

Announcement of Federal Funding Opportunity

Summary

I. GENERAL INFORMATION

A. Title of Award: Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) Partnership Training (HPT) Award.

B. Program Name: Department of Defense (DOD) Fiscal Year 2003 (FY03) Breast Cancer Research Program (BCRP).

C. Funding Opportunity Number: DAMD17-BC03-HPT.

D. 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.

E. Agency Contact(s)

1. Questions related to the Program, proposal format, or required documentation may be addressed to the CDMRP at:

Phone: 301-619-7079

Fax: 301-619-7792

E-mail: cdmrp.pa@det.amedd.army.mil

Mail: Commander

US Army Medical Research and Materiel Command

ATTN: MCMR-PLF (DAMD17-BC03-HPT)

1077 Patchel Street (Building 1077)

Fort Detrick, MD 21702-5024

2. Questions related to electronic submission: The help line phone numbers are provided on the web or may be requested by e-mail as follows:

Website: <https://cdmrp.org/proposals> (the proposal submission website)

E-mail: help-proposals-cdmrp@cdmrp.org

F. Anticipated Instrument Type(s): Grants/Cooperative Agreements.

G. Catalog of Federal Domestic Assistance (CFDA) Number(s): 12.420; Military Medical Research and Development.

H. Website Address to Access Application Package: Proposals must be submitted electronically at <https://cdmrp.org/proposals>. The website contains all the information, forms, documents, and links you will need to apply.

II. FUNDING OPPORTUNITY DESCRIPTION

The intent of the HBCU/MI Partnership Training Award is to provide assistance at an institutional level. A major goal of this award is to support collaborations between multiple investigators at an applicant HBCU/MI and a collaborating institution with established investigators in breast cancer research **for the purpose of creating an environment that fosters breast cancer research and in which HBCU/MI faculty investigators will receive training toward establishing successful breast cancer research careers.** A long-term goal of the award is to assist HBCU/MI investigators in submitting competitive breast cancer research proposals.

III. AWARD INFORMATION

- Type of award: grant/cooperative agreement.
- A total of approximately \$6 million (M) is available for this award mechanism.
- Depending on the number and quality of the applications, it is anticipated that approximately four proposals will be funded.
- Funding for HBCU/MI Partnership Training Awards can be requested for up to a maximum of \$250,000 per year for a maximum of \$1 million (M) for direct costs for up to a 4-year performance period, plus indirect costs as appropriate.
- This award mechanism must include a Principal Investigator (PI) from a HBCU/MI and a PI from a collaborating institution.

IV. ELIGIBILITY INFORMATION

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

B. Institutions: Eligible institutions are those approved as HBCU/MI by the Department of Education. See the Full Text of the Program Announcement for the web site containing the list of HBCU/MI.

Eligible collaborating institutions include for-profit, non-profit, public, and private organizations.

C. Cost Sharing: Not required.

D. Other Eligibility Criteria: Please see the Full Text of the Program Announcement description for details regarding duplicate submissions, applications from HBCU/MI Institutions, and administrative compliance issues.

V. PRE-PROPOSAL PREPARATION AND SUBMISSION INFORMATION

A. Proposal Information: Applicants are required to submit the Proposal Information prior to upload of the pre-proposal. Complete the Proposal Information as described at <https://cdmrp.org/proposals>. Proposal Information for the PI at the collaborating institution should be entered under the “Alternate Submitter” tab.

B. Pre-Proposal Preparation: Investigators interested in applying for an HBCU/MI Partnership Training Award must submit a pre-proposal no longer than 5-pages to be received no later than April 3, 2003 at 5:00

p.m. **Eastern time.** Invitations to prepare a full HBCU/MI Partnership Training Award proposal will be sent to selected investigators no later than May 2003.

All pre-proposals must be converted into an electronic PDF (Portable Document Format) file for electronic proposal submission. Please see the Full Text of the Program Announcement for details.

C. Pre-proposal Submission Date and Time: Pre-proposal deadline date: April 3, 2003. Pre-proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant's institution's Sponsored Programs Office (or equivalent) by 5:00 p.m. (Eastern time).

D. Electronic Submission Requirements: Electronic submission is required. Pre-proposals must be submitted electronically at <https://cdmrp.org/proposals>. Please see the Full Text of the Program Announcement for details.

VI. INVITED PROPOSAL PREPARATION AND SUBMISSION INFORMATION

Pre-proposals will be screened to determine which projects best fulfill the intent of the award mechanism. Following completion of the pre-proposal screening process, invitations to prepare a full HBCU/MI Partnership Training Award proposal will be sent to selected investigators no later than May 2003. ***Do not submit a full HBCU/MI Partnership Training Award proposal unless you receive a letter of invitation.***

The invited full proposal submission deadline date is August 7, 2003. Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant's institution's Sponsored Programs Office (or equivalent) by 5:00 p.m. (Eastern time).

VII. PROPOSAL REVIEW INFORMATION

The CDMRP uses a two-tiered review process for proposals: scientific peer review, followed by programmatic review. Details of both tiers of review can be found in the Full Text of the Program Announcement.

VIII. AWARD ADMINISTRATION INFORMATION

A. Award Notices and Administrative Requirements: Details of award notification procedures and administrative requirements including Regulatory Compliance and Quality documents (Certificate of Environmental Compliance, Research Involving Human Subjects and/or Anatomical Substances, Research Involving Animals, and Safety Program Plan) can be found in the Full Text of the Program Announcement.

B. Reporting Requirements: Annual reporting requirements apply.

IX. OTHER INFORMATION

Details pertaining to Disclosure of Proprietary Information outside the Government, Government Obligation, Information Service, Inquiry Panel Review, and Title to Inventions and Patents can be found in the Full Text of the Program Announcement.

