

Program Announcement

I. GENERAL INFORMATION

This program announcement is being released prior to the receipt of Federal funds appropriated in a bill for this program; funding of proposals received in response to this program announcement is contingent on the receipt of these funds at the United States Army Medical Research and Materiel Command (USAMRMC).

A. Title of Award: Breast Cancer Research Program (BCRP) Center of Excellence (COE) Award.

B. Program Name: Department of Defense (DOD) Fiscal Year 2006 (FY06) BCRP.

C. Funding Opportunity Number: W81XWH-06-BCRP-COE.

D. Agency Name: 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 announcement, 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@amedd.army.mil
Mail: Commander
US Army Medical Research and Materiel Command
ATTN: MCMR-ZB-C (BC06-COE)
1077 Patchel Street (Building 1077)
Fort Detrick, MD 21702-5024

2. Questions related to electronic submission: A help line for questions relating to proposal submission and the CDMRP eReceipt Online Proposal Submission System is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time at 301-682-5507. Help is also available on the CDMRP website or by e-mail as follows:

Website: <https://cdmrp.org> (User's Guide located in upper right corner of the proposal submission website)
E-mail: help@cdmrp.org

F. Anticipated Instrument Type(s): The USAMRMC executes 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: qa.baa@amedd.army.mil
Mail: Director
US Army Medical Research Acquisition Activity
ATTN: MCMR-AAA-R
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 at <https://cdmrp.org>. This website contains all the information, forms, documents, and links needed to apply. Applicants experiencing difficulty in downloading documents should contact the CDMRP as indicated in [Subsection I.E.2](#).

I. Award/Regulatory Approval: The applicant may not use, employ, or subcontract for the use of any human subjects, human biological substances, cadavers, or laboratory animals until applicable regulatory documents are requested, reviewed, and approved by the USAMRMC.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History: The COE Award is one of the mechanisms of the Breast Cancer Research Program (BCRP), which was established in FY92 to promote innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY05 totaled \$1.83 billion. During this time, 55 COE proposals were received and 15 were recommended for funding. The FY06 appropriation is \$127.5 million (M).

B. Program Objectives: The overall goal of the FY06 BCRP is to promote research focused on eradicating breast cancer. Therefore, 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. Underinvestigated avenues of research and novel applications of existing technologies are strongly encouraged. The BCRP encourages risk-taking research; however, all projects must demonstrate solid scientific judgment and rationale.

The BCRP's objective within this context 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; ethics; and economics. Proposals that address the needs of minority, low-income, rural, and other underrepresented and/or medically underserved populations are strongly encouraged.

C. Award Mechanism Description: The COE Award is designed to accelerate the solution of *major overarching questions* that will have a significant impact on the prevention, detection, diagnosis, and/or treatment of breast cancer. A synergistic, highly integrated, multidisciplinary research team must be assembled into an integrated consortium to address a central problem in a way that could not be accomplished by a single investigator or group. Proposed COEs must be multi-institutional, synergistic, highly integrated, multidisciplinary teams of the best scientists, clinicians, and consumer advocates *unless an exceptionally compelling case is made that a single institution can best address the aims of the COE Award.*

The central problem addressed by each COE should (1) solve a major problem(s) in basic, translational, population-based, and/or clinical breast cancer research, (2) develop critically needed resources, and/or (3) create a unique new approach to a critical problem in breast cancer research or patient care. These awards may include Phase I or Phase II clinical trials and collaborations with pharmaceutical or biotechnology industry scientists and/or companies, as appropriate.

Participating institutions must be willing to resolve potential intellectual and material property issues and remove institutional barriers to achieving high levels of cooperation to ensure the successful establishment and maintenance of the research consortium. An intellectual and material property plan agreed to by all participating institutions is required in the proposal's supporting documentation (see [Subsection VI.M.7](#)).

