

**Program Announcement**

**Department of Defense (DOD) Breast Cancer Research Program (BCRP)**

**Funding Opportunity Number: W81XWH-08-BCRP-PREDOC**

**Predocutorial Traineeship Award**

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## I. HELPFUL INFORMATION

### A. Agency Name

US Army Medical Research and Materiel Command (USAMRMC), Office of the Congressionally Directed Medical Research Programs (CDMRP), 1077 Patchel Street, Fort Detrick, Maryland 21702-5024.

### B. Help Line Contact Information

**1. Program announcement, proposal format, or required documentation:** Principal Investigators (PIs) and Authorized Organizational Representatives (AORs; see [Appendix 2](#)) should submit questions as early as possible. However, response times will vary depending upon the volume of inquiries. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079  
Fax: 301-619-7792  
Email: [cdmrp.pa@amedd.army.mil](mailto:cdmrp.pa@amedd.army.mil)

**2. eReceipt system:** A help line for questions relating to the submission of pre-application components through the CDMRP eReceipt system is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time at 301-682-5507. However, response times will vary depending upon the volume of inquiries. Help also is available on the CDMRP website or by email as follows:

Website: <https://cdmrp.org>  
Email: [help@cdmrp.org](mailto:help@cdmrp.org)

**3. Grants.gov:** Issues in submitting applications through the [Grants.gov](#) (<http://www.grants.gov/>) portal should be directed to Grants.gov at 800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). The Grants.gov hours of operation are Monday through Friday, 7:00 a.m. to 9:00 p.m. Eastern time. Deadlines for proposal submission are set at 11:59 p.m. Eastern Time on the deadline date. Therefore, there is an approximate 3-hour period during which the Grants.gov Help Desk will NOT be available to assist with Grants.gov submissions. Please plan ahead accordingly, as the CDMRP Help Desk is not able to answer questions about Grants.gov submissions.

*Grants.gov will only notify the PI of changes made to this Program Announcement and/or Application Package if the PI clicks on the “send me change notification emails” link and subscribes to the mailing list on the Opportunity Synopsis Page for this announcement. Please note that if the PI does not subscribe and the Application Package is updated or changed, the original version of the Application Package may not be accepted by [Grants.gov](#).*

### **C. Anticipated Instrument Type(s)**

The USAMRMC implements its extramural research program predominantly through the award of grants and cooperative agreements. More information on these funding instruments may be obtained by request via:

Fax: 301-619-2937  
Email: [qa.baa@amedd.army.mil](mailto:qa.baa@amedd.army.mil)

### **D. Catalog of Federal Domestic Assistance (CFDA) Number 12.420**

Military Medical Research and Development.

### **E. Commonly Made Mistakes**

- Pre-application submission is not completed before the mandatory pre-application deadline (pre-application remains in draft status).
- Failure to request updates on any modifications made to the application package.
- Incorrect application package or award mechanism is used to submit a proposal through Grants.gov.
- Attachments are uploaded into the incorrect form on Grants.gov.
- Files are attached in the wrong location on Grants.gov forms.
- Attachments are not PDF documents.
- Page limitations are exceeded.
- DUNS (Data Universal Number System) number is not confirmed well before the proposal deadline.
- Responses by Grants.gov helpdesk may not occur in time for the proposal deadline.
- Failure to submit proposal by receipt deadline.

### **F. Grant Writing**

The USAMRMC offers Grant Writing technical assistance through a tutorial entitled “Writing Competitive Proposals”. The tutorial can be accessed at <http://www.mrmc.smallbusopps.army.mil/tutorial/index.htm>; select Writing Competitive Proposals.

## II. FUNDING OPPORTUNITY DESCRIPTION

Funding of proposals received in response to this program announcement is contingent on the availability of Federal funds appropriated in a bill for this program.

### A. Award Description

The Breast Cancer Research Program (BCRP) Predoctoral Traineeship Award supports the training of promising graduate students studying breast cancer under the guidance of a designated mentor for careers in breast cancer research. Under this award mechanism, the predoctoral trainee is considered the Principal Investigator (PI) and, as such, should write the proposal with appropriate direction from the mentor.

Proposals should emphasize:

- The PI's talent, potential, and *commitment to breast cancer research*,
- The mentor's qualifications and experience in breast cancer research,
- The strength of the training program in breast cancer research, and
- The institution's commitment to training future leaders in breast cancer research.

*Proposals will not be evaluated and awards will not be made for "to be named" trainees.*

### B. Eligibility

PIs must be graduate students (Ph.D. or M.D./Ph.D. program) under the guidance of a designated mentor who has experience (to include publications and funding) in breast cancer research. Proposals submitted for "to be named" trainees are not allowed and will be administratively removed. Additional information about individual and institutional eligibility may be found in [Appendix 1](#).

### C. Funding

Funding for a Predoctoral Traineeship Award can be requested for up to \$90,000 for direct costs for up to a 3 year performance period plus indirect costs as appropriate.

The Predoctoral Traineeship Award should support the PI during dissertation research rather than during rotations or basic course work. Funding for Predoctoral Traineeship Awards can be requested for up to \$30,000 per year for direct costs. Direct costs in excess of the stipend must be used as direct support for the PI and may not be used for research costs. It is expected that the mentor will have adequate funding to support the PI's research.

Indirect costs should be added, as appropriate. *A maximum indirect cost rate of 8% is allowed for training awards.*

Funds can cover:

- salary/stipend
- tuition
- health insurance
- travel to scientific/technical meetings

The CDMRP requires attendance at the biennially scheduled 3½-day DOD BCRP Era of Hope meeting, which is held to disseminate the results of BCRP-sponsored research.

The nature of the BCRP does not allow for renewal of grants or supplementation of existing grants. Projects requiring lower levels of funding may also be submitted.

***The CDMRP expects to allot \$10 million (M) of the \$138M Fiscal Year 2008 (FY08) BCRP appropriation to fund approximately 110 Predoctoral Traineeship Award proposals, depending on the quality and number of proposals received.***

#### **D. Award Administration**

***No change in PI is allowed for the BCRP Predoctoral Traineeship Award.*** A change in institutional affiliation will require the PI to resubmit the entire proposal packet, including any regulatory documentation, through his or her new institution. The PI's original institution must agree to relinquish the award.

#### **E. Timeline for Submission and Review**

Proposal submission is a two-step process consisting of (1) pre-application submission and (2) proposal submission. ***Pre-application submission is a required first step.***

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time, January 23, 2008
- **Confidential Letter Submission Deadline:** 5:00 p.m. Eastern time, February 6, 2008
- **Proposal Submission Deadline:** 11:59 p.m. Eastern time, February 6, 2008
- **Peer Review:** March 2008
- **Programmatic Review:** May 2008

Awards will be made approximately 4 to 6 months after receiving the funding notification letter, but no later than September 30, 2009.

***Please note that [Grants.gov](http://Grants.gov) may take at least 48 hours to process your proposal submission and to notify you of any errors. It is strongly recommended that you submit your application as early as possible to allow sufficient time for error correction.***

***You may be able to submit a proposal to [Grants.gov](http://Grants.gov) after the deadline and you will receive a message that your application is being processed. You will, however, receive at a later date notification that your proposal was late and will not be accepted by [Grants.gov](http://Grants.gov).***

### **III. PROGRAM HISTORY AND OBJECTIVES**

The BCRP was established in FY92 to promote innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY07 totaled \$2.1M. During this time, 2,770 Predoctoral Traineeship Award proposals have been received and 1,014 have been recommended for funding. The FY08 appropriation is \$138M.