Full Text of the Program Announcement

I. GENERAL INFORMATION

A. Title of Award: Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) Partnership Training (HPT) Award.

B. Program Name: Department of Defense (DOD) Fiscal Year 2003 (FY03) Breast Cancer Research Program (BCRP).

C. Funding Opportunity Number: DAMD17-BC03-HPT.

D. 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.

E. Agency Contact(s):

1. Questions related to the Program, proposal format, or required documentation. Applicants should submit questions as early as possible. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079
Fax: 301-619-7792
E-mail: cdmrp.pa@det.amedd.army.mil
Mail: Commander
US Army Medical Research and Materiel Command
ATTN: MCMR-PLF (DAMD17-BC03-HPT)
1077 Patchel Street (Building 1077)
Fort Detrick, MD 21702-5024

2. Questions related to electronic submission: Help lines will be available to answer specific questions regarding the preparation of proposals for electronic submission, or the process of electronic submission. The help line phone numbers are provided on the web or may be requested by e-mail as follows:

Website: <https://cdmrp.org/proposals> (the proposal submission website)
E-mail: help-proposals-cdmrp@cdmrp.org

F. 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 from:

Fax: 301-619-2937
E-mail: q&a.baa@det.amedd.army.mil
Mail: Director
US Army Medical Research Acquisition Activity
ATTN: MCMR-AAA
820 Chandler Street
Fort Detrick, MD 21702-5014

G. Catalog of Federal Domestic Assistance (CFDA) Number 12.420: Military Medical Research and Development.

H. Website to Access Application Package: Proposals must be submitted electronically at <https://cdmrp.org/proposals>. This website will contain all the information, forms, documents, and links you will need to apply. If you experience difficulties in downloading documents, contact the CDMRP as indicated in Section I.E.1.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History

The HBCU/MI Partnership Training Award is part of the DOD BCRP, which was established in FY92 to promote innovative research directed toward the eradication of breast cancer. Appropriations for the BCRP since FY92 total \$1.38 billion (B). The program history of the FY92-02 BCRP is shown in Table 1. The FY03 appropriation is \$150 million (M).

Table 1: History of the DOD's Peer Reviewed BCRP

Program History	FY92-00	FY01	FY02¹
BCRP Congressional Appropriations	\$1.05B	\$175M	\$150M
Total Proposals Received	15,017	1,500	1,883
Total Proposals Funded	2,837	380	308
HBCU/MI Partnership Training Proposals Received	6	3	5
HBCU/MI Partnership Training Proposals Funded	3	0	2

¹Award negotiations will be finalized by September 2003.

B. Program Objectives: The overall goal of the FY03 BCRP is to promote research directed toward eradicating breast cancer. Within this context, the objective of the BCRP is to fund a balanced portfolio of scientifically meritorious research related to all aspects of breast cancer. Proposals are sought across all areas of laboratory, clinical, behavioral, and epidemiologic research including all disciplines within the basic, clinical, psychosocial, behavioral, sociocultural, and environmental sciences; nursing; occupational health; alternative therapies; public health and policy; and economics. Additionally, proposals that address the needs of minority, low-income, rural, and other underrepresented and/or medically underserved populations are encouraged.

The BCRP is challenging 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. As in previous years, the central theme of the BCRP is innovation. Scientific ventures that represent under-investigated avenues of research or novel applications of existing technologies are highly sought. Although the BCRP wishes to encourage risk-taking research, such projects must nonetheless demonstrate solid scientific judgment and rationale.

C. Award Mechanism Description: The intent of the HBCU/MI Partnership Training Award is to provide assistance at an institutional level with the goal of supporting collaborations between multiple investigators at an applicant HBCU/MI and a collaborating institution with established investigators in breast cancer research.

This award will create an environment that fosters breast cancer research and in which HBCU/MI faculty investigators will receive training toward establishing a successful breast cancer research program.

The purpose of the HBCU/MI Partnership Training Award is to:

- Create an environment that fosters breast cancer research, in which HBCU/MI faculty investigators will receive substantive training.
- Complete a substantive research project of high relevance to the eradication of breast cancer, which will enable HBCU/MI investigators to publish any positive results in peer-reviewed literature, and advance the HBCU/MI toward an independent breast cancer research program.

This award provides support for HBCU/MI faculty researchers with doctoral degrees that have little or no resources. HBCU/MI Partnership Training Awards will provide investigators the opportunity to collaborate, train, and acquire the knowledge and experience needed to develop a competitive and successful program in breast cancer research. The focus of these awards should be on (1) enhancing the HBCU/MI faculty researchers' skills so they may become competitive breast cancer researchers, and (2) the completion of a substantive research project of high relevance to breast cancer that will lead to a publication(s).

Submissions to the HBCU/MI Partnership Awards are encouraged in the following areas of research, but may target any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment:

- Disparity of morbidity and/or mortality in underserved/minority populations.
- Cell biology or molecular biology, including biomarkers.
- Epidemiology, including molecular, nutrition, diet, and environmental.
- Access to care.
- Treatment and outcomes.
- Social/behavioral sciences.

III. AWARD INFORMATION

The HBCU/MI Partnership Training Awards can be requested for an maximum of \$250,000 per year, for a maximum of \$1M over 4 years, plus indirect costs as appropriate. Collaborating institutions may receive up to 40% of total costs during the first year of an award. However, no more than 25% of total costs for the full award can be granted to collaborating institutions during the lifetime of an award. Direct costs for HBCU/MI Partnership Training Awards can cover salary support, tuition for special training and/or education, consultation with established investigators, consultation with scientific and/or technical experts (e.g., statisticians, editors), administrative and technical assistance, purchase of essential equipment or equipment rental, and expenses including research supplies, office supplies, and travel. Funds also may be used to establish formal technical assistance programs, in which experienced and well-funded investigators provide consultation and mentoring in grant writing and grantsmanship.

The amount allotted for travel is \$1,800 per year per Principal Investigator (PI) to attend scientific/technical meetings. In addition, funding should be requested for a one-time, 3½-day meeting in 2005 to disseminate the results of DOD-sponsored research. The nature of the BCRP does not allow for renewal of grants or supplementation of existing grants. Depending on the quality and the number of proposals received, the CDMRP expects to allot approximately \$6M of the \$150M FY03 BCRP appropriation to fund approximately four HBCU/MI Partnership Awards.

IV. ELIGIBILITY INFORMATION

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

B. Institutions: Eligible institutions are the HBCU/MI listed by the Department of Education, including for-profit, non-profit, public, and private organizations. Examples include universities, colleges, hospitals, laboratories, companies, and agencies of local, state, and federal governments. The list of HBCU/MI as recognized by the Department of Education is available at the CDMRP web site at <http://cdmrp.army.mil/funding/pdf/mibcrp012703.pdf>.

Eligible collaborating institutions include for-profit, non-profit, public, and private organizations.

C. Cost Sharing: Cost sharing is not a requirement for this award.

D. Other Eligibility Criteria:

1. Duplicate Submissions: Submission of the same research project to the FY03 BCRP under different award mechanisms is not allowed. This includes duplicate submissions under different award mechanisms by different PIs. The government reserves the right to reject duplicative proposals.

