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## GCO Guidance on Preparing a ARPA-H Sponsored Project

The Advanced Research Projects Agency for Health (ARPA-H) is a federal research funding agency that supports transformative biomedical and health breakthroughs ranging from the molecular to the societal to provide health solutions for all.

The instructions for ARPA-H funding opportunities are written similar to a contract Request for Proposal (RFP) bid. ARPA-H funding announcements are complicated and instructions differ by announcement and award type. Applicants can also choose to apply for either a cooperative agreement or an Other Transaction Agreement (OTA). Cooperative agreements are a type of grant award in which there is substantial scientific or programmatic involvement from the extramural funding agency. An Other Transaction Authority is limited to those government agencies and operational divisions with appropriated authority, and is a funding mechanism which targets non-traditional sources and allows a high degree of flexibility in how the agreement is awarded. Funding agencies are not required to apply typical government procurement and grant laws to OTA awards. In all cases, the Government Procuring Contracting Officers (PCO)/Agreements Officers (AO)/Other Transaction Agreements Officers (OTAO) have sole discretion to select award instrument type, regardless of instrument type proposed, and to negotiate all instrument terms and conditions with selectees.

### Process

Please be aware that there is an abstract deadline and a full proposal deadline. The PI and/or the GCO submits an abstract in advance of a full proposal. When submitting the abstract, please cc your [AOR](#). It is extremely important that you notify the GCO in advance of the full proposal deadline. The GCO can guide departmental administrative staff in the preparation of the forms and works together with the department typically for approximately 4 weeks on all of the administrative and budget pieces. Unless there is a short turnaround time between the abstract and full proposal deadlines or other exceptional circumstances, please wait for ARPA-H notification that you have been invited to apply prior to beginning the full proposal. Full proposals are submitted in InfoEd and follow the standard GCO submission process for S2S submissions.

These ARPA-H guidelines also apply when another institution is submitting the sponsored project application and Mount Sinai is a subaward unless otherwise noted. The prime institution submits the abstract and the full proposal to ARPA-H rather than Mount Sinai's GCO. Please review GCO's guidance document "[Subawards: ISMMS as the Subawardee](#)" for instructions and required information. Please submit this project in InfoEd and follow the standard process for non-S2S submissions.

### Tips and Guidance

GCO is providing these additional tips and guidance to assist you in submission.

- Please refer to the ARPA-H funding opportunity announcement and any additional amendments ARPA H may issue.
- Inform your [GCO Grants Specialist](#) as soon as possible and we'll help walk you through the specifics of the announcement requirements.

- As with other sponsored project submissions, please refer to [GCO's Administrative Information Sheet](#) for required institutional information (e.g., UEI number, ISMMS address, etc.)
- Please reach out to ARPA-H staff who are helpful in answering questions and may send you clarifications by email. For projects in which Mount Sinai is the subawardee, the prime institution typically contacts the funding agency rather than Mount Sinai.
- The following departments must be notified as soon as possible:
  - **Mount Sinai Innovation Partners (MSIP) for the "Data Rights Assertion Table"**  
The [Data Rights Assertion Table](#) identifies whether any restrictions need to be placed on the Government's right to use, release or disclose pre-existing intellectual property, technical data or computer software that will be provided as part of the work. Please review GCO's [Data Rights Assertion Table Form Guidance](#) and complete the [form](#) included in the guidance. Send the form to [MSIP](#) for review and approval, include in the ARPA-H application as per the solicitation instructions for GCO, who will sign the assertion.
  - **[Conflict of Interest \(COI\) Office](#) for the "Organizational Conflicts of Interest Mitigation Plan"**  
This plan identifies and discloses all facts relevant to potential Organizational Conflicts of Interest (OCIs).

GCO is involved with coordinating information with the MSIP and the COI Offices for their parts for the Business Proposal portion of the full proposal. These sections require time to prepare. Last minute notifications/submissions likely won't be possible.

- You will need to collect and maintain back-up documentation to support the supply and equipment lines of the budget. This information may be required as part of the application or later as part of the award negotiation.
- Budgeting for a program manager is an appropriate cost. We recommend that your budget include a project manager since there are considerable reporting requirements to ensure continued funding.
- Submit FULL, COMPLETE application of the [Business Proposal](#) to the GCO a minimum of 2 weeks before the full application deadline, but preferably earlier. For projects in which Mount Sinai is the subawardee, submit the Business Proposal sections related to Mount Sinai's participation.

GCO needs time to review the Other Support Pages, and investigators will need time to revise their biosketches accordingly, since most of our investigators have NIH-formatted biosketch pages.

- Other than the non-standard budget forms, unique elements of the applications include:
  - Organizational Conflicts of Interest Mitigation Plan
  - Assertion of Rights Table
  - [Common Form](#) Biosketches and Other Support that must be included at the time of application
- Applications should also be finalized a day prior to the submission deadline, since formatting the Technical and Business Proposals can take time, especially reducing the file sizes to meet the application limits.
- Applications that do not follow the ARPA-H instructions may be rejected without further review by the agency.

### **ARPA-H Resources**

- [Research & Funding](#)
- [General FAQs](#)
- [Announcing Sprint for Women's Health](#)

### **GCO / InfoEd Submission Resources**

- [Administration Information Sheet](#)
- [Application Submission Process: Which Applications and Forms do I Work on First? Sponsored Projects](#)
- [Application Submission Checklist](#)
- [Data Rights Assertion Table Guidance and Form](#)
- [Setting up System to System New Applications \("S2S New"\)](#)
- [Setting up Non System to System New Applications \("New, Comp Renew, and Resub \(non-S2S\)"\)](#)