The BCRP challenges the scientific community to design innovative research that will foster new directions for, address neglected issues in, and bring new investigators to the field of breast cancer research. The BCRP focuses its funding on innovative projects that have the potential to make a significant impact on breast cancer, particularly those involving multidisciplinary and/or multi-institutional collaborations and alliances. The BCRP encourages risk-taking research; however, all projects must demonstrate solid judgment and rationale.

#### IV. SUBMISSION PROCESS STEP 1: PRE-APPLICATION SUBMISSION

Proposal submission is a two-step process, consisting of (1) a pre-application submission through the [CDMRP eReceipt system \(https://cdmrp.org/\)](https://cdmrp.org/) and (2) a proposal submission through [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov/).

This section describes the process for pre-application submission. For proposal submission, see [Section V](#). *Proposal submission will not be accepted unless a pre-application was previously submitted.* The PI and Organization identified in the proposal submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or Organization after submission of the pre-application, please contact the eReceipt helpdesk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

*For assistance, please see Help Line Information ([Section I](#)).*

##### A. Pre-Application Components and Submission

The pre-application for a Predoctoral Traineeship Award consists of a Letter of Intent (LOI) Narrative and the other components discussed below. This subsection provides a summary of the pre-application submission requirements.

All pre-application components for the BCRP Predoctoral Traineeship Award mechanism, including the LOI Narrative, must be submitted electronically through the [CDMRP eReceipt system](#) by the *5:00 p.m. Eastern time, January 23, 2008 deadline*. Material submitted after the pre-application submission deadline, unless specifically requested by the Government, will not be forwarded for processing. Failure to meet this deadline shall result in pre-application rejection and subsequent proposal rejection.

- 1. Proposal Information:** The PI must enter the Proposal Information as described in the [CDMRP eReceipt system](#) before uploading the LOI Narrative.
- 2. Proposal Contacts:** Enter contact information for the PI and AOR. Please see [Appendix 2](#) for the definition of an AOR..
- 3. List of Individuals Providing Letters of Recommendation:** The PI must request confidential letters of recommendation from his or her mentor and from two additional individuals through the “Required files” tab of the CDMRP eReceipt system by entering their names, position titles, email addresses, and phone numbers into the appropriate data fields. Each individual will receive an email generated from the CDMRP eReceipt system containing specific instructions on how to upload their letter.
- 4. Collaborators and Conflicts of Interest (COI):** To avoid COI during the screening and review processes, list the names of all scientific participants in the proposed research project including collaborators, consultants, and subawardees. Add all individuals outside of the proposal who may have a conflict of interest in the review of this proposal and choose “COI” from the drop-down list to indicate a conflict of interest. Inclusion of FY08 BCRP Integration Panel (IP) members in any capacity in the proposal, budget, or any supporting document is considered a conflict of interest and will result in administrative withdrawal of

the proposal. A list of the FY08 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel08>

**5. LOI Narrative:** The LOI Narrative has a *one-page limit* inclusive of figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons. The LOI Narrative should be a brief description of the research to be conducted.

The LOI Narrative will be administratively reviewed prior to peer review; it will not be reviewed during peer and programmatic reviews.

**6. Formatting Guidelines and Submission:** The LOI Narrative must be a PDF file, in accordance with the [formatting guidelines](#) specified in [Appendix 4](#), and uploaded under the “Required Files” tab of the [CDMRP eReceipt system](#).

**7. PI’s Responsibility:** The PI is responsible for uploading the LOI Narrative (one-page limit) as a PDF file under the “Required Files” tab of the [CDMRP eReceipt system](#). The electronic PDF file uploaded in the [CDMRP eReceipt system](#) is the official pre-application submission file. After conversion of word processing documents to PDF files and before electronic submission, the PI should review their files to ensure that the pre-application complies with the [formatting guidelines](#).

Once the PI has completed the pre-application submission process, the eReceipt system will generate a pre-application file. The PI should download the pre-application file (in XML format) and attach it to form SF424 in Block 20 (pre-application) as part of the proposal submission through Grants.gov. Do not convert this file. *After submitting the pre-application, do not delay in submitting the proposal.*

**8. AOR Approval:** The pre-application does not require approval by the AOR before submission. Please see [Appendix 2](#) for the definition of an AOR.

## V. SUBMISSION PROCESS STEP 2: PROPOSAL SUBMISSION

This section describes the process for submission of a proposal, once a pre-application has been submitted. Proposals must be submitted electronically by the AOR through Grants.gov ([www.grants.gov](http://www.grants.gov)). *Confidential Letters of Recommendation must be submitted through the CDMRP eReceipt System.* No paper copies will be accepted.

*Proposal submission will not be accepted unless a pre-application was previously submitted.* The PI and Organization identified in the proposal submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or Organization after submission of the pre-application, please contact the eReceipt helpdesk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

*For complete information regarding forms and submission components, as well as general proposal preparation and submission instructions, please see [Appendix 3](#).*

Please note, submission of a proposal requires institutional registration with the Central Contractor Registry (CCR; see [Appendix 2](#)). Plan accordingly and allow several weeks for these registration processes. Grants.gov will not allow proposals to be submitted unless all of the registration steps have been completed.

### A. Proposal Components Summary

Each proposal submission must include the completed Grants.gov application package of forms and attachments identified in [www.grants.gov](http://www.grants.gov) for the US Army Medical Research Acquisition Activity (USAMRAA) program announcement. The package includes:

#### 1. SF-424 (R&R) Application for Federal Assistance Form

- Pre-application file downloaded from the CDMRP eReceipt system

#### 2. Attachments Form

- Attachment 1: Project Narrative (six-page limit)
- Attachment 2: Supporting Documentation
  - References Cited
  - Acronyms and Symbol Definitions
  - Facilities & Other Resources
  - Publications and/or Patent Abstracts
  - List of Dissertation Committee Members
  - Transcripts
- Attachment 3: Technical and Public Abstracts
- Attachment 4: Statement of Work (SOW)
- Attachment 5: Eligibility Statement

- Attachment 6: Federal Entity Financial Plan (if applicable)

### **3. Research & Related Senior/Key Person Profile (Expanded Form)**

- PI Biographical Sketch (four-page limit)
- PI Current/Pending Support
- Key Person (including mentor) Biographical Sketches (four-page limit each)
- Key Person (including mentor) Current/Pending Support

### **4. Research & Related Budget Form**

- Budget Justification

### **5. Research & Related Project/Performance Site Location(s) Form**

### **6. R&R Subaward Budget Attachment(s) Form (if applicable)**

## **B. Confidential Letters of Recommendation**

An email generated from the CDMRP eReceipt system will notify the individuals listed by the PI to provide confidential letters of recommendation. This email will also provide instructions for the selected individual to upload the letter of recommendation. The PI should monitor whether the letters have been received; however, the PI will not be permitted or able to view these letters. *All confidential letters of recommendation must be submitted through the CDMRP eReceipt system by 5:00 p.m. Eastern time, February 6, 2008.*

The letters of recommendation should be submitted by the three individuals named in the pre-application. If this is not possible, the PI must contact the CDMRP eReceipt help desk for assistance. All letters of recommendation should be signed and provided on letterhead.

Provide the following:

- *A letter of recommendation from the mentor*, describing his or her commitment to the PI's training, career development, and mentorship in breast cancer research. The mentor should address the following in his or her letter of recommendation:
  - The PI's potential to become a breast cancer researcher;
  - The mentor's proposed interactions with the PI during the PI's training;
  - The training environment, including ongoing breast cancer research at the institution, and how this training environment excels in the development of outstanding breast cancer researchers;
  - The research training program in which the PI will participate, including descriptions of coursework, experience with laboratory techniques, conferences, and journal clubs;
  - Research being performed under the mentor's direction and how this research is relevant to breast cancer;

- How the mentor will assist in training the PI for a career in breast cancer research;
  - The mentor's history of training predoctoral students;
  - The resources available to adequately support the PI's project; and
  - The degree to which the PI participated in idea development and proposal preparation, and the degree to which the PI will participate in the execution of the proposal if funded.
- ***Two additional letters of recommendation.***

Letters of recommendation are a critical component of the proposal and, as such, will be available to both peer and programmatic reviewers.

