

Unsolicited Submissions: Step-by-Step Guide

Intro:

Unsolicited proposals and applications provide a pathway for organizations to submit unique, innovative, or proprietary approaches for solutions to development and humanitarian challenges. USAID reviews unsolicited proposals and applications to determine whether funding submissions is in the best interest of the Agency and consistent with USAID's development objectives.

Unsolicited proposals and applications can be received by USAID on a continuous basis for review; however, only in highly exceptional cases are these likely to be approved for funding. Generally, funding for USAID programs is concentrated and focused on clear objectives within program priorities, and funding for unsolicited submissions is limited.

How to Apply:

USAID accepts unsolicited submissions on a rolling basis in the [Unsolicited Submissions portal](#) on WorkwithUSAID.gov. You can submit a proposal (for a contract) or application (for a grant or cooperative agreement) at any time by following the guidelines in this document. At this time, USAID is only accepting submissions in English.

Unsolicited Submissions Guide

Before submitting to the portal:

- Review the [Agency's Business Forecast](#), [Funding Feed](#), and [Sub-Opportunities portal](#) to learn more about different anticipated and current USAID-specific funding opportunities.
- The Agency also provides its [Country Development Cooperation Strategies \(CDCS\)](#) to help potential partners understand the high-level goals that each Mission will work to address during a strategy period.
- If, after reviewing the provided materials, your idea does not match funding opportunities, you may submit an unsolicited proposal or application.
- Before beginning your submission, view the [checklist of the required information](#), so that you can prepare the necessary information.

Login or register your organization on [WorkwithUSAID.gov](#):

Before you submit an opportunity, [log in](#) to your account or [sign up](#) for the [WorkwithUSAID.gov Partner Directory](#). Creating an account will allow for quicker processing.

If you are already registered, please log in to your [WorkwithUSAID.gov account](#).¹

If this is your first time signing up, you can find instructions for [registering here](#). We also encourage you to visit the [Partner Directory](#) to check if your organization is already listed.²

¹ Please note that this is not the same as registering in [SAM.gov](#) to get your Unique Entity Identifier (UEI)

² Please reach out to IndustryLiaison@usaid.gov for guidance on how to join your organization if it is already listed.

Unsolicited Submissions Guide

I. Begin your application or proposal:

- a. Visit the [Unsolicited Submissions portal](https://www.workwithusaid.gov/unsolicited-submissions) (<https://www.workwithusaid.gov/unsolicited-submissions>) to begin your submission.
- b. First, determine if you will submit an application or proposal.
 - i. An **application** refers to a request for assistance through a grant or cooperative agreement. It is a written request for a grant that represents an appropriate use of Agency funds to support or stimulate a public purpose. Typically, a not-for-profit organization will submit an application.
 - ii. A **proposal** refers to contracts. It is a written proposal for a new or innovative idea that is submitted on the initiative of the offeror for the purpose of obtaining a contract with the U.S. Government, and that is not in response to a request for proposals or any other government-initiated solicitation or program. Typically, for-profit organizations will submit a proposal.
- c. Select your organization's type of submission by selecting the highlighted box that best represents your submission as shown in *Image 1.1*.

[Login](#) or [create an account](#) before getting started.

Please also note that USAID can only process submissions in English at this time.

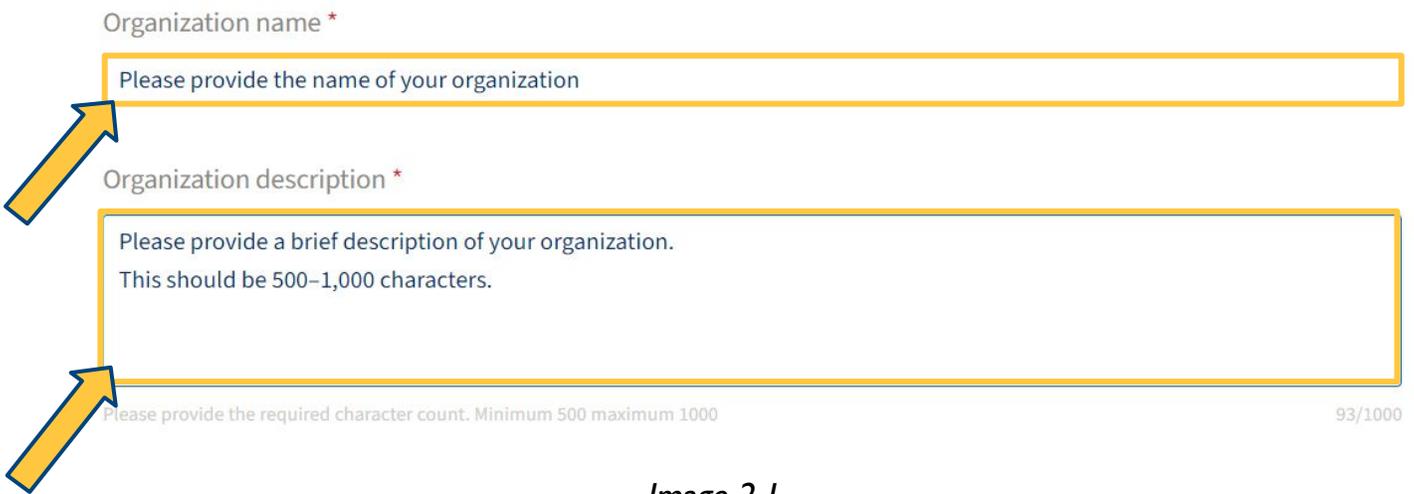


Image 1.1

Unsolicited Submissions Guide

2. Entering your organization information:

- a. Enter your organization's name and a brief description of your organization by selecting the highlighted text boxes as shown in *Image 2.1*.
 - i. **Please note that if your organization is registered in the Partner Directory, this information will be automatically filled.**