All proposals submitted to the COE Award must:

- ***Focus on solving a critical problem in breast cancer research or patient care using strategies that optimize the COE Award's comprehensive array of personnel and resources.*** Projects must demonstrate solid scientific rationale and have the potential to make a significant impact on the detection, prevention, diagnosis, and/or treatment of breast cancer. The project should be broad enough to require a multidisciplinary approach. Applicants *must* include published or preliminary data that support the feasibility of their hypotheses and/or approaches and a description of the proposed team of investigators and the anticipated research in both the preproposal and the invited proposal.
- ***Integrate a team of preeminent investigators from appropriate disciplines and institutions.*** Emphasis must be placed on integrating the most highly qualified investigators to focus on the research problem, regardless of their location. These investigators must include highly accomplished scientists and promising young investigators in the targeted areas of research who collectively represent the best team to solve the problem(s) identified. Inclusion of scientists from nontraditional disciplines such as computer science, mathematics, economics, physics, technology development, bioengineering, or other quantitative disciplines is encouraged.

- ***Incorporate breast cancer consumer advocates into every aspect of the proposed consortium's activities.*** Breast cancer consumer advocates must have an active role in every aspect of the proposed COE's work ***including COE conception and design***, ongoing discussion and oversight, research participant recruitment, program evaluation, and dissemination of information to the public. Consumer advocates must be integrated into and play an active role in the leadership and decision-making committees for the COE at each participating institution. Examples of appropriate integration include membership on the advisory board(s) and steering committee(s), participation in each project/aim team, and attendance at all COE-related meetings.
- ***Accelerate research progress through communication.*** Communication between and among COE team members is essential to the success of the COE. Proposals must include a strategy for sharing data in real time and using information technologies to facilitate timely and effective communication and cooperation. COEs should take full advantage of current Internet and electronic communication tools in addition to formal and informal meetings. Collaborators also must plan to meet in person two to four times per year to assess research progress, address problems, and define future directions.
- ***Provide an effective, coordinated administrative management plan that integrates and optimizes the research and collaborations.*** The COE Director (the Principal Investigator [PI] of the proposal) is responsible for the day-to-day management of the COE. Therefore, the COE Director is required to commit an appropriate level of time and effort—***at least 30%***—to direct and manage an initiative of this magnitude. He or she must have the scientific ability to oversee large research programs and a proven record of leadership, including experience in the effective use of communication tools and the management of multifaceted and multidisciplinary projects. The administrative management plan must explain how the COE will be organized and managed; it should specify the processes and tools to be used for regular and structured communication, data management, project meeting scheduling, reviews of research findings, ensuring multidisciplinary authorship of all publications arising from the COE's work, and other issues of common concern to the COE and its investigators. The administrative management plan also must describe procedures that maximize the use of resources and eliminate unnecessary duplication; for example, experimental techniques, databases, models (including animal models), and antibodies developed by each COE should become shared resources for all current and future COEs funded by this program.

This award is not intended to replace, supplement, duplicate, or compete with other collaborative research efforts, such as the National Cancer Institute-supported Specialized Programs of Research Excellence (SPORes), and it should not represent a collection of related Program Project grants or subprojects.

Recipients of the COE Award will meet annually with each other, the BCRP Integration Panel, and CDMRP Staff for the purpose of open communication and mutual benefit.

III. AWARD INFORMATION

Funding for COE Awards can be requested for a maximum of \$10M in direct costs over the performance period. The performance period can be requested for up to 5 years. Indirect costs should be added as appropriate. Proposals requesting lower levels of funding may also be submitted. No more than \$5M will be granted in any single year during the lifetime of the award.

Funding will be disbursed in installments. The first installment will be made at the time of the award; subsequent installments will be contingent upon the successful completion of specific milestones. Milestones from the approved Statement of Work will be determined during the award negotiation process. *Failure to complete each milestone may result in forfeiture of the subsequent installment of COE Award funding.*

The nature of the BCRP does not allow for renewal of grants or supplementation of existing grants.