***[Grants.gov](https://www.grants.gov) will only notify the PI of changes made to this Program Announcement and/or Application Package if the PI clicks on the “send me change notification emails” link and subscribes to the mailing list on the Opportunity Synopsis Page for this announcement. Please note that if the PI does not subscribe and the Application Package is updated or changed, the original version of the Application Package may not be accepted by [Grants.gov](https://www.grants.gov).***

## VI. PROPOSAL REVIEW INFORMATION

### A. Proposal Review and Selection Overview

All proposals are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of proposals against established criteria for determining scientific merit. The second tier is a programmatic review that compares submissions to each other and recommends proposals for funding based on scientific merit and overall goals of the program. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess>

The peer review and program review processes must be conducted confidentially and anonymously to maintain the integrity of the merit-based selection process. Each tier review requires panelists to sign a non-disclosure statement attesting that proposal and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other correcting actions. Correspondingly, institutional personnel and principal investigators are prohibited from contacting persons involved in the proposal review process to gain protected evaluation information or to influence the evaluation process. Violations of this prohibition will result in the administrative withdrawal of the institution's proposal.

Proposals that include plagiarized information will be administratively withdrawn. The institution will subsequently be requested to perform an investigation and provide those findings to the cognizant Grants Officer for a determination of the disposition of the application.

Violations by panelists or principal investigators that compromise the confidentiality or anonymity of the peer review and program review processes may also result in suspension or debarment of their employing institutions from Federal awards.

The Government reserves the right to review all proposals based on one or more of the required attachments or supporting documentation.

### B. Review Criteria

**1. Peer Review:** All proposals will be evaluated according to the following criteria, which are listed in order of decreasing importance:

- **Principal Investigator**
  - How the PI's achievements (as reflected by academic performance, awards, honors, and previous funding) indicate a potential for successful training in breast cancer research.
  - How the PI's stated career goals demonstrate a commitment to pursuing a career as a breast cancer researcher or clinician.
  - How the mentor's and others' letters of recommendation support the PI's potential for productive breast cancer research.
  - Whether the PI meets the appropriate eligibility requirements.

- **Mentor**
  - How the mentor is appropriately trained and well suited to guide this research project, including the mentor's experience in breast cancer research.
  - Whether the mentor has current funding in breast cancer research.
  - How the mentor's training achievements, as reflected by his or her previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in breast cancer research.
  - The appropriateness of the mentor's research experience, research program, committed resources, and level of effort for the proposed training program.
  - If the quality of the proposal suggests that the mentor provided appropriate guidance in its preparation.
  - Whether the mentor's letter of recommendation addresses each of the requested topics.
- **Training Program**
  - How the training focuses on breast cancer research.
  - How well the PI has outlined an individualized training program that augments his or her expertise.
  - How the training will prepare the PI for an independent career in breast cancer research.
  - The appropriateness of the scientific environment for the proposed training.
  - How the training requirements are adequately supported by the availability of facilities and resources (including collaborative arrangements).
- **Impact**
  - The impact the training program will have on the PI's expertise in breast cancer research or patient care.
  - How the research project will train the PI to make valuable contributions to the study or treatment of breast cancer.
- **Research Strategy**
  - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
  - Whether the research requirements are supported adequately by the scientific environment, necessary resources, and any collaborative arrangements proposed.
  - The appropriateness of the research project for the training plan and the level of training for the PI.
  - The appropriateness of the expertise of the dissertation committee members.

**2. Programmatic Review:** Criteria used by the IP to make funding recommendations that maintain the program's broad portfolio include:

- Ratings and evaluations of the peer reviewers,
- Programmatic relevance,
- Relative impact,
- Program portfolio balance, and
- Adherence to the intent of the award mechanism.

Scientifically sound proposals that best fulfill the above criteria and most effectively address the unique focus and goals of the program will be identified by the IP and recommended for funding to the Commanding General, USAMRMC.

## VII. COMPLIANCE GUIDELINES

Compliance guidelines have been designed to ensure the presentation of all proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format for each proposal. Failure to adhere to [formatting guidelines](#) ([Appendix 4](#)) makes proposals difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in proposal rejection. *Proposals missing required components of the grants.gov application package (see [Section V](#)) may be administratively rejected.*

The following will result in administrative rejection of the entire proposal:

- Project Narrative exceeds page limit.
- Margins are less than specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.
- Print Area exceeds that specified in the formatting guidelines.
- Page size is greater than specified in the formatting guidelines.
- FY08 BCRP IP members are included in any capacity in the pre-application process, the proposal, budget, and any supporting document. A list of the FY08 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel08>

For any other sections of the proposal with a defined page limit, pages exceeding the specified limit will be removed and not forwarded for peer review.

Material submitted after the submission deadline, unless specifically requested by the Government, will not be forwarded for peer review.

## VIII. APPENDICES

### APPENDIX 1

#### ELIGIBILITY INFORMATION

To protect the public interest, the Federal Government ensures the integrity of Federal programs by only conducting business with responsible recipients. The US Army Medical Research and Materiel Command (USAMRMC) uses the Excluded Parties List System (EPLS) to exclude recipients ineligible to receive Federal awards. The EPLS is online at <http://epls.arnet.gov>. (Reference Department of Defense Grant and Agreement Regulations [DODGAR] 25.110.)

All individuals, regardless of ethnicity, nationality, or citizenship status, may apply as long as they are employed by, or affiliated with, an eligible institution.

**Eligible Institutions:** USAMRMC makes awards to institutions; eligible institutions include for-profit, nonprofit, public, and private organizations, such as universities, colleges, hospitals, laboratories, and companies.

**Historically Black Colleges and Universities/Minority Institutions (HBCU/MI):** A Department of Defense goal is to allocate funds for the Congressionally Directed Medical Research Programs (CDMRP) peer reviewed research to fund proposals from HBCU/MI. This provision is based on guidance from Executive Orders 12876, 12900, and 13021. Proposals are assigned HBCU/MI status when the submitting institution is so designated by the Department of Education on the date the program announcement is released. The most current Department of Education list is posted on the CDMRP website at <http://cdmrp.army.mil/spp> under “Minority Institutions.”

**Government Agencies:** Local, state, and Federal Government agencies are eligible to the extent that proposals do not overlap with their fully funded intramural programs. Federal agencies are expected to explain how their proposals do not overlap with their intramural programs.

**Duplicate Submissions:** Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

## APPENDIX 2

### GRANTS.GOV INSTRUCTIONS

#### A. Public Law 106-107

Proposals requesting funding from the CDMRP will be submitted through the Federal Government's single entry portal, [Grants.gov](http://Grants.gov), in compliance with Public Law 106-107 (P.L. 106-107). The Federal Financial Assistance Management Improvement Act of 1999, also known as P.L. 106-107, was enacted in November 1999. The purposes of the P.L. 106-107 are to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services.

Individual program announcements and required forms can also be found on this website. As in previous years, award mechanisms requiring pre-applications including Letter of Intent Narratives, preproposals, nominations, and/or confidential letters will be submitted through the CDMRP eReceipt system at <https://cdmrp.org>.