Organization name *

Please provide the name of your organization

Organization description *

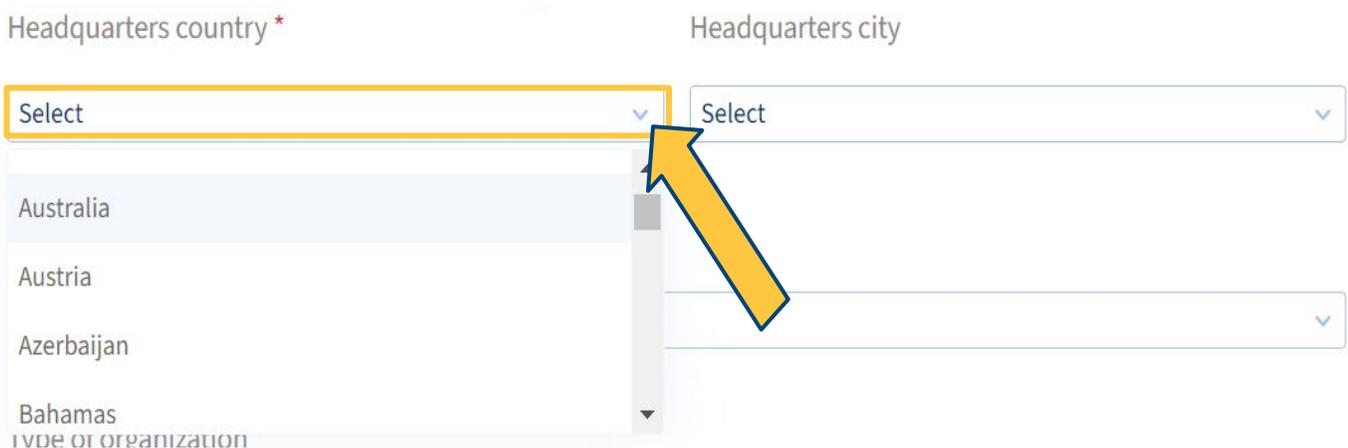
Please provide a brief description of your organization.
This should be 500–1,000 characters.

Please provide the required character count. Minimum 500 maximum 1000 93/1000

The image shows a form with two main text input areas. The first is labeled 'Organization name *' and contains the placeholder text 'Please provide the name of your organization'. The second is labeled 'Organization description *' and contains the placeholder text 'Please provide a brief description of your organization. This should be 500–1,000 characters.' Below the description box, there is a character count indicator: 'Please provide the required character count. Minimum 500 maximum 1000' on the left and '93/1000' on the right. Two yellow arrows point to the text boxes: one to the organization name box and one to the organization description box.

Image 2.1

- b. Certain sections, such as “Headquarters country,” use a drop-down selection menu. Complete these sections by clicking the “Select” option and selecting the information that best describes your organization as depicted in *Image 2.2*.



Headquarters country *

Headquarters city

Select

Australia

Austria

Azerbaijan

Bahamas

INDUSTRY OF ORGANIZATION

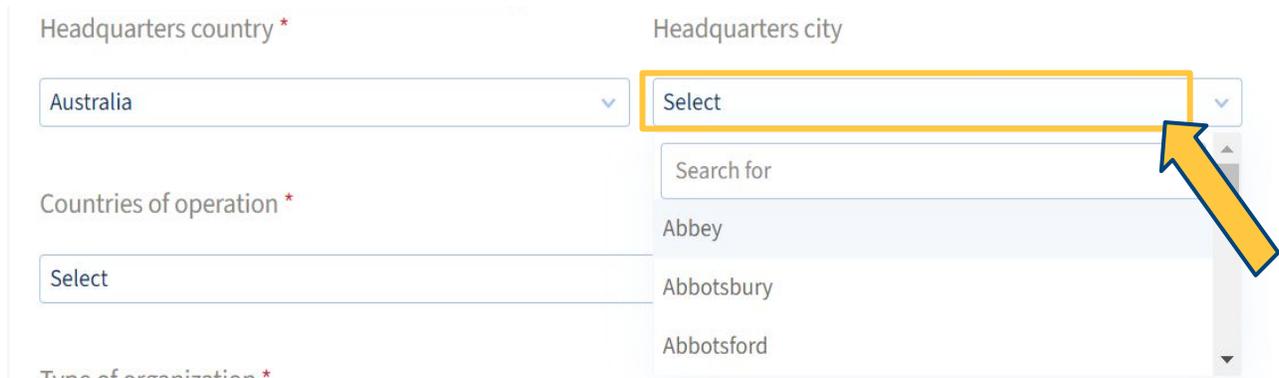
The image shows two drop-down menus. The first is labeled 'Headquarters country *' and has a yellow border. The second is labeled 'Headquarters city'. Both menus have a 'Select' option. A yellow arrow points to the 'Select' option in the 'Headquarters country' menu. The 'Headquarters country' menu is open, showing a list of countries: Australia, Austria, Azerbaijan, and Bahamas. Below the list, there is a label 'INDUSTRY OF ORGANIZATION'.

Image 2.2

Unsolicited Submissions Guide

2. Entering your organization information:

- c. Continue selecting the drop-down menu options that best represent your organization as shown in *Images 2.3-2.5*. If applicable, you may select multiple options for “Countries of operation” and “Type of organization.”



