

## BTI RFP-17-01 FAQ

**Q.1: Does the literature review section count towards the 10 page limit of the project narrative?**

A.1: The literature review section does not count towards the 10 page limit of the project narrative, as per the instructions in the narrative instruction form.

**Q.2: If a performer plans to collect original data, who will own the data? The performer's institution, or the University of Houston/DHS?**

A.2: The University of Houston and DHS will not claim ownership of data that is produced under (or incorporated in) this Award. However, the performer must agree to grant the U.S. Government a royalty free, nonexclusive, and irrevocable license.

**Q.3: Is there any restriction on where the data collection can take place (inside or outside the US)?**

A.3: Data collection, whether inside or outside the US, can only take place in a manner that affords the necessary protections, both for the personnel involved and any human subjects (if applicable). Researcher safety and security is a paramount priority, and researchers who propose to collect data in environments that involve inherent risks must document the development and implementation of appropriate safety plans for the personnel involved.

For data collection involving human subjects (e.g., surveying individuals and collecting data) the organization conducting the human subjects research should have the training, permits, reputation, and personnel to secure IRB approval.

Foreign travel (for data collection outside the US) must be approved by DHS in advance and in writing.

**Q.4: My proposal requires compliance assurance(s) (e.g., it involves human subjects research). When should I submit for IRB review?**

A.4: As soon as practicable. Projects involving human subjects research will need prior approval by the DHS Compliance Assurance Program Office (CAPO) before work can begin. The required documentation is as follows:

- IRB Approval Letter (or notification of exemption);
- IRB-approved study protocol;
- IRB-approved consent forms (as applicable); and
- Federalwide Assurance (FWA) number

Any projects involving biometrics or social media will also need a privacy review conducted (this is separate from the IRB process). If the PI has a formal privacy review process at his/her organization, he/she can use that process. If the PI does not have a formal privacy review process, he/she can use the DHS privacy compliance process.

**Q.5: Are letters of support allowed?**

A.5: Letters of support are not required and will not be considered.

**Q.6: Is there a limit to how many proposals may be submitted by an applicant (PI or Institution)?**

A.6: There is no limit, as long as the proposals are substantially different.