#### B. Grants.gov

Grants.gov is an E-Government initiative to provide a simple, unified electronic storefront for interactions between Principal Investigators (PIs) and the Federal agencies that manage grant funds. The grant community, including state, local, and tribal governments, academia and research institutions, commercial firms and not-for-profits, can access the annual grant funds available across the Federal Government through one website, Grants.gov. In addition to simplifying the grant application process, Grants.gov also creates avenues for consolidation and best practices within each grant-making agency.

In compliance with P.L. 106-107, the USAMRMC requires proposals submitted in response to the program announcement to be submitted through Grants.gov. This requires that organizations register in Grants.gov to submit proposals through the Grants.gov portal. Individual PIs DO NOT register; however, the AOR is required to register.

The following actions are required as part of the registration process. ***The registration process can take several weeks, so please register as soon as possible.*** If you do business with the Federal Government on a continuing basis, it is likely you have already completed some of the actions, e.g., obtaining a DUNS number or registration in CCR. Detailed information, automated tools, and checklists are available at [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)

#### **1. Applicant Organization Must Have a Data Universal Number System (DUNS) Number**

An organization will need a DUNS number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B) (<http://fedgov.dnb.com/webform/displayHomePage.do>). If an organization does not have a

DUNS number, an authorized official of the organization can request one by calling 866-705-5711 or online via web registration (<http://fedgov.dnb.com/webform/index.jsp>). Organizations located outside of the United States can request and register for a DUNS number online via web registration.

## **2. Applicant Organization Must be Registered with the Central Contractor Registry (CCR)**

An organization must be registered with CCR before submitting a grant application through Grants.gov or receiving an award from the Federal Government. CCR validates institution information and electronically shares the secure and encrypted data with Federal agencies' finance offices to facilitate paperless payments through electronic funds transfer. ***CCR registrations have an expiration – please verify the status of your organization's CCR registration well in advance of the proposal submission deadline.***

You can register by calling the CCR Assistance Center at 888-227-2423 or register online at <http://www.ccr.gov>. Collecting the information (Employer Identification Number [EIN] or Tax Identification Number [TIN]) can take 1-3 days. If you have the necessary information, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. Allow a minimum of 5 business days to complete the entire CCR registration. If your organization does not have either an EIN or TIN, allow at least 2 weeks to obtain the information from the Internal Revenue Service (IRS).

Foreign organizations must obtain a CAGE code prior to registering with the CCR. A CAGE code can be obtained by calling 269-961-7766 or online at [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).

## **3. Authorized Organizational Representative (AOR) must be registered with Grants.gov**

Before submitting a proposal, an organization representative needs to register to submit on behalf of the organization at Grants.gov - <https://apply.grants.gov/OrcRegister>. An organization's E-Business point of contact (POC), identified during CCR registration, must authorize someone to become an AOR. This safeguards the organization from individuals who may attempt to submit proposals without permission. The AOR's username and password serve as "electronic signatures" when an application is submitted on Grants.gov. ***Note: In some organizations, a person may serve as both an E-Business POC and an AOR.***

An AOR must first register with the Grants.gov credential provider at <https://apply.grants.gov/OrcRegister> to obtain a username and password. The AOR must then register with Grants.gov for an account at <https://apply.grants.gov/GrantsgovRegister>. Once an AOR has completed the Grants.gov process, Grants.gov will notify the E-Business POC for assignment of user privileges. When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation email.



<b>Form</b>	<b>Attachment</b>	<b>Action</b>
SF-424 (R&R) Application for Federal Assistance Form	Pre-application XML File	Enter the appropriate information in data fields
Attachments Form	Project Narrative (Narrative.pdf)	Upload as Attachment 1
	Supporting Documentation (Support.pdf)	Upload as Attachment 2
	Technical and Public Abstracts (Abstracts.pdf)	Upload as Attachment 3
	Statement of Work (SOW) (SOW.pdf)	Upload as Attachment 4
	Eligibility Statement (Eligible.pdf)	Upload as Attachment 5
	Federal Entity Financial Plan (if applicable) (FedFin.pdf)	Upload as Attachment 6
Research & Related Senior/Key Person Profile (Expanded) Form	PI Biographical Sketch (Biosketch_LastName.pdf)	Attach to PI Biographical Sketch field
	PI Current/Pending Support (Support_LastName.pdf)	Attach to PI Current & Pending Support field
	Key Person Biographical Sketches (Biosketch_LastName.pdf)	Attach to Biographical Sketch field for each senior/key person
	Key Person Current/Pending Support (Support_LastName.pdf)	Attach to Current & Pending Support field for each senior/key person
Research & Related Budget Form	Budget Justification for entire performance period (Justification.pdf)	Attach to Section K in budget period one
Research & Related Project/Performance Site Location(s) Form		Enter the appropriate information in data fields
R&R Subaward Budget Attachment(s) Form (if applicable)	Individual subaward budgets and justifications (Justification_LastName.pdf)	Attach a separate budget with justification for each subaward

During award negotiations, the Certificate of Environmental Compliance, Principal Investigator Safety Program Assurance, and regulatory documents related to human subjects and animals and other documents will be requested from the PIs. At that time, the negotiated indirect rate agreement, Certifications and Assurances for Assistance Agreements, and Representations for Assistance Agreements will be requested from the AOR.

## A. SF-424 (R&R), Application for Federal Assistance Form.

This form is required for each application. All appropriate information must be entered into this form to allow for auto-population of all subsequent forms in this application package. The form is self-explanatory, with the following exceptions:

- **Applicant Identifier** box should be filled in with the submitting Institution's Control Number.
- **State Application Identifier** is not applicable.
- **Block 1 – Type of Submission.** For all submissions the "Application" box should be chosen. For substantial changes that must be made after the original submission, the complete application package must be resubmitted. In these cases, the "Changed/Corrected Application" box must be checked and the Grants.gov tracking number must be entered in Block 4 - Federal Identifier.
- **Block 3 – Date Received by State** is not applicable
- **Block 4 – Federal Identifier Box.** This box will be populated by Grants.gov for an original application, but the Grants.gov tracking number (i.e., the Federal Identifier Number assigned to the original application) must be manually entered for changed or corrected applications.
- **Block 13 – Proposed Project.** The start date should be 9 months to a year from the deadline for proposal submission for this award mechanism.
- **Block 14 – Congressional Districts Of.** If applying from a foreign institution enter "00-000" for both applicant and project.
- **Block 17 – Is Application Subject to Review by State Executive Order 12372 Process?** Choose option, b. NO, program is not covered by E.O.12372.
- **Block 19 – Authorized Representative.** The "signature of AOR" is not an actual signature and is automatically completed upon submission of the electronic application package. *Hard copies of applications will not be accepted.*
- **Block 20 – Pre-application** box and attachment should be used to attach the pre-application file associated with this proposal. This pre-application file must be downloaded from the CDMRP eReceipt system. *Please do not convert this XML file to PDF.*

## B. Attachments Form

The following information must be included as attachments to this form in accordance with the [formatting guidelines](#):

**Attachment 1: Project Narrative: Six-page limit.** The Project Narrative is the main body of the proposal. The Project Narrative must be submitted as a single PDF file named "Narrative.pdf," in accordance with the [formatting guidelines](#).