Headquarters country *
Australia

Headquarters city
Select

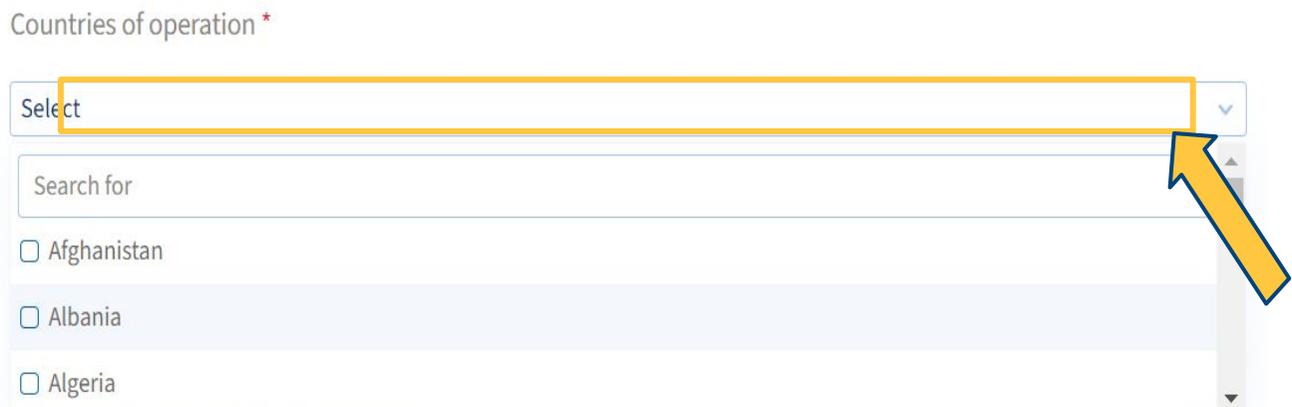
Countries of operation *
Select

Type of organization *
Select

Search for
Abbey
Abbotsbury
Abbotsford

Detailed description: This screenshot shows a form with four fields. The 'Headquarters country' field is a dropdown menu with 'Australia' selected. The 'Headquarters city' field is a dropdown menu with 'Select' selected and an open list of options including 'Abbey', 'Abbotsbury', and 'Abbotsford'. The 'Countries of operation' field is a dropdown menu with 'Select' selected. The 'Type of organization' field is a dropdown menu with 'Select' selected. A yellow box highlights the 'Headquarters city' dropdown menu, and a yellow arrow points to it from the right.

Image 2.3



Countries of operation *

Select

Search for

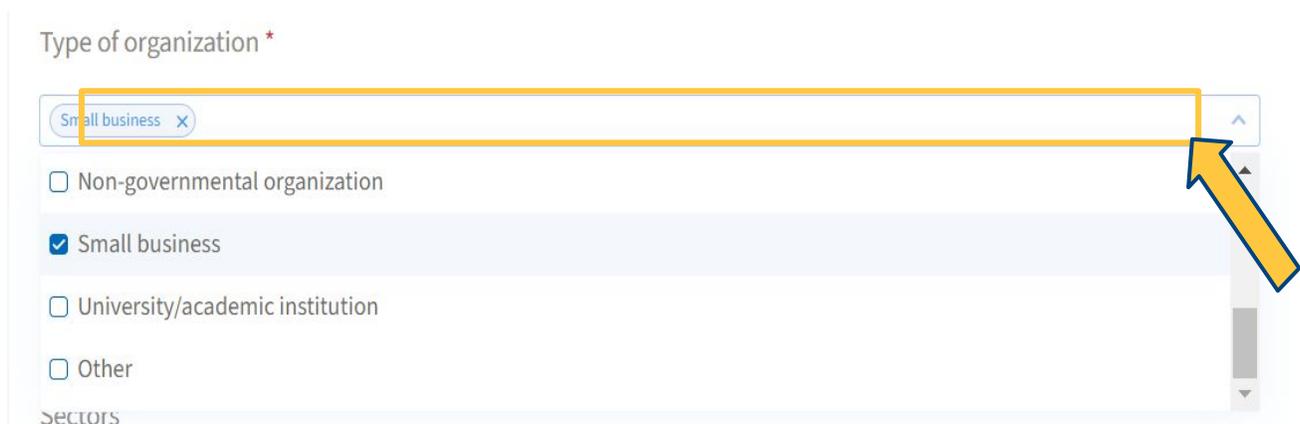
Afghanistan

Albania

Algeria

Detailed description: This screenshot shows a close-up of the 'Countries of operation' dropdown menu. The dropdown is open, showing a search bar and a list of countries with checkboxes: Afghanistan, Albania, and Algeria. A yellow box highlights the dropdown menu, and a yellow arrow points to it from the right.

Image 2.4



Type of organization *

Small business

Non-governmental organization

Small business

University/academic institution

Other

sectors

Detailed description: This screenshot shows a close-up of the 'Type of organization' dropdown menu. The dropdown is open, showing a search bar and a list of organization types with checkboxes: Non-governmental organization, Small business (which is checked), University/academic institution, and Other. A yellow box highlights the dropdown menu, and a yellow arrow points to it from the right.