2. Administrative Compliance Issues: 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. Nonadherence to format requirements makes proposals difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in proposal rejection or a lower global priority score.

Failure to comply with any of the five items listed below will result in administrative rejection of the entire proposal prior to peer review:

- Proposal body exceeds page limit.
- Proposal body is missing.
- Detailed cost estimate is missing.
- Proposal is submitted after the deadline.
- Required administrative documentation is not included.

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

Unless specifically requested by the CDMRP, any material submitted after the submission deadline will not be forwarded for peer review.

V. PRE-PROPOSAL PREPARATION AND SUBMISSION INFORMATION

Investigators interested in applying for an HBCU/MI Partnership Training Award *must* submit a pre-proposal. **The pre-proposal is limited to 5 pages.** Pre-proposals will be screened to determine which projects best fulfill the intent of the award mechanism. Following completion of the pre-proposal screening process, invitations to prepare a full HBCU/MI Partnership Training Award proposal will be sent to selected

investigators no later than May 2003. ***Do not submit a full HBCU/MI Partnership Training Award proposal unless you receive a letter of invitation.***

A. Pre-Proposal Components Summary: This subsection is a summary of submission requirements. Details, URLs, and other links are provided in the appropriate subsections of this program announcement.

For pre-proposal submission, the PI is responsible for uploading the following information:

- **Proposal Information:** The Proposal Information consists of two parts, both of which are entered as data fields. A Letter of Intent is generated when a draft of Part 1 of the Proposal Information is saved. Proposal information for the PI at the collaborating institution should be entered under the “Alternate Submitter” tab.
- **Pre-Proposal:** The pre-proposal is uploaded as a PDF (Portable Document Format) file under the “File Upload” tab.

B. Proposal Information: Applicants are required to submit the Proposal Information, Parts 1 and 2, (referred to in previous years as the Proposal Cover Booklet) prior to upload of the proposal and the Budget Information. Complete the Proposal Information as described in <https://cdmrip.org/proposals>. The Proposal Information must include the e-mail address of a representative from the applicant’s Sponsored Programs Office who is authorized to negotiate on behalf of the institute.

- **Letter of Intent:** A Letter of Intent is not required for the pre-proposal submission of the HBCU/MI Partnership Training Award.

C. Pre-Proposal Preparation

1. Format: All pre-proposals must be converted into an electronic PDF file for electronic submission. Pre-proposals must be uploaded under the “File Upload” tab of the CDMRP eReceipt system. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. To prepare pre-proposals for PDF submission, the instructions in this subsection must be followed carefully.

The pre-proposal must be clear and legible and conform to the following guidelines:

- Type Font: 12 point, 10 pitch.
- Type Density: No more than 15 characters per inch. (For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.)
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.
- Color, 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, but applicants should keep in mind that some reviewers work from black and white printed copies. Applicants 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.
- Spell out all acronyms the first time they are used. One page following the proposal body is

allocated to spell out acronyms, abbreviations, and symbols.

- Language: English.
- Print Area: 7.0 x 10.0 inches (approximately 18 cm x 25.5 cm).

2. Pre-proposal Title/Referral Page: No page limit.

Complete the Title/Referral Page, which can be downloaded from the CDMRP website at <http://cdmrp.org/programAnnouncements.cfm>. Complete each section as described:

- a. Pre-Proposal title (up to 160 characters).
- b. Pre-Proposal log number (this will be automatically provided when a draft of the Proposal Information is completed and saved).
- c. Full name (first, middle initial, last) of the PIs from both the HBCU/MI and the Collaborating Institution.
- d. Submitting Institution and Collaborating Institution
- e. Award mechanism: Type in “HBCU/MI Partnership Training Award.”
- f. Keyword descriptive technical terms: To assist the staff in assigning proposals to the appropriate scientific peer review panel, please specify the subject area of the proposal. Also, list specific keywords and descriptive technical terms that would best describe the technical aspects of the project.
- g. Conflicts of interest: To avoid real and apparent conflicts of interest during the peer review process, list the names of all scientific participants in the proposal including consultants, collaborators, and subcontractors. In addition, list the names of other individuals outside the scope of this proposal who may have a conflict of interest in review of this proposal. Provide the following information for each participant: name, institutional affiliation(s), and role(s) on the proposed project or perceived conflicts of interest.

3. Pre-proposal Body: Start section on a new page; 5-page limit. It is the responsibility of the investigator to *articulate clearly how the proposed research specifically addresses each of the screening criteria for pre-proposals.*

Pre-proposals should be written to address the following pre-proposal screening criteria:

- The identification of a clear, productive, and substantive collaboration throughout the term of the award between multiple investigators at an applicant HBCU/MI and **established** investigators with a strong track record of acquiring funding in breast cancer research.
- The development and completion of a substantive research project in any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment. Topics of particular interest include:
 - ♦ Disparity of morbidity and/or mortality in underserved/minority populations.
 - ♦ Cell biology or molecular biology, including biomarkers.
 - ♦ Epidemiology, including molecular, nutrition, diet, and environmental.

- ♦ Access to care.
 - ♦ Treatment and outcomes; and social/behavioral sciences.
- An explanation of how this award will provide investigators the opportunity to collaborate, train, and acquire the knowledge and experience needed to develop a competitive and successful program in breast cancer research.

4. References: Start section on a new page; 1-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).

5. Biographical Sketches: 3-page limit per individual. Biographical sketches should be included for the participants at the applicant institution, for the participants at the established collaborating institution, and for each of the key personnel, including collaborating investigators and support staff. These documents are a critical component of the screening process. Incomplete or missing biographical sketches may result in lower priority scores. The Public Health Service Biographical Sketch form may be used and can be downloaded from the CDMRP website at <http://cdmrp.org/programAnnouncements.cfm>. Use of this form is not mandatory, but the information requested shall be presented in a similar format.

D. Pre-proposal Review Information: Pre-proposals will be screened according to the criteria listed in Section V.C.3. to determine which projects best fulfill the intent of the award mechanism. Following completion of the pre-proposal screening process, invitations to prepare a full HBCU/MI Partnership Training proposal will be sent to selected investigators no later than May 2003.