The PI must describe the proposed research project, breast cancer research training program, and his or her career goals in the body of the proposal. Predoctoral Traineeship Award proposals

must be written and signed by the trainee, as Principal Investigator and author, while also showing evidence of appropriate direction from the mentor. Describe the proposed project using the following outline:

- **PI's Career Goals:** Describe the PI's career goals and how the proposed training will promote the PI's career in breast cancer research or patient care. Discuss the PI's career plans after the completion of this award.
- **Breast Cancer Training Program:** Describe the training plan, including a timeline, coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Describe the mentor's background and experience in breast cancer research and how the mentor will assist the PI in developing his or her career. Explain how the training plan will advance the PI's development as a breast cancer researcher. Describe how the training plan is supported by the environment, including a description of ongoing breast cancer research at the institution. Include information on training or collaborations with other investigators.
- **Research Project:** Describe the proposed project, including background, hypothesis/rationale/purpose, objectives, and methods. Discuss the relevance of this research to breast cancer.

The six-page limit of the Project Narrative is inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other relevant information needed to judge the proposal.

**Attachment 2: Supporting Documentation.** Upload these sections as a single PDF file named "Support.pdf," in accordance with the [formatting guidelines](#).

- a. References Cited: No page limit.** List all relevant references using a standard reference format that includes the full citation (i.e., author(s), year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate). The inclusion of Internet URLs to references is encouraged.
- b. Acronyms and Symbol Definitions: No page limit.** Starting on a new page titled "Acronyms and Symbol Definitions," provide a glossary of acronyms and symbols.
- c. Facilities & Other Resources: No page limit.** Describe the facilities available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the USAMRMC. Indicate if Government-owned facility or equipment is proposed for use. Reference should be made to the original or present contract under which the facilities or equipment items are now accountable. There is no form for this information.
- d. Publications and/or Patent Abstracts: Five-document limit.** Include up to five relevant publication reprints and/or patent abstracts. A patent abstract should provide a non-proprietary description of the patent application. Extra items will not be reviewed.

**e. List of Dissertation Committee Members:** Provide a list of the trainee’s dissertation committee members, including name, institution, degrees, position, and area(s) of expertise.

**f. Transcripts:** Upload a copy of your transcripts from undergraduate and graduate institutions. All foreign-language transcripts must be accompanied by a certified English translation. The Government reserves the right to request an official transcript during award negotiations.

Submitting material that was not requested may be construed as an attempt to gain a competitive advantage and such material will be removed; submitting such material may be grounds for administrative rejection of the proposal. *This section is not intended for additional figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, or other information needed to judge the proposal.*

**Attachment 3: Technical and Public Abstracts.** The technical and public abstracts must be submitted as a single PDF file named “Abstracts.pdf,” in accordance with the [formatting guidelines](#). Abstracts of all funded proposals will be posted on the CDMRP website at <http://cdmrp.army.mil>. Proprietary or confidential information should *not* be included in either the technical or the public abstract.

*Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed in either abstract.*

**Technical Abstract: One-page limit.** Use the outline below.

- Training Plan
  - Describe how the training plan supports the PI’s career goals in breast cancer research.
- Research Plan
  - Background: Present the ideas and reasoning behind the proposed work.
  - Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design, including appropriate controls.
- Impact: Describe how the proposed project will train the PI to make valuable contributions to the study or treatment of breast cancer.

**Public Abstract: One-page limit. Start on a new page.** The public abstract is an important component of the proposal review process because it addresses issues of particular interest to the consumer advocate community.

- Describe the applicant’s career goals in breast cancer research or patient care.
  - How does the training plan support the PI in attaining these goals?

- How does the research plan support the PI in attaining these goals?
- Describe the scientific objective and rationale for the proposal in a manner readily understandable by non-scientists.
  - Do not duplicate the technical abstract.
- Describe the ultimate applicability of the research and training.
  - How well will the proposed effort train the PI and provide the necessary expertise to become a successful breast cancer researcher?
- How will the research enhance this or other studies being conducted?

**Attachment 4: Statement of Work (SOW): Two-page limit.** The SOW must be uploaded as a single PDF file named “SOW.pdf” in accordance with the [formatting guidelines](#). The Statement of Work is a concise restatement of the research proposal that outlines, step by step, how each major goal or objective of the proposed research/services will be accomplished during the period for which the USAMRMC will provide financial support. When a proposal requesting funding as part of a larger study is submitted, the proposal’s Statement of Work must include aims to be funded by this proposal. The Statement of Work should:

- Describe the training plan to be accomplished as tasks (tasks may relate to specific aims);
- Describe the research to be accomplished as tasks (tasks may relate to specific aims);
- Identify the timeline and milestones for the training and research over the performance period for the proposed effort;
- Identify methods; and
- Identify outcomes, products, and deliverables for each phase of the project.

**Attachment 5: Eligibility Statement.** Use the [Statement of Eligibility](#) template signed by the Department Chair, Dean, or equivalent official verifying the eligibility requirements described in [Section II.B](#) will be met by the time of proposal submission. The Statement of Eligibility must be submitted as a single PDF file named “Eligible.pdf,” in accordance with the [formatting guidelines](#).

**Attachment 6: Federal Entity Financial Plan (if applicable).** Proposals from Federal entities *must* provide a plan delineating how all funds provided directly to them by USAMRAA will be obligated by September 30, 2008, and how funds will be available to cover research costs over the entire award period. The plan must include the funding mechanism(s) that will be used to carry over funds between fiscal years, such as through agreements with foundations, non-Federal institutions, and universities.

A suggested plan would include having a foundation, non-Federal institution, or university act as the Awardee/Recipient of a Cooperative Agreement from USAMRAA. The Recipient may then provide personnel, equipment, and supplies (but not funds) to carry out the collaborative research. The Cooperative Agreement will define the relationship between the Government (to include the Federal entity) and the non-government entities.

The Federal Entity Financial Plan must be submitted as a single PDF file named “FedFin.pdf,” in accordance with the [formatting guidelines](#) by the proposal submission deadline.

### C. Research & Related Senior/Key Person Profile (Expanded Form)

Include the requested information for each senior/key person proposed on the project. Each attachment must be a single PDF file, in accordance with the [formatting guidelines](#).

**1. PI Biographical Sketch: Four-page limit.** Suggested format is provided as [Form 1](#). The biosketch must be saved as “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.

**2. PI Current/Pending Support: No page limit.** Current/Pending Support for the PI must be submitted as a PDF file in accordance with the [formatting guidelines](#). This file must be named “Support\_LastName.pdf,” where “LastName” is the last name of the PI.

Proposals submitted under this program announcement should not duplicate other funded research projects.

*For all existing and pending research projects involving the PI include:*

- Title
- Time commitments
- Supporting agency
- Name and address of the Funding Agency’s Procuring Contracting/Grants Officer
- Performance period
- Level of funding
- Brief description of the project’s goals
- List of the specific aims.

Provide justification for the requested support and identify where the projects overlap or parallel. If no current support exists, enter “None.” Updated current and pending support will be required during award negotiations.

**3. Key Person Biographical Sketches: Four-page limit per individual.** Suggested format is provided as [Form 1](#). Each biosketch must be saved as “Biosketch\_LastName.pdf” where “LastName” is the last name of the appropriate individual. *A biosketch of the PI’s mentor is required.*

**4. Key Person Current/Pending Support: No page limit.** Current/Pending Support for each individual must be submitted as a PDF file in accordance with the [formatting guidelines](#). Each file must be named “Support\_LastName.pdf,” where “LastName” is the last name for the individual. Refer to “PI’s Current/Pending Support” above for content of this

document, except substituting individual information for that of the PI. *Current/Pending Support for the PI's mentor is required.*

#### **D. Research & Related Budget Form**

An estimate of the total research project cost, with a breakdown by category and year, must accompany each proposal. All costs must be entered in US dollars. Recipients performing research outside of the United States should include the cost in local currency, the rate used for converting to US dollars, and justification/basis for the conversion rate used.