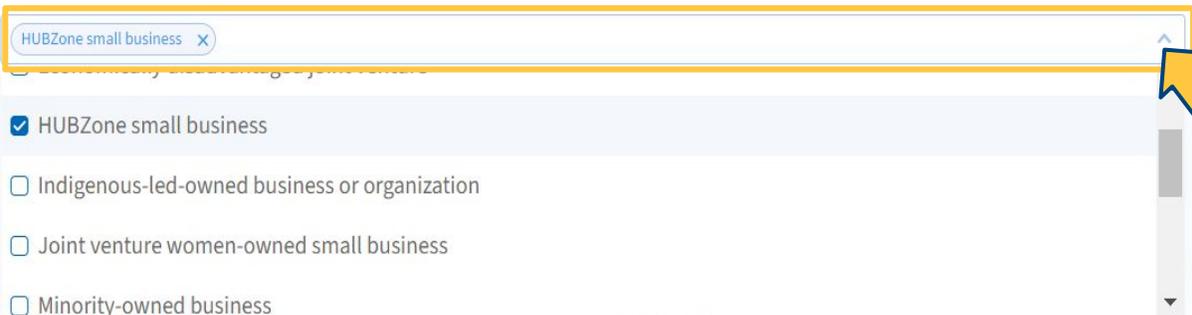
Image 2.5

Unsolicited Submissions Guide

2. Entering your organization information:

- d. Continue selecting the drop-down menu options that best represent your organization as shown in *Images 2.6* and *2.7*. If applicable, you may select multiple options for “Organization socio-economic factors” and “Sectors.”

Organization socio-economic factors *

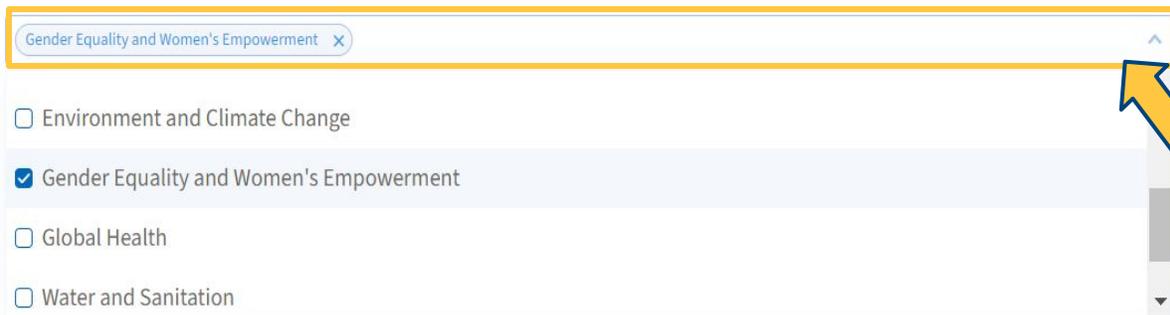


HUBZone small business x

- HUBZone small business
- Indigenous-led-owned business or organization
- Joint venture women-owned small business
- Minority-owned business

Image 2.6

Sectors *



Gender Equality and Women's Empowerment x

- Environment and Climate Change
- Gender Equality and Women's Empowerment
- Global Health
- Water and Sanitation

Image 2.7

Unsolicited Submissions Guide

2. Entering your organization information:

- e. Enter your first name, last name, work email, and optionally, your phone number in the highlighted boxes as shown in *Image 2.8*.

First name *

Last name *

Work email *

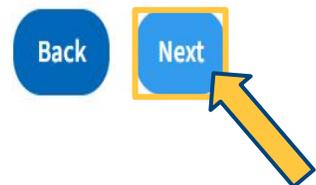
Phone number Provide the phone number of the submitting official.

Image 2.8

- f. After filling out the organization information, scroll down and select the “next” button as shown in *Image 2.9*

Phone number Provide the phone number of the submitting official.

Image 2.9



Unsolicited Submissions Guide

3. Entering your activity information:

- a. Enter your activity's name and the proposed location of the activity in the highlighted text boxes as shown in *Image 3.1*. When entering your proposed location, include cities, geographic regions, and country.

Activity name *

Unsolicited Proposal Step-by-Step Guide

Proposed location of the activity *

Please identify where your proposed activity will take place. This should include cities, geographic regions, and country.

Image 3.1

- b. Enter your activity's high-level objectives in the highlighted text boxes as shown in *Image 3.2*.

Please describe your activity objectives. *

Please identify the high-level objectives of your proposed activity.

This information must be between 300–1,000 characters.

Image 3.2

- c. Describe your activity and implementation plan in the highlighted text boxes as shown in *Image 3.3*. Please include the objectives, method of approach, extent of effort to be employed, expected results, and the manner in which the work will support the accomplishment of USAID's mission.

Please describe your activity and implementation plan. *

Please provide a reasonably complete discussion stating the objectives of the effort or activity, the method of approach and extent of the effort to be employed, the nature and extent of the anticipated results, and the manner in which the work will help to support the accomplishment of USAID's mission. This information must be between 300–1,000 characters.

Image 3.3

Unsolicited Submissions Guide

3. Entering your activity information:

- d. Select the calendar icon for the highlighted options to select your preferred activity start and end dates as shown in *Images 3.4* and *3.5*. Selecting a date for submission validity is optional. Here, you may choose to indicate how long your submission is valid for, meaning after the validity date, the information you provide will no longer be relevant.