VI. INVITED PROPOSAL PREPARATION AND SUBMISSION INFORMATION

A. Proposal Components Summary: This subsection is a summary of proposal submission requirements. Details, URLs, and other links are provided in the appropriate subsections of this program announcement. ***Do not submit a full HBCU/MI Partnership Training Award proposal unless you receive a letter of invitation.***

The PI is responsible for uploading the following information:

- **Proposal Information:** The Proposal Information consists of two parts, both of which are entered as data fields. For invited proposal submission, type “N/A” in the “Letter of Intent” field. Proposal information for the PI at the collaborating institution should be entered under the “Alternate Submitter” tab.
- **Statement of Work (SOW) and Proposal Abstracts:** The SOW, Technical Abstract, and Public Abstract are each entered as a separate data field.
 - **Proposal:** The proposal is uploaded as a PDF (Portable Document Format) file under the “File Upload” tab.
 - **Budget Information:** The budget information is uploaded as a PDF file under the “File Upload” tab.
 - **Regulatory Compliance and Quality (RCQ) Documents:** The Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance Form are each uploaded as separate PDF files under the “File Upload” tab.

The Contract Representative (or equivalent) from the applicant's institution is responsible for the following:

- **US Army Medical Research Acquisition Activity (USAMRAA) Documents:** The institute's currently negotiated Rate Agreement, Certifications and Assurances for Assistance Agreements, and the Representations for Assistance Agreements are to be uploaded as separate PDF files under the Contract Representative "My Profile" tab.
- **Approval:** The Contract Representative must provide approval of all proposal components (Proposal Information, SOW, Abstracts, Proposal, Budget Information, and RCQ documents). Contract Representative approval must occur prior to the submission deadline of 5:00 p.m. (Eastern time) August 7, 2003. Otherwise, the entire proposal will be considered a "LATE" submission and will not be forwarded for review.

B. Proposal Information: Proposal Information submitted with the pre-proposal may be updated (or reset) at the time of invited proposal submission. Complete the Proposal Information as described in <https://cdmrp.org/proposals>. The Proposal Information must include the e-mail address of a representative from the applicant's Sponsored Programs Office who is authorized to negotiate on behalf of the institute. Once complete, the Proposal Information must be submitted as final.

- **Letter of Intent:** A Letter of Intent is not necessary for invited proposal submission.

C. SOW – 11,400-character limit, including spaces (approximately 2 pages): The SOW is captured as a data field under the "SOW/Abstract" tab in the CDMRP eReceipt system. To submit the SOW, the applicant may either type in the SOW, or electronically cut and paste it from a word processing application into the data field. Sample SOWs can be found at <https://cdmrp.org/samples.cfm>.

The SOW is a concise restatement of the research proposal that outlines, step by step, how each of the major goals or objectives of the proposed research/services will be accomplished during the timeline for which the USAMRMC will provide financial support.

As appropriate, the SOW should:

- Describe the work to be accomplished as tasks (tasks may relate to specific aims).
- Identify the timeline and milestones for the work over the period of the proposed effort.
- Indicate the numbers of research subjects (animal or human) projected or required for each task.
- Identify methods.
- Identify products/deliverables for each phase of the project.

D. Proposal Abstracts – 5,700-character limit, including spaces (approximately 1 page), for each abstract. Both a structured technical abstract and a public (nontechnical) abstract are required. These abstracts are vitally important to both the peer and programmatic review process.

Programmatic review is based upon the Integration Panel's (IP's) review of these two abstracts as part of the peer review summary statements; therefore, it is paramount that the investigator submit abstracts that fully describe the proposed work.

Each abstract must contain the title of the proposal and the name of the PI. Each abstract must be submitted as a data field under the "SOW/Abstracts" tab of the CDMRP eReceipt system. Applicants can either type in their abstracts, or electronically cut and paste them from a word processing application into the respective

data fields. Do not include figures or tables in either abstract. Spell out all Greek or other non-English letters.

Abstracts of all funded proposals will be posted on the CDMRP website at <http://cdmrp.army.mil/>; thus, proprietary or confidential information should not be included in the abstract.

1. Technical Abstract: Sample technical abstracts can be found at <https://cdmrp.org/samples.cfm>. The structured technical abstract should provide a clear and concise overview of the proposed work, including the background, objective or hypothesis and its supporting rationale, specific aims of the study, study design, and significance of the proposed work to the program's goals.

Use the outline below for preparing the structured technical abstract.

- Background: Provide a brief statement of 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 concisely the specific aims of the study.
- Study Design: Briefly describe the study design.
- Relevance: Provide a brief statement explaining the potential relevance of the proposed work to the program's goals. For example, how the study will cure, prevent or improve the detection or treatment of the disease.

2. Public Abstract: Sample public abstracts can be found at <https://cdmrp.org/samples.cfm>. The public abstract is intended to communicate the purpose of, and rationale for, the study to non-scientific audiences. The public abstract is an important component of the proposal review process because consumer advocates, who are part of the review and funding decision process, use this abstract as a part of their review. It must be composed in a way to make the scientific objectives and rationale for the proposal understandable to non-scientifically trained readers. **The public abstract should not be a duplicate of the technical abstract**, but should describe the goals and objectives of the research project, and its relevance to the program.

In addition to describing the project, the public abstract must answer the following questions:

- a. **What will the ultimate applicability of the research be?**
 - What types of patients will it help and how?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a consumer-related outcome?
- b. **If the research is too basic for clinical applicability, what are the interim outcomes?**
 - What types of contributions will this study make to advance research?
 - How will the research enhance this or other studies being conducted?

E. Proposal

1. Format: All proposals must be converted into an electronic PDF file for electronic submission. Proposals must be uploaded under the "File Upload" tab of the CDMRP eReceipt system. Applicants

unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. To prepare proposals for PDF submission, the instructions in this subsection must be followed carefully.

The proposal must be clear and legible and conform to the following guidelines:

- Type Font: 12 point, 10 pitch.
- Type Density: No more than 15 characters per inch. (For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.)
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.
- Color, 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, but applicants should keep in mind that some reviewers work from black and white printed copies. Applicants 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.
- Spell out all acronyms the first time they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations, and symbols.
- Language: English.
- Print Area: 7.0 x 10.0 inches (approximately 18 cm x 25.5 cm).