The following cost regulations and principles must be adhered to budget calculations:

- **Subcontracting Indirect Costs:** When an applicant institution calculates its own indirect costs, it can only calculate indirect costs on the first \$25,000 of each subaward.
- **Maximum Obligation:** The USAMRMC does not amend grants to provide additional funds for such purposes as reimbursement for unrecovered indirect costs resulting from the establishment of final negotiated rates or for increases in salaries, fringe benefits, and other costs.
- **Cost Regulations and Principles:** Costs proposed must conform to the following regulations and principles:
  - **Commercial Firms:** Federal Acquisition Regulation (FAR) Part 31 and Defense FAR Supplement Part 31 (<http://farsite.hill.af.mil>), Contract Cost Principles and Procedures.
  - **Educational Institutions:** 2 CFR Part 220, Cost Principles for Educational Institutions.
  - **Nonprofit Organizations:** 2 CFR Part 230, Cost Principles for Nonprofit Organizations. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations.
  - **State, Local, and Tribal Governments:** 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments.
  - **Cost of Preparing Proposals:** The cost of preparing proposals in response to this program announcement is not considered an allowable direct charge to any resultant contract, grant, or cooperative agreement. It is, however, an allowable expense to the bid and proposal indirect cost specified in FAR 31.205-18, and 2 CFR Parts 220 and 230.

**Section A & B – Senior/Key Person and Other Personnel:** The basis for labor costs should be predicated upon actual labor rates or salaries. Budget estimates may be adjusted upward to forecast salary or wage cost-of-living increases that will occur during the period of performance. The proposal should separately identify and explain the ratio applied to base salary/wage for cost-of-living adjustments and merit increases in the budget justification (Section K).

The qualifications of the PI and the amount of time that he or she and other professional personnel will devote to the research are important factors in selecting research proposals for

funding. For each key staff member identified on the budget form, list the percentage of each appointment to be spent on this project.

**Section C – Equipment Description:** It is DOD policy that all commercial and nonprofit recipients provide the equipment needed to support proposed research. In those rare cases where specific additional equipment is approved for commercial and nonprofit organizations, such approved cost elements shall be separately negotiated.

An itemized list of permanent equipment is required, showing the cost for each item. Permanent equipment is any article of nonexpendable tangible property having a useful life of more than 2 years and an acquisition cost of \$5,000 or more per unit. The justification for the cost of each item of equipment included in the budget must be disclosed in the budget justification (Section K) to include:

- **Vendor Quote:** Show name of vendor and number of quotes received and justification if intended award is to other than the lowest bidder.
- **Historical Cost:** Identify vendor, date of purchase, and whether or not cost represented the lowest bid. Include reason(s) for not soliciting current quotes.
- **Estimate:** Include rationale for estimate and reasons for not soliciting current quotes.
- **Special test equipment to be fabricated by the contractor for specific research purposes and its cost.**
- **Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs; list separately.**
- **Existing equipment to be modified to meet specific research requirements, including modification costs. Do not include as special test equipment those items of equipment that, if purchased by the contractor with contractor funds, would be capitalized for Federal income tax purposes.**
- **Title of equipment or other tangible property purchased with Government funds may be vested in institutions of higher education or with nonprofit organizations, whose primary purpose is the conduct of scientific research. Normally, the title will vest in the recipient if vesting will facilitate scientific research performed by the institution or organization for the Government.**
- **Commercial organizations are expected to possess the necessary plant and equipment to conduct the proposed research. Equipment purchases for commercial organizations will be supported only in exceptional circumstances.**

#### **Section D – Travel**

- **Travel costs to attend one scientific/technical meeting per year.** Costs should not exceed \$1,800.
- **Travel costs associated with the execution of the proposed work.** If applicable, reasonable costs for travel between collaborating institutions should be included and are not subject to the yearly \$1,800 limitation on travel to meetings. Justification for these travel costs should be provided. Travel outside the United States, including

between foreign countries, requires prior approval from USAMRAA 30 days before travel unless identified in the proposal.

- **Travel to CDMRP-required meetings** (if applicable) ([Section II.C](#)). Costs should be reasonable.

**Section E – Participant/Trainee Support Costs:** This section is self-explanatory.

**Section F – Other Direct Costs (as applicable)**

**Section F.1 – Materials and Supplies (Consumables):** The justification (to be included in Section K) supporting material and supply (consumable) costs should include a general description of expendable equipment and supplies. If animals are to be purchased, state the species, strain (if applicable), and the number to be used. If human cell lines are to be purchased, state the source and the description.

**Section F.2 – Publication Costs:** This section is self-explanatory.

**Section F.3 – Consultant Services:** Regardless of whether funds are requested, the justification (to be included in Section K) should include the names and organizational affiliations of all consultants. State the daily consultant fee, travel expenses, nature of the consulting effort, and why consultants are required for the proposed research project.

**Section F.4 – ADP/Computer Services:** This section is self-explanatory.

**Section F.5 – Subaward/Consortium/Contractual Costs:** On the project's Research and Related Budget Form, enter the total funds requested for (1) all subaward/consortium organization(s) proposed for the project and (2) any other contractual costs proposed for the project.

**Section F.6 – Equipment or Facility Rental/User Fees:** This section is self-explanatory.

**Section F.7 – Alterations and Renovations:** Not allowable.

**Sections F.8–F.10 – Research-Related Subject Costs:** Not applicable for Predoctoral Traineeship Award proposals.

**Sections F.8–F.10 – Other Direct Costs (if applicable):** Include other anticipated direct costs that are not specified elsewhere in the budget. Unusual or expensive items should be fully explained and justified in Section K.

**Section G – Direct Costs:** This section is self-explanatory. All direct and indirect costs of any subaward must be included in the total direct costs of the primary award.

**Section H – Indirect Costs (overhead, general and administrative, and other):** The most recent rates, dates of negotiation, base(s), and periods to which the rates apply should be disclosed along with a statement identifying whether the proposed rates are provisional or fixed. If negotiated forecast rates do not exist, provide sufficient detail in the budget

justification (Section K) regarding a determination that the costs included in the forecast rate are allocable according to applicable FAR/DFARS or OMB Circular provisions. Commercial firms can also visit [www.dcaa.mil](http://www.dcaa.mil) for additional information on indirect rates. Disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established. When an applicant institution calculates its own indirect costs, it can only calculate indirect costs on the first \$25,000 of each subaward.

As a minimum, justification for indirect costs should identify:

- All individual cost elements included in each forecast rate;
- The basis used to prorate indirect expenses to cost pools, if any;
- How each rate was calculated; and
- The distribution basis of each developed rate.

**Section I – Total Direct and Indirect Costs:** This section is self-explanatory.

**Section J – Fee:** A profit or fixed fee is not allowable on grants or cooperative agreements. If a profit/fee is negotiated, a contract will be awarded. Any fixed fee applied to the research project must be listed and any claimed Facilities Capital Cost of Money supported by **DD Form 1861** ([www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage2192.html](http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfopage2192.html)) must be submitted with the proposal.

**Section K – Budget Justification:** The Budget Justification for the entire performance period must be attached as a PDF file named “Justification.pdf” to the Research & Related Budget – Section K (under budget period one). Organizations must provide sufficient detail and justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research effort.

*The budget justification must include information for all budget periods. This file must be uploaded for budget period one before you will be allowed to access subsequent budget periods.*

#### **E. Research & Related Project/Performance Site Location(s) Form**

Indicate the primary site where the work will be performed. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location in the data fields provided. If more than eight performance site locations are proposed, provide the requested information in a separate file and attach to this form. Please note that each additional research site requesting funds will require a subcontract budget.