Image 3.4

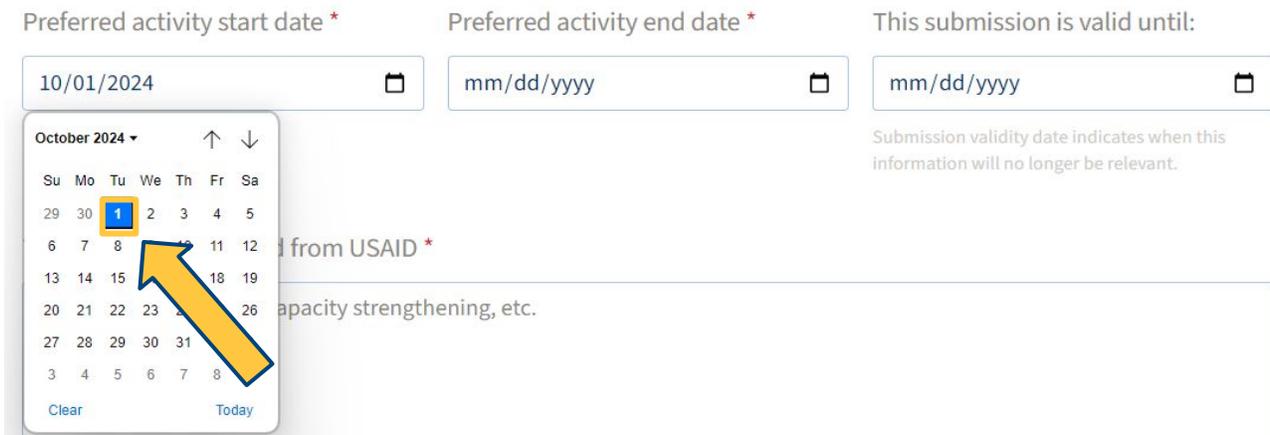


Image 3.5

Unsolicited Submissions Guide

3. Entering your activity information:

- e. Enter the type of support needed from USAID in the highlighted box as shown in *Image 3.6*. This might include financial, equipment, materials, personnel, etc.

Type of support needed from USAID *

Please identify the type of support you are seeking from USAID. This might include financial, equipment, materials, personnel, etc.

Image 3.6

- f. Enter the amount of support needed in the highlighted box as shown in *Image 3.7*. This amount *must* be in U.S. dollars.

Amount of financial support needed in U.S. dollars *

\$ 100,000

Image 3.7

- g. If necessary, you may enter if your submission includes any proprietary data as shown in *Image 3.8*.

Proprietary data

You may choose to identify if your submission includes any proprietary data

Image 3.8

Unsolicited Submissions Guide

3. Entering your activity information:

- h. If necessary, you may indicate if your submission has additional information that is relevant to your submission as shown in *Image 3.9*. This could include information such as conflicts of interest, security clearances, environmental impacts, etc.

Additional information

You may choose to provide additional information that is relevant to your submission. This could include information such as conflicts of interest, security clearances, environmental impacts, etc.

Image 3.9

- i. Select the “Add key personnel” option as shown in *Image 3.10*.

Activity Personnel

Please add the names and biographical information of key personnel who will be involved with the project, including alternates.

Please add a key person

+ Add key personnel

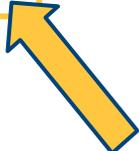


Image 3.10

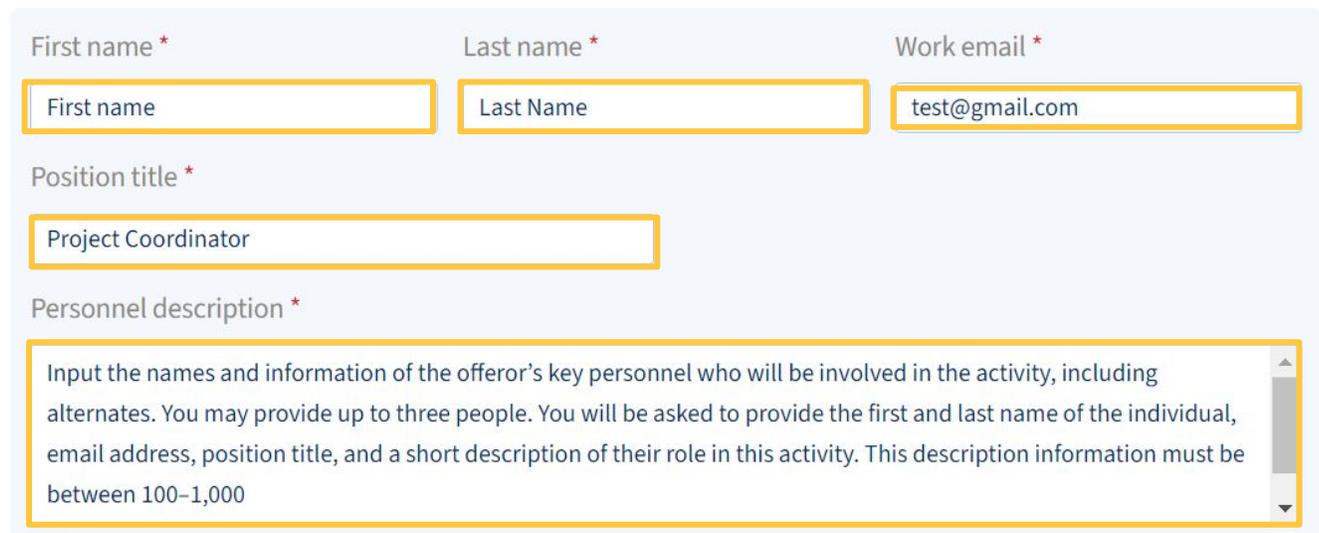
Unsolicited Submissions Guide

3. Entering your activity information:

- j. Input the names and information of the offeror's key personnel who will be involved in the activity including alternates in the highlighted boxes as shown in *Image 3.11*.
 - i. You will be asked to provide the first and last name of the individual, email address, position title, and a short description of their role in this activity.