2. Title/Referral Page: No page limit. (This title should be the same as the pre-proposal title.) Complete the Title/Referral Page, which can be downloaded from the CDMRP website at <http://cdmrp.org/programAnnouncements.cfm>. Complete each section as described:

- a. Proposal title (up to 160 characters).
- b. Proposal log number (this will be automatically provided when a draft of the Proposal Information is completed and saved).
- c. Full name (first, middle initial, last) of the PIs from both the HBCU/MI and the Collaborating Institution.
- d. Submitting Institution and Collaborating Institution
- e. Award mechanism: Type in “HBCU/MI Partnership Training.”
- f. Keyword descriptive technical terms: To assist the staff in assigning proposals to the appropriate scientific peer review panel, please specify the subject area of the proposal. Also, list specific keywords and descriptive technical terms that would best describe the technical aspects of the project.
- g. Conflicts of interest: To avoid real and apparent conflicts of interest during the peer review process, list the names of all scientific participants in the proposal including consultants, collaborators, and subcontractors. In addition, list the names of other individuals outside the scope of this proposal who may have a conflict of interest in review of this proposal. Provide the following information for each participant: name, institutional affiliation(s), and role(s) on the proposed project

or perceived conflicts of interest.

3. Table of Contents/Checklist: Start section on a new page. Prepare a [Table of Contents/Checklist](#), with page numbers, using the form provided. Number all pages consecutively at the bottom center, beginning with the Title/Referral Page. If possible, provide headers throughout the proposal that include the PI's name (last name, first name, middle initial) and proposal log number (this will be automatically provided when a draft of the electronic Proposal Information is saved).

4. Proposal Relevance Statement: Start section on a new page; one-page limit. Applicants to the HBCU/MI Partnership Training Award should describe explicitly (within the 1-page limit) the plan for developing a program for faculty investigators to carry out breast cancer research at the HBCU/MI. Articulate how the proposal's combination of training and relevance to breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment in the proposal will prepare the HBCU/MI participants for successful experiences as breast cancer researchers.

5. Main Body: Start section on a new page; 10-page limit inclusive of any figures, tables, graphs, and photographs.

Describe the proposed partnership using the general outline provided below:

- **Background:** Provide a brief statement of the ideas and reasoning behind the proposed collaboration(s). Proposals must present a clearly articulated plan for training program development that focuses on the biology, etiology, prevention, detection, diagnosis, and/or treatment of breast cancer. State the specific aims of the study (or studies). Briefly describe the methods to be used. Cite relevant literature references.
- **Collaborative Arrangement:** A concise description of the proposed interaction between the HBCU/MI and the collaborating institution should be articulated. Explain the pertinent qualifications of the collaborating institution, including their record in acquiring funding for breast cancer research and experience in training breast cancer researchers. List the facilities that will be made available to the HBCU/MI applicants. Include any information on training/collaborations with minority investigators, if available.
- **Training Program:** Describe the ideas and reasoning behind the proposed research project, including a summary of the research strategy, experimental design and methodology. Describe explicitly how the collaboration will result in the successful development of a productive breast cancer research training program at the HBCU/MI. Describe the proposed training program and include any special seminar series, journal clubs, expert consultations, technical and assistance programs that are planned. Describe the PI's qualifications and role in management of the training program.
- **Communication:** Outline the communication plan that will be used to establish the proposed collaboration. This plan should include frequent virtual and real-time interactions that support more than a 1-week visit or the time required to learn one technique. If the applicants from the HBCU/MI and the collaborators are geographically far apart, justify how communication and training will be accomplished. A plan for preparing reports to be shared between the applicants and collaborators must be described. These reports should include an update on the status of the training and collaboration, and should show how each institution is responding to problems. Please note that these status reports cannot be used in lieu of actual meetings between the collaborators.

6. Abbreviations: Start section on a new page; one-page limit. Provide a list of all acronyms, abbreviations, and symbols used.

7. References: Start section on a new page; 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).

8. Biographical Sketches: Three-page limit per individual. For HBCU/MI Partnership Training Award proposals, biographical sketches should be prepared for the participants at the applicant institution, participants at the established collaborating institution, and each of the key personnel, including collaborating investigators listed on the budget page for the initial budget period. These documents are a critical component of the review process. Incomplete or missing biographical sketches may result in lower priority scores. The Public Health Service Biographical Sketch form may be used and can be downloaded from the CDMRP website at <http://cdmrp.org/programAnnouncements.cfm>. Use of this form is not mandatory, but the information requested shall be presented in a similar format

9. Existing/Pending Support: Start section on a new page; no page limit. List the titles, time commitments, supporting agencies, durations, and levels of funding for all existing and pending research projects involving the PI and key personnel. If no support exists, state “none.” Proposals submitted under this program announcement should not duplicate other funded research projects.

10. Facilities/Equipment Description: No page limit. Describe the facilities available for performance of the proposed research/services. Describe the institutional commitment, including any additional facilities or equipment proposed for purchase or available for use at no cost to the USAMRMC. Indicate if government-owned facilities or equipment are proposed for use.

11. Questionnaires, Survey Instruments, or Clinical Protocols: No page limit. Include an appropriately titled page listing the documents you have included in this section.

12. 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. If more than five such items are included in the submission, the extra items will not be peer reviewed.

13. Administrative Documentation: No page limit. Submit only material specifically requested or required in this program announcement. **This section is not for additional data, figures, or other similar information.** Unrequested material that is submitted may be construed as an attempt to gain a competitive advantage and will be removed; it may be grounds for administrative rejection of the proposal.

All administrative documentation must be incorporated into your electronic PDF proposal. Support documentation will not be accepted separately from the electronic proposal submission. All documents or letters requiring signatures must be signed and then incorporated into the proposal prior to submission.

The first item in this section must be a list of all the items included in the Administrative Documentation section. Provide the following in the Administrative Documentation section of the proposal.

- a. A letter signed by the Department Chair, Dean, or equivalent official from the applicant institution assuring the commitment of the institution to the proposed training program. This letter should reflect the extent to which the institution will support the collaboration by relieving

participants of their academic and/or clinical responsibilities to have additional time for collaboration and training, providing access to appropriate facilities, and providing opportunities for professional interactions with senior colleagues.

b. A letter from the collaborating institution describing a commitment to the training/development/mentorship of the applicant institution and the nature of the proposed collaboration/training.

c. Letters of support from any additional consultants/collaborators who will be supplying essential assistance to the proposed project describing their role in the research/training.

F. Budget Information: Budget Information includes the [Detailed Cost Estimate Form \(including Budget Justifications\)](#). Budget Information is uploaded under the “File Upload” tab of the CDMRP eReceipt system.

1. Funding Restrictions: HBCU/MI Partnership Training Awards can be requested for a maximum of \$250,000 per year, for a maximum of \$1M over 4 years inclusive of direct costs, plus indirect costs as appropriate. Training awards frequently have a different institutional overhead charge. All training investigators are encouraged to check with their institution concerning overhead costs. Collaborating institutions may receive up to 40% of total costs during the first year of an award. However, no more than 25% of total costs for the full award can be granted to collaborating institutions during the lifetime of an award.