#### **F. R&R Subaward Budget Attachment(s) Form (optional form; use if applicable)**

Please note that the files to be attached to the R&R Subaward Budget Attachment(s) Form must be PureEdge documents. Extract an R&R Subaward Budget Attachment for each subaward, using the button provided on this form. Save each attachment to your computer and complete the form(s).

The Budget Justification for each subaward must be attached as a PDF file named “Justification\_LastName.pdf” (where “LastName is the investigator of the subaward) to the Research & Related Budget – Section K for that subaward. Each subaward budget justification must include information for all budget periods. This file must be uploaded for budget period one before you will be allowed to access subsequent budget periods for the subaward. Once all subaward budget files are completed, attach all subaward budget file(s) for this application to the R&R Subaward Budget Attachment(s) Form.

The DUNS number for each subaward site should be included on this form.

A description of services or materials that are to be awarded by subcontract or subgrant is required. Organizations must provide sufficient detail and justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research effort. The following information must be provided on subawards totaling \$10,000 or more:

- Identification of the type of award to be used (e.g., cost reimbursement, fixed price);
- Identification of the proposed subcontractor or subgrantee, if known, and an explanation of why and how the subcontractor or subgrantee was selected or will be selected;
- Whether the award will be competitive and, if noncompetitive, rationale to justify the absence of competition; and
- The proposed acquisition price.
- The applicant’s cost or price analysis for the subgrant or subcontract proposed price (applicable only if the award exceeds \$500,000).

If the resultant award is a contract that exceeds \$500,000 and the applicant is a large business or an educational institution (other than a Historically Black College or University/Minority Institution), the applicant is required to submit a subcontracting plan for small business and small disadvantaged business concerns, in accordance with FAR 19.7. A mutually agreeable plan will be incorporated as part of the resultant contract.

## APPENDIX 4

### FORMATTING GUIDELINES

The proposal must be clear and legible and conform to the formatting guidelines described below. The font size, spacing, page size, and margins may differ between the word processing, PDF, and printed versions. These guidelines apply to the document properties of the electronic version of the PDF file(s) as viewed on a computer screen.

- **Document Format:** All attachments must be in PDF, except for the pre-application file (XML file) attached to block 20 of SF-424.
- **Font Size:** 12 point or larger.
- **Font Type:** Times New Roman is strongly recommended.
- **Spacing:** No more than six lines of type within a vertical inch (2.54 cm).
- **Page Size:** No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- **Margins:** Must be at least 0.5 inch (1.27 cm) in all directions.
- **Print Area:** 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Proposals may include color, high-resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects must not exceed 15 seconds in length and a size of 10 MB. Since some reviewers work from black and white printed copies, Principal Investigators may wish to include text in the proposal directing the reviewer to the electronic file for parts of the proposal that may be difficult to interpret when printed in black and white. Photographs and illustrations must be submitted in JPEG format; bit map or TIFF formats are not allowed.
- **Internet URLs:** URLs directing reviewers to websites containing additional information about the proposed research are not allowed in the proposal or its components. Inclusion of such URLs may be perceived as an attempt to gain an unfair competitive advantage. Links to publications referenced in the proposal are encouraged.
- **Language:** English.
- **Headers and Footers:** Should not be used.
- **Page Numbering:** Should not be used.

*All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded as a PDF file.*

## APPENDIX 5

### AWARD ADMINISTRATION INFORMATION

#### A. Award Notices

Each Principal Investigator (PI) will receive notification of the award status of his or her proposal. A copy of the peer review summary statement, if applicable, will be posted to the Congressionally Directed Medical Research Programs (CDMRP) eReceipt system. PIs can expect to receive this notification approximately 4 weeks after programmatic review.

#### B. Administrative Requirements

Awards are made to organizations, not individuals. Each PI must submit a proposal through, and be employed by or affiliated with, a university, college, nonprofit research institution, commercial firm, or Government agency (including military laboratories) to receive support. A prospective recipient must meet certain minimum standards pertaining to institutional support, financial resources, record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (2 CFR Part 215 and Department of Defense [DOD] Grant and Agreement Regulations) to be eligible for an award. Any organization requesting receipt of an award through this program announcement must be registered in the Central Contractor Registration (CCR) database. Access to the CCR online registration is through the CCR homepage at <http://www.ccr.gov>.

If allowed, a change in institutional affiliation will require the investigator to resubmit the entire proposal packet through his or her new institution to include any regulatory documentation that may require protocols, etc., to be approved for the new institution. The investigator's original institution must agree to relinquish the award. Any delay in the submission of the new information will result in a delay in contracting and regulatory review and a subsequent delay in resuming work on the project.

#### C. Award Negotiation

Award negotiation consists of discussions, reviews, and justifications of critical issues involving the US Army Medical Research Acquisition Activity (USAMRAA). A Contract Specialist and/or representative from the USAMRAA will contact the Contract Representative authorized to negotiate contracts and grants at the PI's institution. Additional documentation and justifications related to the budget may be required as part of the negotiation process.

The award start date will be determined during the negotiation process.

#### D. Disclosure of Proprietary Information outside the Government

By submitting a proposal, each PI understands that proprietary information may be disclosed outside the Government for the sole purpose of technical evaluation. The US Army Medical Research and Materiel Command (USAMRMC) will obtain a written agreement from the evaluator that proprietary information in the proposal will only be used for evaluation purposes

and will not be further disclosed or used. Funded proposals may be subject to public release under the Freedom of Information Act; proposals that are not selected for funding are not subject to public release.

### **E. Government Obligation**

PIs are cautioned that only an appointed Contracting/Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government to fund preparation of a proposal or to support research should be inferred from discussions with a technical project officer. PIs who, or organizations that, make financial or other commitments for a research effort in the absence of an actual legal obligation signed by the USAMRAA Contracting/Grants Officer do so at their own risk.

### **F. Information Service**

PIs may use the technical reference facilities of the National Technical Information Service ([www.ntis.gov](http://www.ntis.gov)), for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. All other sources also should be consulted to the extent practical for the same purpose.

### **G. Inquiry Review Panel**

PIs may submit a letter of inquiry to the USAMRMC in response to funding decisions made for a given proposal. Members of the CDMRP staff, the USAMRMC Judge Advocate General staff, and USAMRAA Grants Officers constitute an Inquiry Review Panel and review each inquiry to determine whether factual or procedural errors in either peer or programmatic review have occurred, and if so, what action should be taken.

### **H. Title to Inventions and Patents**

In accordance with the Bayh-Dole Act (Title 35, United States Code, Sections 200 et seq.), title to inventions and patents resulting from such Federally funded research may be held by the grantee or its collaborator, but the US Government shall, at a minimum, retain nonexclusive rights for the use of such inventions. An investigator must follow the instructions in the assistance agreement concerning license agreements and patents.

### **I. J-1 Visa Waiver**

It is the responsibility of the awardee to ensure that the research staff is able to complete the work without intercession by the DOD for a J-1 Visa Waiver on behalf of a foreign national in the United States under a J-1 Visa.

## APPENDIX 6

### REGULATORY REQUIREMENTS AND REVIEWS

Principal Investigators (PIs) may not use, employ, or subcontract for the use of any human subjects, including the use of human anatomical substances and/or human data, or laboratory animals until applicable regulatory documents are requested, reviewed, and approved by the US Army Medical Research and Materiel Command (USAMRMC) to ensure that Department of Defense (DOD) regulations are met.

Concurrent with the US Army Medical Research Acquisition Activity (USAMRAA) negotiation, the Office of Surety, Safety and Environment will review the Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form to be submitted upon request.

#### **A. Certificate of Environmental Compliance**

The Certificate of Environmental Compliance may be requested prior to award negotiations. If multiple research sites/institutions are funded in the proposal, then a Certificate of Environmental Compliance for each site will also be requested.