Activity Personnel

Please add the names and biographical information of key personnel who will be involved with the project, including alternates.



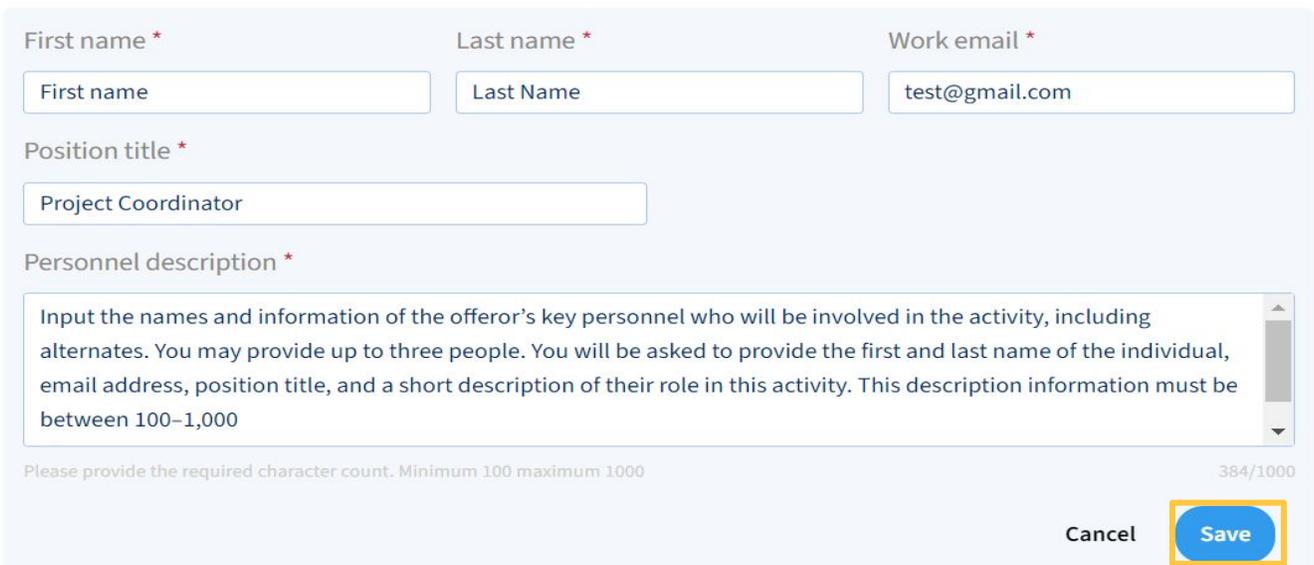
The screenshot shows a form titled "Activity Personnel" with the following fields and values:

- First name ***: First name
- Last name ***: Last Name
- Work email ***: test@gmail.com
- Position title ***: Project Coordinator
- Personnel description ***: A text area containing the instruction: "Input the names and information of the offeror's key personnel who will be involved in the activity, including alternates. You may provide up to three people. You will be asked to provide the first and last name of the individual, email address, position title, and a short description of their role in this activity. This description information must be between 100-1,000".

Yellow boxes highlight the input fields for First name, Last name, Work email, Position title, and the Personnel description text area.

Image 3.11

- k. Select the "Save" option as shown in *Image 3.12*.



This screenshot is identical to the one in Image 3.11, but with a yellow box highlighting the "Save" button at the bottom right of the form. A yellow arrow points to the "Save" button.

At the bottom of the form, there is a character count: "Please provide the required character count. Minimum 100 maximum 1000" on the left and "384/1000" on the right.

Image 3.12

Unsolicited Submissions Guide

3. Entering your activity information:

1. If you have more activity personnel that you would like to enter, select “Add key personnel” as shown in *Image 3.11* and repeat *Steps 3.g-3.i*. You may add up to three activity personnel.

Activity Personnel

Please add the names and biographical information of key personnel who will be involved with the project, including alternates.

First name	Last name	Work email	
First name	Last Name	test@gmail.com	  

+ Add key personnel

Image 3.13

- m. When finished, select “Next” as shown in *Image 3.14*.

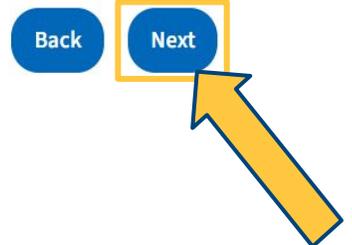
Activity Personnel

Please add the names and biographical information of key personnel who will be involved with the project, including alternates.

First name	Last name	Work email	
First name	Last Name	test@gmail.com	  

+ Add key personnel

Image 3.14



Unsolicited Submissions Guide

4. Entering additional contacts:

- a. If you have already shared your submission with USAID staff, please provide their contact information by selecting “Add Agency contact” as shown in *Image 4.1*.

USAID Contacts

If applicable, please provide the names and information for USAID staff contacted regarding this proposal or application.

Please add contacts

+ Add Agency contact



Image 4.1

- b. Enter the staff member’s name, email address, Mission/Bureau/Independent Office, and a brief description of your engagement with the USAID contact in the highlighted boxes shown in *Image 4.2*.

USAID Contacts

If applicable, please provide the names and information for USAID staff contacted regarding this proposal or application.