Direct costs for HBCU/MI Partnership Training Awards can cover salary support, tuition for special training and/or education, consultation with established investigators, consultation with scientific and/or technical experts (e.g., statisticians, editors), administrative and technical assistance, purchase of essential equipment or equipment rental, and expenses including research supplies, office supplies, and travel. Funds also may be used to establish formal technical assistance programs in which experienced and well-funded investigators provide consultation and mentoring in grant writing and grantsmanship. However, the greater need for equipment support at an HBCU/MI is recognized by the DOD BCRP and will be taken into consideration. In addition, funding should be requested for up to five investigators from the HBCU/MI for a one-time, 3½-day meeting in 2005 to disseminate the results of the DOD-sponsored research. Applicants are asked to budget for this meeting in year 2 of the Detailed Cost Estimate Form. The amount allotted for travel is \$1,800 per year per investigator for up to five investigators from the HBCU/MI to attend scientific/technical meetings.

2. Detailed Cost Estimate Forms (including Budget Justifications) Instructions: Budget is an important consideration in both peer and programmatic review, and applicants are cautioned to use discretion in budget requests. Budgets will also be reviewed during award negotiations. Complete justification must be provided for expenses in all categories. The Detailed Cost Estimate Form (including Budget Justifications) for your proposal must be uploaded as a PDF file, followed by the Detailed Cost Estimate Form (including Budget Justifications) for your collaborator. These documents are separate from the proposal.

The following section provides instructions for preparing the Detailed Cost Estimate Form. All amounts entered should be in US dollars.

a. Personnel

i. Name: Starting with the PIs, list the names of all participants who will be involved in the project during the initial budget period, regardless of whether salaries are requested. Include all collaborating investigators, research associates, individuals in training, and support staff. Only

one person from the HBCU/MI **and** one person from the collaborating institution must be identified to serve as PIs for the proposal.

ii. Role on Project: Identify the role of each individual listed on the project. Describe his or her specific functions in the Justification section of the Detailed Cost Estimate Form.

iii. Type of Appointment (Months): List the number of months per year reflected in an individual's contractual appointment with the applicant organization. The DOD staff assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time, e.g., 50 percent, note this with an asterisk (*) and provide a full explanation in the Justification section of the Detailed Cost Estimate Form. Individuals may have split appointments (e.g., for an academic period and a summer period). For each type of appointment, identify and enter the number of months on separate lines.

iv. Annual Base Salary: Enter the annual institutional base salary for each individual listed for the project.

v. Percentage of Effort on Project: 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.

vi. Salaries Requested: Enter the salaries in whole dollar figures for each position for which funds are requested. The salary requested is calculated by multiplying an individual's institutional base salary by the percentage of effort on the project.

vii. Fringe Benefits: Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant's organization. A copy of the rate agreement or other documentation to support the fringe benefits should be provided.

viii. Totals: Calculate the totals for each position and enter these as subtotals in the columns indicated.

b. Consultant Costs: Regardless of whether funds are requested, provide the names and organizational affiliations of all consultants.

c. Major Equipment: It is the policy of the DOD that all commercial and non-profit recipients provide the equipment needed to support proposed research. However, the greater need for equipment support at an HBCU/MI institution is recognized by the DOD BCRP and will be taken into consideration. In those rare cases where specific additional equipment is approved for commercial and non-profit organizations, such approved cost elements shall be separately negotiated.

d. Materials, Supplies, and Consumables: A general description and total estimated cost of expendable equipment and supplies are required. Itemize supplies in separate categories (e.g., glassware, chemicals, radioisotopes). Categories with amounts less than \$1,000 do not need to be itemized. 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.

e. Travel Costs: Funding should be requested for up to five investigators from the HBCU/MI for a one-time, 3½-day Breast Cancer Era of Hope meeting in 2005 to disseminate the results of the DOD-sponsored research. The amount allotted for travel is \$1,800 per year per investigator for up to five investigators from the HBCU/MI to attend scientific/technical meetings.

f. Research-Related Subject Costs: Itemize costs of subject participation in the research study. These costs are strictly limited to expenses specifically associated with the proposed study. The USAMRMC will not provide funds for ongoing medical care costs that are not related to a subject's participation in the research study.

g. Other Expenses: Itemize other anticipated direct costs such as publication and report costs, rental for computers and other equipment (provide hours and rates), and communication costs. Unusual or expensive items should be fully explained and justified. Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.

h. Subcontract Costs: A description of services or materials that are to be awarded by subcontract or sub-grant is required. For awards totaling \$10,000 or more, provide the following specific information:

- Identification of the type of award to be used (e.g., cost reimbursement, fixed price).
- Identification of the proposed subcontractor or sub-grantee, if known, and an explanation of why and how the subcontractor or sub-grantee was selected or will be selected.
- Whether the award will be competitive and, if noncompetitive, rationale to justify the absence of competition.
- The proposed acquisition price.

i. 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.

j. Total Costs for the Entire Proposed Period of Support (second page of the Detailed Cost Estimate Form): Enter the totals under each budget category for all additional years of support requested and itemize these totals in the Justification section of the Detailed Cost Estimate Form. Note with an asterisk (*) and explain any significant increases or decreases from the initial year's budget. All amounts should be in US dollars. Total costs for the entire proposed period of support should agree with the amount previously entered online in the Proposal Information <https://cdmrp.org/proposals>.

3. Justification (third page of the Detailed Cost Estimate form): Each item in the budget should be clearly justified under the "Justification" section of the Detailed Cost Estimate form.

G. RCQ Requirements: Completed and signed copies of the [Certificate of Environmental Compliance](#) and [Principal Investigator Safety Program Assurance Form](#) must be uploaded under the "File Upload" tab of the CDMRP eReceipt system as separate PDF files.

Do not submit other RCQ Documents (Research Involving Human Subjects and/or Anatomical Substances; Research Involving Animals) with the proposal. Instead, the applicant should provide these documents to the USAMRMC only upon request.

H. USAMRAA Documents: A copy of the institution’s negotiated “Rate Agreement,” the “[Certifications and Assurances for Assistance Agreements](#)”, and the “[Representations for Assistance Agreements](#)” must be uploaded by the Contract Representative from the Sponsored Programs Office. These documents must be uploaded as separate PDF files under the Contract Representative "My Profile" tab of the CDMRP eReceipt system.