#### **B. Safety Program Documents**

The Principal Investigator Safety Program Assurance form may be requested prior to award negotiations.

A Facility Safety Plan from each PI's Institution is required; it will be requested at award negotiations. A Facility Safety Plan from the PI's institution may have been received previously and approved by the USAMRMC. A list of institutions that have approved Facility Safety Plans can be found on the USAMRMC website at [https://mrmc.amedd.army.mil/docs/rcq/sohd/Facility\\_Safety\\_Plan\\_Approved\\_Institutions.pdf](https://mrmc.amedd.army.mil/docs/rcq/sohd/Facility_Safety_Plan_Approved_Institutions.pdf). If the PI's institution is not listed on the website, contact the institution's Facility Safety Director/Manager to initiate completion of the institution-based Facility Safety Plan. Specific requirements for the Facility Safety Plan can be found at <https://mrmc.amedd.army.mil/docs/rcq/FY02FSPAppendix.pdf>.

If multiple research sites/institutions are funded in the proposal, a Facility Safety Plan for each site/institution not listed in the aforementioned website will be requested at a later date.

#### **C. Research Involving Animal Use**

Not applicable for Predoctoral Traineeship Award proposals.

#### **D. Research Involving Human Subjects, Including the Use of Human Anatomical Substances and/or Human Data**

Not applicable for Predoctoral Traineeship Award proposals.

## APPENDIX 7

### REPORTING REQUIREMENTS

The Government requires reports to be submitted by each Principal Investigator for continuation of the research and funding. The specific reports due to the Government will be described in each award instrument. (Full US Army Medical Research and Materiel Command reporting requirements can be found at <https://mrmc-www.army.mil>, under “Links and Resources.”)

***Failure to submit required reports by the required date may result in a delay in or termination of award funding.***

Reporting requirements include the following:

- 1. Research Progress Reports.** Reporting requirements consist of an annual report (for each year of research except the final year) that presents a detailed summary of scientific issues and accomplishments and a final report (submitted in the last year of the award period) that details the findings and issues for the entire project. Additional reporting may be required as stipulated during award negotiations. Projects involving clinical studies will be required to submit quarterly reports outlining accrual and retention statistics and any problems with study execution. Copies of all scientific publications and patent applications resulting from Congressionally Directed Medical Research Programs funding should be included in the progress report. The Government reserves the right to request additional reports.
- 2. Fiscal Reports.** Quarterly fiscal report requirements may include the Standard Form Report, SF 272, Federal Cash Transaction, used for grants and cooperative agreements to track the expenditure of funds on the research project.
- 3. Non-Exempt Human Studies Reports.** Not applicable for Predoctoral Traineeship Award proposals.
- 4. Animal Use Reports.** Not applicable for Predoctoral Traineeship Award proposals.

## APPENDIX 8

### ACRONYM LIST

ACURO.....	Animal Care and Use Office
ADP.....	Automated Data Processing
AOR.....	Authorized Organizational Representative
ASDRP.....	Autism Spectrum Disorder Research Program
AVI.....	Audio Video Interleave
BCRP.....	Breast Cancer Research Program
CCR.....	Central Contractor Registration
CDMRP.....	Congressionally Directed Medical Research Programs
CFDA.....	Catalog of Federal Domestic Assistance
CFR.....	Code of Federal Regulations
cGMP.....	Current Good Manufacturing Practices
CAGE.....	Commercial and Government Entity
COI.....	Conflicts of Interest
CMLRP.....	Chronic Myelogenous Leukemia Research Program
CR.....	Contract Representative
DFARS.....	Department of Defense Federal Acquisition Regulation Supplement
DOD.....	Department of Defense
DODGAR.....	Department of Defense Grant and Agreement Regulations
DUNS.....	Data Universal Number System
EIN.....	Employer Identification Number
EPLS.....	Excluded Parties List System
FAR.....	Federal Acquisition Regulation
FDA.....	Food and Drug Administration
FY.....	Fiscal Year
GCP.....	Good Clinical Practice
GLP.....	Good Laboratory Practice
GWVIRP.....	Gulf War Veterans' Illnesses Research Program
HBCU/MI.....	Historically Black Colleges and Universities/Minority Institutions
HIPAA.....	Health Insurance Portability and Accountability Act
hES.....	Human Embryonic Stem
HRPO.....	Human Research Protection Office
HSRRB.....	Human Subjects Research Review Board
IDE.....	Investigational Device Exemption
IND.....	Investigational New Drug
IP.....	Integration Panel
IRB.....	Institutional Review Board
IRS.....	Internal Revenue Service
JPEG.....	Joint Photographic Experts Group
JPIP.....	Joint Program Integration Panel
LAR.....	Legally Authorized Representative
LOI.....	Letter of Intent
M.....	Million

MB .....Megabyte  
 MPEG .....Moving Picture Experts Group  
 NIH .....National Institutes of Health  
 NFRP.....Neurofibromatosis Research Program  
 OCRP .....Ovarian Cancer Research Program  
 OMB .....Office of Management and Budget  
 ORP.....Office of Research Protections  
 PCR.....Prostate Cancer Research Program  
 PDF .....Portable Document Format  
 PI.....Principal Investigator  
 P.L.....Public Law  
 POC.....Point of Contact  
 PRMRP .....Peer Reviewed Medical Research Program  
 PTSDRP .....Post-Traumatic Stress Disorder Research Program  
 R&R OPI.....Research & Related Other Project Information  
 SOW.....Statement of Work  
 SPORE .....Specialized Programs of Research Excellence  
 TBIRP .....Traumatic Brain Injury Research Program  
 TIFF .....Tagged Image File Format  
 TIN.....Tax Identification Number  
 TSCR.....Tuberous Sclerosis Complex Research Program  
 URL.....Uniform Resource Locator  
 USAMRAA.....US Army Medical Research Acquisition Activity  
 USAMRMC .....US Army Medical Research and Materiel Command  
 USC.....United States Code  
 WAV .....Waveform Audio  
 XML.....Extensible Markup Language

**IX. CDMRP-SPECIFIC FORMS**

**FORM 1**

**BIOGRAPHICAL SKETCH**

**Provide the following information for each individual included in the Research & Related Senior/Key Person Profile (Expanded) Form.**

NAME		POSITION TITLE	
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training).			
INSTITUTION AND LOCATION	DEGREE (IF APPLICABLE)	YEAR(S)	FIELD OF STUDY

**RESEARCH AND PROFESSIONAL EXPERIENCE:** Concluding with present position, list in chronological order, previous employment, experience, and honors. Include present membership on any Federal Government public advisory committee. List in chronological order the titles, all authors, and complete references to all publications during the past 3 years and to representative earlier publications pertinent to this application. If the list of publications in the last 3 years exceeds 2 pages, select the most pertinent publications. PAGE LIMITATIONS APPLY. DO NOT EXCEED 4 PAGES FOR THE ENTIRE BIOGRAPHICAL SKETCH PER INDIVIDUAL.

RESEARCH AND PROFESSIONAL EXPERIENCE (CONTINUED). PAGE LIMITATIONS APPLY. DO NOT EXCEED 4 PAGES FOR THE ENTIRE BIOGRAPHICAL SKETCH PER INDIVIDUAL.

**FORM 2**

**STATEMENT OF ELIGIBILITY**

**Fiscal Year 2008**

PI's Name: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

PI's Organization Name: \_\_\_\_\_

PI's Organization Location: \_\_\_\_\_

Signature of PI: \_\_\_\_\_

I certify that the above-named PI fulfills the requirements to be considered for this award and specifically meets the criteria described in the program announcement.

Name of Official (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

SIGNATURE OF OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_