First name	Last name	USAID email
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="example@usaid.gov"/>
Mission/Bureau/Independent Office	Position Title	
<input type="text" value="Office of Acquisition and Assistance"/>	<input type="text" value="Contracting Officer"/>	
Engagement description		
<input type="text" value="If you have already shared your submission with USAID staff, please provide their contact information. You will be asked to provide a name, email address, Mission/Bureau/Independent Office, and a brief description of your engagement with the USAID contact."/>		

Image 4.2

Unsolicited Submissions Guide

4. Entering additional contacts:
 - c. Select “Save” as shown in *Image 4.3*.

USAID Contacts

If applicable, please provide the names and information for USAID staff contacted regarding this proposal or application.

First name	Last name	USAID email
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="example@usaid.gov"/>
Mission/Bureau/Independent Office	Position Title	
<input type="text" value="Office of Acquisition and Assistance"/>	<input type="text" value="Contracting Officer"/>	
Engagement description		
<div style="border: 1px solid #ccc; padding: 5px;">If you have already shared your submission with USAID staff, please provide their contact information. You will be asked to provide a name, email address, Mission/Bureau/Independent Office, and a brief description of your engagement with the USAID contact.</div>		
		Cancel <input type="button" value="Save"/>

Image 4.3

- d. If you have more USAID contacts you would like to enter, select “Add Agency contact” as shown in *Image 4.4* and repeat *Steps 4.a-4.d*.

USAID Contacts

If applicable, please provide the names and information for USAID staff contacted regarding this proposal or application.

First name	Last name	USAID email	  
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="example@usaid.gov"/>	
Mission/Bureau/Independent Office	Mission/Bureau/Independent Office		
<input type="text" value="Office of Acquisition and Assistance"/>	<input type="text" value="Office of Acquisition and Assistance"/>		
Engagement description			
<div style="border: 1px solid #ccc; padding: 5px;">If you have already shared your submission with USAID staff, please provide their contact information. You will be asked to provide a name, email address, Mission/Bureau/Independent Office, and a brief description of your engagement with the USAID contact.</div>			

Image 4.4

Unsolicited Submissions Guide

4. Entering additional contacts:

- e. If you have shared your submission with any other organizations, please provide that information to USAID by selecting “Add contact” as shown in *Image 4.5*. If you have not shared your submission with other organizations, select “Next.”

Federal, State, or Local Contacts

Please provide names of other federal, state, or local agencies or parties receiving this proposal or application

Name	Work email	
US Health & Human Services Department	example@hhs.gov	  

+ Add contact

Back

Next

Image 4.5

- f. If sharing additional contacts, enter a name, email address, organization information, and a brief description of your engagement with the other organization in the highlighted boxes as shown in *Image 4.6*.

Federal, State, or Local Contacts

Please provide names of other federal, state, or local agencies or parties receiving this proposal or application

Name	Work email	
<input type="text" value="US Health & Human Services Department"/>	<input type="text" value="example@hhs.gov"/>	
First name	Last name	Position Title
<input type="text" value="First name"/>	<input type="text" value="Last name"/>	<input type="text" value="Contracting Officer"/>
Description		
<input type="text" value="If you have shared your submission with any other organizations, please provide that information to USAID. You will be asked to provide a name, email address, organization information, and a brief description of your engagement with the other organization."/>		
		Cancel <input type="button" value="Save"/>

Image 4.6

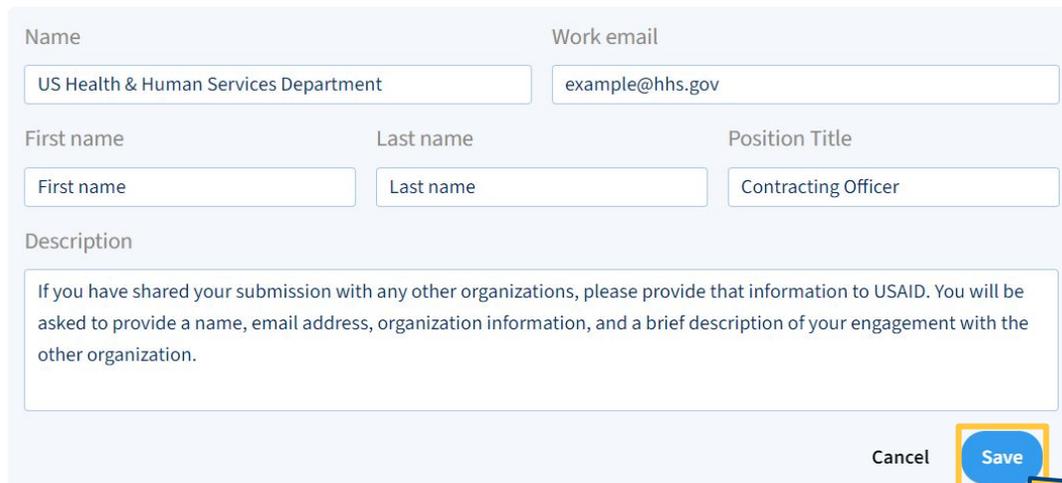
Unsolicited Submissions Guide

4. Entering additional contacts:

- g. When finished, select “Save” as shown in *Image 4.7*.

Federal, State, or Local Contacts

Please provide names of other federal, state, or local agencies or parties receiving this proposal or application



The screenshot shows a form for entering contact information. It has several input fields: 'Name' (containing 'US Health & Human Services Department'), 'Work email' (containing 'example@hhs.gov'), 'First name', 'Last name', and 'Position Title' (containing 'Contracting Officer'). There is also a 'Description' text area with instructions. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a yellow box and a yellow arrow pointing to it.