I. Submission Dates and Times: Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant’s institution’s Sponsored Programs Office (or equivalent) by the deadline. If your proposal is submitted and approved electronically after the deadline, it will not be considered for review.

The timeline for HBCU/MI Partnership Training Awards is:

Pre-proposal Submission Deadline:	5:00 p.m. Eastern time April 3, 2003.
Pre-proposal Screening:	April 2003.
Full Proposal Invitations:	May 2003
Proposal Submission/Approval Deadline:	5:00 p.m. Eastern time August 7, 2003.
Peer Review:	September 2003
Programmatic Review:	November 2003
Request for Additional Documents:	As early as 2 weeks after the completion of programmatic review.
Notification Letter:	Approximately 4 weeks after programmatic review.
Award Start Date:	Between December 2003 and September 2004.

J. Electronic Submission Requirements: Electronic submission is required. Proposals will be accepted only as PDF files submitted through the CDMRP eReceipt system at <https://cdmrp.org/proposals>.

Several steps are critical to successful proposal submission.

- The Proposal Information must be submitted prior to submission of the proposal. Applicants are encouraged to begin this part of the submission process early.
- The e-mail address of a Contract Representative from the Sponsored Programs Office must be included.
- Applicants are encouraged to coordinate early with their Sponsored Programs Office.
- The Contract Representative from the Sponsored Programs Office who is authorized to negotiate on behalf of the institution is required to provide final approval before the proposal is accepted.
- **If final approval is not accomplished by the submission deadline, the proposal will be considered a “LATE” submission and will not be considered for review.**
- Any supporting documentation that the applicant includes with the proposal must be incorporated into the PDF file prior to upload.
- Some items to be included in the proposal will need to be scanned. These items might include figures, tables, letters, or publications. All scanned documents including figures should be scanned at a resolution of 300-400 dpi or less.

- Budget Information includes the Detailed Cost Estimate Form (including Budget Justifications). Budget Information must be uploaded under the “File Upload” tab of the CDMRP eReceipt system.
- The RCQ documents required at submission include a completed, signed Certificate of Environmental Compliance and a completed, signed PI Safety Program Assurance Form. These must be uploaded under the “File Upload” tab of the CDMRP eReceipt system.

VII. PROPOSAL REVIEW INFORMATION

A. Proposal Review and Selection Overview

1. Process: The CDMRP uses a two-tiered review process for proposal evaluation. The two tiers are fundamentally different. The first tier is a scientific peer review of proposals against established criteria for determination of scientific merit. The second tier is a programmatic review of proposals that compares submissions to each other and recommends proposals for funding based on scientific merit as well as overall program goals.

2. Peer Review: Peer review is conducted by panels organized according to scientific discipline or specialty area. The primary responsibility of the peer review panels is to provide unbiased, expert advice on the scientific/technical merit and relevance of proposals, based upon the review criteria published for each award mechanism.

Peer review panels are composed of a chair, scientific reviewers, consumer reviewers, and a nonvoting executive secretary. Scientific reviewers are selected based on their expertise and their experience with scientific peer review. Consumer reviewers are nominated by an advocacy or support organization and are selected on the basis of their leadership skills, commitment to advocacy, and interest in science. Consumers augment the peer review by bringing the patient perspective to the assessment of science and to the relevance of research.

Panel members rate each proposal based on specific evaluation criteria developed for each award mechanism (see section VII.B.). Two types of ratings are used. First, each of the evaluation criteria, except for the budget, is rated on a scale of 1 (lowest merit) to 10 (highest merit). This criteria scoring ensures that each component is considered in peer review. Second, the overall proposal is given a global priority score using a scale of 1 (highest merit) to 5 (lowest merit). Criteria scores are neither averaged nor mathematically manipulated to determine the global priority score. Instead, reviewers are asked to use the criteria scores as a guide in determining the global priority score. In rare instances, a proposal may be disapproved at peer review if gravely hazardous or unethical procedures are involved, or if the proposal is so seriously flawed that its completion is implausible.

The peer review summary statement is a product of scientific peer review. Each summary statement includes the peer review scores, and an evaluation of the project as assessed by the peer reviewers according to the evaluation criteria published in this program announcement.

3. Programmatic Review: The second tier is programmatic review. Programmatic review is accomplished by the IP, which is composed of scientists, clinicians, and consumer advocates. The scientific members of the IP represent diverse disciplines and specialty areas, and the consumer members represent national advocacy constituencies. One of the functions of programmatic review is to select a broad portfolio of grants across all disciplines. Programmatic review is a comparison-based process in which proposals from multiple research areas compete in a common pool. IP members primarily use the

peer review summary statements and the proposal abstracts; SOWs may also be reviewed. Full proposals are not forwarded to programmatic review.

HBCU/MI proposals will be reviewed concurrently with all others in the same research area during scientific peer review, but may be evaluated separately during programmatic review. Consistent with the CDMRP's goal, recommendations for funding HBCU/MI submissions will be based upon scientific excellence and program relevance.

B. Review Criteria

1. Peer Review: Invited, full HBCU/MI Partnership Training Award proposals will be evaluated according to the following criteria:

- **Applicant Institution:** Does the HBCU/MI's previous training history, prior research experience, and publication record indicate promising achievements to date? Will the training/collaboration offer a valuable opportunity to further develop necessary experience to advance the institution's capability to develop research programs in breast cancer? Are appropriate management and leadership of the partnership present at the HBCU/MI?
- **Collaborating Institution:** Does the collaborating institution have the background, qualifications, experience, and record to develop a productive collaboration with the applicant institution? Is the collaborating institution committed to the applicant institution's development? What are the qualifications of the collaborating investigators as established breast cancer researchers? Does the collaborating institution have a strong record of developing institutional training programs and acquiring funding for breast cancer research? Do the collaborating and applicant institutions propose to sustain an interactive, ongoing partnership?
- **Training Plan:** Will the proposed training plan and research environment increase the numbers of independent breast cancer researchers at the applicant HBCU/MI? Do both the applicant and the collaborating institution substantially contribute to the planned project? Is the research project of sufficient depth and duration to lead to publication of positive results in the peer-reviewed literature? How do the collaborating and applicant institutions propose to sustain the interactive environment necessary for the development of an effective training program? What are the plans to develop an independent program in breast cancer research at the HBCU/MI by the end of the award period? What impact would this training/collaboration have on producing well-trained breast cancer researchers?
- **Disease Relevance:** Do the proposed research collaboration and training program clearly focus on breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment? Does the applicant institution make a convincing case for its commitment to develop a program focused on breast cancer research?
- **Resources/Environment:** Will the collaboration support the development of the applicant institution's program of breast cancer research? Is there evidence that the applicant institution has the appropriate scientific environment, necessary resources, and collaborative arrangements to develop and sustain a breast cancer research program? Is there a strong institutional commitment at the HBCU/MI to support the development of the breast cancer research program by relieving participants of some of their academic or clinical responsibilities in order to have additional time for the collaboration and training?

