review all the applications.
  - iv. NCAE-Cs are no longer required to send a copy of new recruitment student applications. For this cycle only one hard and one soft copy of the returning student application is required.
3. **Submission Format- 15 February 2022: 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.
- a. Proposals may be sent via email to: [AskCySP@nsa.gov](mailto: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.
  - b. You may split the files up across multiple emails. The DoD CySP Program Office will confirm the number of emails and documents received.
  - c. 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.
  - d. 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:

<b>DOD CySP Submission Format</b>				
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
Attachment B - Certifications 2019				2
A-133 Summary of Auditor's Results				2
Recruitment / Basic Scholarship – <b>Technical Proposal</b>				2
Recruitment / Basic Scholarship – Written Cost Proposal				2
Retention / Annex I Scholarship – <b>Technical Proposal</b>				2
Retention / Annex I Scholarship – Written Cost Proposal				2
CVs			2	
Capacity Building / Annex II – <b>Technical Proposal - Outreach to DoD</b>		1 PDF	University Name_DoD CySP Annex II DoD	2
Capacity Building / Annex II – <b>Written Cost Proposal - Outreach to DoD</b>				
Capacity Building / Annex II – <b>Technical Proposal - Outreach to Academia</b>		1 PDF	University Name_DoD CySP Annex II Academia	2
Capacity Building / Annex II – <b>Written Cost Proposal - Outreach to Academia</b>				
Capacity Building / Annex II – <b>Technical Proposal - GenCyber Collaboration</b>		2 PDF	University Name_DoD CySP Annex II GenCyber	2
Capacity Building / Annex II – <b>Written Cost Proposal - GenCyber Collaboration</b>				
Attachment E – Cost Form 2022-2022 (Excel Format)		1 Excel	University Name_Attachment E DoD CYSP	2
Returning DoD CySP Scholar Applications (One File for Each Student)		1 PDF	LASTNAME_First Name_University_Returning	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, 15 February 2022**. The

entire proposal, containing all items listed above is to be mailed to:

DoD CySP National Security Agency  
Attn: A29, Suite 6804, Fax 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 15 February 2022, 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

### **New Recruitment Student Applicants:**

1. New Recruitment Students must use the new DoD CySP online application tool.  
<https://www.avuedigitalservices.com/casting/aiportal/control/mainmenu?agency=DDW&portal=CYSP>
2. Applications missing any required documents will automatically be disqualified
3. 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.
4. Anticipated Final Graduation Date is for the degree program you are applying for scholarship support. Any applications that indicates a graduation date of January through September of the current year will not be eligible.
5. 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.
6. 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.
7. Letters of Recommendation should be a PDF copy of the original version uploaded through the new application tool. Letters should be 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.
8. Traditional resumes will not be submitted. The new DoD CySP application tool will prompt students to fill in the required resume information. Students will be asked to provide 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.
9. Paper applications for new students will not be accepted.
10. Students are responsible for submitting a complete application through the new application tool by 01 Feb 2022. Students will not have access to the application on 02 Feb 2022

***Returning Student Applicants:***

1. Current DoD CySP Scholars reapplying for additional years of support will continue to use the paper copy application provided by the DoD CySP Program Office. The application will consist of :
  - a. DoD CySP Returning Student Application Form (7 pages)
  - b. Official Transcripts
  - c. Resume
  - d. 1 Letter of Reference
  
2. Current DoD CySP Scholars should save their application as a PDF (no PDF portfolios) and provide it to their DoD CySP On-Campus Point of Contact by 01 February 2022. Students should use the following naming structure to save their PDF: LAST NAME\_First Name\_University\_Returning