

Market Development Cooperator Program (MDCP) Preparation of Applications

1. Explanation to Prospective Applicants

Oral instructions or explanations of the application kit before an award are not binding. Request in writing any explanation or interpretation of the application kit soon enough to allow a reply within a reasonable amount of time.

2. Public Disclosure

The purpose of the Department's solicitation of applications is to determine which organizations win MDCP awards, not to disclose application information to the public. MDCP award winners can expect to have summary project and contact information disseminated by the Department in announcing the awards and in helping cooperators to accomplish project goals. However, the Department's policy is not to publish information about unsuccessful applicants, including their identity.

This Department policy is based on the understanding that many MDCP applications contain particular information to which applicants wish to restrict access because of its sensitive nature. For example, applicants that claim salary provide personnel information in their budgets that could reasonably be considered to be sensitive. Consistent with the MDCP policy, the Department has never had any problems protecting from public disclosure sensitive information included in MDCP applications. Nevertheless, applicants may wish to identify specific information for which they wish to restrict use to the U.S. Government for application evaluation or project administration (in the event they win an MDCP award). Although not required, applicants may wish to mark application information as indicated below.

a. Cover Page Disclosure Statement

“This application includes data that shall not be disclosed outside the U.S. Government and shall not be duplicated, used, or disclosed – in whole or in part – for any purpose other than to evaluate this application. If, however, an award is made to this applicant as a result of – or in connection with – the submission of this data, the U.S. Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting cooperative agreement. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [identify sheets]”; and

b. Data Page Statement (for each page containing restricted data)

“Use or disclosure of data contained on this sheet is subject to the restriction on the cover.”