- **Budget:** Is the budget appropriate for the work proposed? Does the HBCU/MI receive at least 75% of the intended funds over the lifetime of the award for use on projects directly related to building a breast cancer research training program? Does the collaborating institution receive 40% or less of the intended funds during the first year of the award?

2. Programmatic Review: The ratings and evaluations of scientific peer review panels are primary factors in programmatic review. The IP also considers other criteria to establish the BCRP's broad portfolio. The criteria the IP uses to make funding recommendations are:

- Ratings and evaluations of the scientific peer review panels.
- Programmatic relevance.
- Relative innovation.
- Program portfolio balance with respect to research disciplines or specialty areas.
- Adherence to the award mechanism and programmatic review criteria

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

VIII. AWARD ADMINISTRATION INFORMATION

A. Award Notices: After the two-tiered evaluation process is completed, every applicant will receive notification of the award status of his or her proposal and a copy of the peer review summary statement. Applicants can expect to be notified of the agency's decision in December 2003.

B. Administrative Requirements: All awards are made to organizations, not individuals. A PI should submit a proposal through, and be employed by or affiliated with, a university, college, non-profit research institute, commercial firm, or government agency (including military laboratories) in order to receive support. To be eligible for award, a prospective recipient should meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (Office of Management and Budget Circular A-110).

Any change in the institution, the PI, and/or the SOW will require that the PI resubmit contact information. Any delay in the submission of updated information could result in a delay in the contracting and regulatory review and a subsequent delay in payment.

C. Award Negotiation: Award negotiation consists of discussions, reviews, and justifications of critical issues involving the USAMRAA. A Contract Specialist from USAMRAA will contact the Contract Representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate contracts and grants at the applicant's institution. As part of the negotiation process, additional documentation and justifications related to the proposed SOW and associated budgets may be required.

Note that the award start date will be determined during the negotiation process.

D. Regulatory Compliance and Quality Review

- 1. Overview:** Concurrent with the USAMRAA negotiations, Regulatory Compliance and Quality will review the Certificate of Environmental Compliance, and PI Safety Program Assurance form submitted with the proposal, as well as Regulatory Compliance and Quality documents related to Research Involving Animal Use and Research Involving Human Subjects/Anatomical Substance Use submitted upon request to ensure that Army regulations are met.
- 2. Certificate of Environmental Compliance:** The [Certificate of Environmental Compliance](#) should be submitted with the proposal. If multiple research sites/institutions are funded in your proposal, then a Certificate of Environmental Compliance for each site will be requested at a later date.
- 3. Safety Program Documents:** The [Principal Investigator Safety Assurance Form](#) should be submitted with the proposal.

A Facility Safety Plan is also required and will be requested at a later date. However, your institution may already have an approved Facility Safety Plan. To determine the status of approval, check the USAMRMC website at <http://mrmc-www.army.mil/crprcqsohdhfsplan.asp>. If your institution is not listed on the aforementioned website, contact your Facility Safety Director/Manager to initiate completion of the institution-based Facility Safety Plan. Specific requirements for the Safety Program Plan can be found at <http://mrmc-www.army.mil/docs/rcq/FY02FSPAppendix.doc>.

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

- 4. Research Involving Animal Use:** Animal use documents should not be submitted with the proposal and will be requested at a later date. Specific requirements for research involving animals can be found at <http://mrmc-www.army.mil/docs/rcq/FY02AnimalAppendix.doc>.

5. Research Involving Human Subjects/Anatomical Substances: Human Subjects and/or Anatomical Substances use documents should not be submitted with the proposal and will be requested at a later date. In addition to local Institutional Review Board approval to conduct research involving human subjects and/or anatomical substances, a second tier of review and approval is also required by the DOD. This second review is conducted by the Human Subjects Research Review Board (HSRRB), which is administered by the USAMRMC Office of Regulatory Compliance and Quality. The HSRRB is mandated to comply with specific laws and directives governing all research involving human subjects that is conducted or supported by the DOD. These laws and directives are rigorous and detailed and will require information in addition to that supplied to the local review board. For example:

- Intent to Benefit. In the development of a research protocol for submission to the DOD, the applicant must specifically address, if applicable, the Intent to Benefit. An individual not legally competent to consent (e.g., minors) may not be enrolled in DOD-sponsored research unless the research is intended to benefit each and every subject enrolled in the study. Applicants should be aware that this law makes placebo-controlled clinical trials problematic because of the ‘Intent to Benefit’ requirement whenever participation is sought of subjects from whom consent must be obtained by the legally authorized representative.
- The DOD considers cell lines of human origin to be human anatomical substances. Use of these cell lines is subject to HSRRB review and approval.

Specific requirements for research involving human subjects and/or anatomical substances can be found at <http://mrmc-www.army.mil/docs/rcq/HSAppendix19Feb02.pdf>. An informed consent form template can be located at http://mrmc-www.army.mil/docs/rcq/consentform_template.pdf.

E. Reporting: All research awards will require the timely delivery of several reports during the research effort. 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.

IX. OTHER INFORMATION

A. Disclosure of Proprietary Information outside the Government: By submission of a proposal, the applicant understands that proprietary information may be disclosed outside the Government for the sole purpose of technical evaluation. The 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 utilized. Funded proposals may be subject to public release under the Freedom of Information Act; proposals that are not selected for funding will not be subject to public release.

B. Government Obligation: Applicants 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. Applicants 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.

C. Information Service: Offerors may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia, 22161, for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. To the extent practical, all other sources should also be consulted for the same purpose.

D. Inquiry Review Panel: Applicants can submit a letter of inquiry to the USAMRMC in response to funding decisions made for a given proposal. Members of the CDMRP staff, 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.

E. Title to Inventions and Patents: In accordance with the Bayh-Dole Act (35 USC 200 et seq.¹), 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.

¹Title 35, United States Code, Section 200 et seq.