SUBMISSION INSTRUCTIONS

Last Updated: April 1ˢᵗ , 2024
Note: This document is subject to change

5. SUBMISSION INSTRUCTIONS

It is important to read and follow the "Solution Summary" preparation instructions carefully, which are outlined below. Pay special attention to the requirements concerning Human Subjects and use of Vertebrate Animals if your project encompasses either item (see Human Subjects and Animal Subjects Research).

If invited to Pitch, proposers must apply to become an Investor Catalyst (IC) Hub Spoke, if they haven't already. If selected for award, proposers must have their spoke approval and UEI to receive award.

Solution Summaries will be submitted through the BIDS portal where Advanced Technology International (ATI) serves as the BIDS system administrator. All proprietary submission information will be protected. A proposer's submission under this RFS indicates concurrence with the aforementioned responsibilities.

The Team Lead may only submit one Solution Summary per topic but can submit to all topics. The Team can be any mix of institutions/organizations and can be part of multiple Solution Summaries.

Salary Limitation: ARPA-H is subject to the Health and Human Services (HHS) appropriations act, as a result ARPA-H may not use appropriated funds to pay the direct salary of any individual above the Federal Executive Schedule Level II salary (see the salaries and wages pay tables on www.opm.gov for Federal Executive Schedule salary levels).

For purposes of the salary limitation, the terms "direct salary," "salary," and "institutional base salary," have the same meaning and are collectively referred to as "direct salary". An individual's direct salary is the annual compensation for their direct effort (costs) under the IC Hub Agreement. Direct salary excludes any income that an individual may be permitted to earn outside of the IC Hub Agreement. Direct salary also excludes fringe benefits, overhead, and general and administrative expenses (also referred to as indirect costs or facilities and administrative costs). The salary rate limitation does not restrict the salary that an organization (i.e., VentureWell) may pay an individual working under an ARPA-H agreement; it merely limits the portion of that salary that may be paid with appropriated funds.

The salary rate limitation applies to all subawards, subcontracts, and subagreements.

Note: Only non-government entities/teams may submit a Solution Summary and receive funding.

5.1 BASIC INFORMATION:

The following information fields are required for a successful submission:

Cover Page (does not count against page limit)
- Solution Summary Title:
- Topic Area #:
- Organization Name:
- Organization Address:
- Organization's UEI:
- Website:
- Point of Contact Name:
- Point of Contact Email Address:
- Point of Contact Phone Number:
- Team Members including the makeup of the leadership team, any key personnel, core competencies[1] and Levels of effort[2].
- Do you plan to team with or subcontract to another organization to execute this effort? Please describe.
- Are you applying for the Spark or Launchpad track?

Applicable for Launchpad only:
- Is the proposer a commercial entity? What is the business structure (e.g., LLC, S-Corp, C-Corp, Academic Lab)?
- If you have taken foreign investment, please list any international investors (w/ country):

Note 1: Non-U.S. entities may participate to the extent that such participants comply with any necessary nondisclosure agreements, security regulations, export control laws, and other governing statutes applicable under the circumstances. However, Non-US entities are encouraged to collaborate with domestic U.S. entities. In no case will awards be made to entities organized under the laws of a covered foreign country (as defined in section 119C of the National Security Act of 1947 (50 U.S.C. § 3059)) or entities suspended or debarred from business with the Government.

5.2 SOLUTION SUMMARY:

A 3-page Solution Summary, using minimum 11-point font and minimum 0.5" margins on all sides, should be submitted in a PDF format to ARPA-H Sprint for Women's Health Website, listed on the RFS cover page (see Solution Summary Template for more details). Attachments and embedded links shall not be included. ARPA-H recommends figures and data only to convey key points, as the proposer only has three pages for their solution summary.

The Solution Summary should address why the proposed idea is relevant to the proposed topic areas in women's health. This Solution Summary also should

demonstrate the technical merit by addressing the first four Heilmeier Questions (HQs) (HQ's can be found here: link). Proposers should frame their responses using the following items:

- HQ #1: What health problem are you trying to solve? Articulate your objectives using absolutely no jargon.
- HQ #2: How is it done today, and what are the limits of current practice?
- HQ #3: What is new in your approach and why do you think it will be successful?
- HQ #4: Who cares? If you succeed, what difference will it make? What Health Outcomes are you accelerating?

FOR LAUNCHPAD ONLY: the Solution Summary should address how the proposed idea has the promise of Commercial Viability.

Note 1: ARPA-H programs are guided by answering the HQs. Please see this link on ARPA-H website for a list and detailed explanation of Heilmeier Questions. The first four bullet points above represent the first four HQs, which should be answered in the Solution Summary. Those proposers invited for pitch, should answer all HQs during their pitch presentation.

Note 2: Any references can be added as an appendix and will not count towards 3-page maximum.

Note 3: Further instructions for the Pitch Phase and IC&N Phase will be provided to proposers once selected.