Image 4.7

- h. If you have more contacts you would like to enter, select “Add contact” as shown in *Image 4.8* and repeat *Steps 4.b-4.e*.

Federal, State, or Local Contacts

Please provide names of other federal, state, or local agencies or parties receiving this proposal or application



The screenshot shows a table with two columns: 'Name' and 'Work email'. The first row contains 'US Health & Human Services Department' and 'example@hhs.gov'. To the right of the table is a toolbar with icons for delete, edit, and a dropdown menu. Below the table, there is a '+ Add contact' button highlighted with a yellow box and a yellow arrow pointing to it.

Name	Work email	
US Health & Human Services Department	example@hhs.gov	  

Image 4.8

Unsolicited Submissions Guide

4. Entering additional contacts:

- i. When finished, select “Next” as shown in *Image 4.9*.

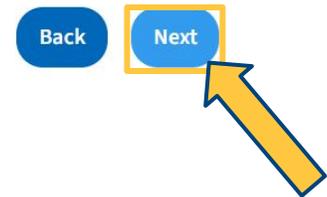
Federal, State, or Local Contacts

Please provide names of other federal, state, or local agencies or parties receiving this proposal or application

Name	Work email	
US Health & Human Services Department	example@hhs.gov	  

+ Add contact

Image 4.9



5. Reviewing your submission:

- a. Review your submission by selecting the drop-down arrows for each section as shown in *Image 5.1*. Please proofread your submission to ensure all information is correct and clear.

Type of Submission  

Organization Information 

Activity Information 

Additional Contacts 

Image 5.1

Unsolicited Submissions Guide

5. Reviewing your submission:

- b. Select the checkbox to certify you have permission to submit your proposal or application on behalf of your organization. Then select “Submit” as shown in *Image 5.2*.

Type of Submission ▾

Organization Information ▾

Activity Information ▾

Additional Contacts ▾

I certify that I have permission to submit this proposal or application on behalf of my organization

Back

Submit

Image 5.2

6. Confirming submission:

- a. Submitting your application presents you with a confirmation message as shown in *Image 6.1*. Congratulations! You have successfully submitted your proposal or application.



**Your activity was submitted
successfully!**

[Log in](#) or [Sign up](#) to track the status of your activity on the [My Submissions](#) page.

You will receive an email confirming receipt of your submission. As your submission is reviewed by USAID you will receive email alerts. You may also check the status of your submission on [WorkwithUSAID.gov](#) when you are logged in through the [My Submissions](#) page. USAID reviews all submissions in the order they were received. If you have any questions regarding your submission, please contact UnsolicitedProposals@usaid.gov.

Home



Image 6.1

What Happens after I Submit My Idea?



Stage I – Industry Liaison Review:

The USAID Industry Liaison team will review your idea to ensure completeness and relevance to USAID’s mission. This review will ensure that sufficient information is provided in order for your submission to be evaluated. They will direct valid submissions to one or more of USAID’s Missions, Bureaus, or Independent Offices (M/B/IO) or reject or return the submission if it is not valid. At this stage, the Agency may advance, reject, return, or advance your submission. You will be notified through email about the Agency’s decision. You can also log in and track its progress on the My Submissions page.

Stage 2 – Mission/Bureau/Independent Office Review:

The M/B/IO assigned to your submission will review the submission to determine if it fits within their priorities. At this stage, the Agency may advance, reject, return, or send your submission to another operating unit. You will be notified through email on the Agency’s decision. You can also log in and track its progress on the My Submissions page.

Stage 3 – Relevant Technical Expert Staff Review:

A team of technical experts will review the proposal. The interested M/B/IO may contact you directly to discuss next steps, which may include submitting additional information or a co-creation process. At this stage, the Agency may advance, reject, return, or send your submission to another operating unit. You will be notified through email on the Agency’s decision. You can also log in and track its progress on the My Submissions page.

What Happens after I Submit My Idea?

Stage 4 – Negotiation:

If a submission goes through each of the stages highlighted above, the Agency may begin negotiations with your organization. During this stage, the Agency may conduct a number of assessments of your organization to determine if you have sufficient systems in place to manage a USAID activity. The Agency may also negotiate costs and timing of the activity. Note that if an organization makes it to Stage 4, there is still no guarantee of funding.

Stage 5 – Award/Implementation:

If negotiations are successful, you will be given an award from USAID (grant, cooperative agreement, or contract) to implement your activity.

How Will My Submission Be Evaluated?

During the review of your submission, the Agency will look at a number of factors. Below are some of the key questions the Agency will ask during the review process.

1. Does it fit with an existing USAID objective?
2. Is the submission feasible?
3. Is it cost-effective, requesting a realistic and reasonable amount of funding?
4. Does the Agency have resources available?
5. Is the submission unique and innovative?
6. Is it a duplication of an existing or ongoing USAID program?
7. Is it worth forwarding the submission on to an ongoing project for possible support?

If the answer is “no” to any or all of these questions, your submission will likely be declined by USAID.

What Happens after I Submit My Idea?

Timing

USAID tries to evaluate all unsolicited submissions within 60 days. However, the full review process may vary depending on a number of factors. You can check [WorkwithUSAID.gov](https://www.workwithusaid.gov) to view the status of your proposal. Still have questions? Explore our [Frequently Asked Questions](#). If you need further clarification or support, reach out to USAID's Unsolicited Submissions team at UnsolicitedProposals@usaid.gov.