The CDMRP expects to allot approximately \$24M of the \$127.5M FY06 BCRP appropriation to fund approximately one or two COE Awards, depending on the quality and number of proposals received.

IV. ELIGIBILITY INFORMATION

A. Applicants: Investigators at all academic levels (or equivalent) are eligible to submit proposals.

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 in [Subsection IV.B](#), "Institutions" below.

To protect the public interest, the Federal Government ensures the integrity of Federal programs by conducting business only with responsible recipients. The 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.)

B. Institutions: Eligible institutions include for-profit, nonprofit, public, and private organizations, such as universities, colleges, hospitals, laboratories, and companies. The USAMRMC is especially interested in receiving applications from Historically Black Colleges and Universities/Minority Institutions (HBCU/MI).

A DOD goal is to allocate funds for the CDMRP peer-reviewed research to fund proposals from HBCU/MI. This provision is based on guidance from Executive Orders.¹ Proposals are assigned HBCU/MI status when the submitting institution is so designated by the Department of

¹Executive Orders 12876, 12900, and 13021

Education on the date that 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.”

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.

Proposals from Federal agencies **must** provide a plan delineating how all funds will be obligated by September 30, 2007, 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 administrative agreements with foundations, non-Federal institutions, and universities.

C. Duplicate Submissions: Submission of the same research project to the FY06 BCRP to different award mechanisms or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

V. PREPROPOSAL PREPARATION AND SUBMISSION INFORMATION

Investigators interested in applying for the BCRP COE Award must submit a preproposal. Preproposals will be screened by the Integration Panel to determine those centers that best fulfill the intent of the award mechanism. Invitations to prepare a full COE Award proposal will be sent to those investigators selected by the Integration Panel no later than May 2006. ***Do not submit a full COE Award proposal unless you receive a letter of invitation.***

A. Preproposal Components Summary: This subsection is a summary of preproposal submission requirements. Details, URLs, and other links are provided in the appropriate subsections of this program announcement. Preproposals will be screened according to the criteria described in [Subsection V.K.](#)

1. Applicant Responsibility: The applicant is responsible for entering and/or uploading the following information into the CDMRP eReceipt Online Proposal Submission System at <https://cdmrp.org>:

Item	Tab	Format	Action
Letter of Intent (LOI)	Proposal Information	Typed	None. Not required.
Proposal Information	Proposal Information	Typed	Enter the appropriate information in data fields.
Proposal Contacts	Proposal Contacts	Typed	None. Not required.

Item	Tab	Format	Action
Collaborators and Conflicts of Interest (COI)	Collaborator/COI	Typed	Enter information about collaborators and others outside the scope of the proposal who may have a COI in the review of this preproposal.
Proposal Abstracts, Impact Statement, and Statement of Work (SOW)	Abstract/Impact/SOW	Typed or Cut and Paste	None. Not required.
Preproposal Main Body	Required Files	PDF	Upload as a PDF file.
Supporting Documentation	Required Files	PDF	Upload as a PDF file.
Budget Information	Required Files	PDF	None. Not required.
Regulatory Documents	Required Files	PDF	None. Not required.

2. Contract Representative Responsibility: The COE preproposal does not require Contract Representative approval before submission.

B. Preproposal Format: Preproposals must be uploaded under the “Required Files” tab of the CDMRP eReceipt Online Proposal Submission System at <https://cdmrp.org>. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire and learn to use the appropriate software well in advance of the submission deadline. The instructions in this subsection must be followed carefully to prepare preproposals for PDF submission.

The main body of the preproposal 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 the computer screen and submitted via the CDMRP eReceipt Online Proposal Submission System.

- **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 (approximately 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 (approximately 19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Preproposals 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. Some reviewers work from black and white printed copies therefore, applicants

may wish to include text in the preproposal directing the reviewer to the electronic file for parts of the preproposal 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 significant additional information about the proposed research are not allowed in the preproposal 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 preproposal are allowed.
- **Language:** English.

Please note that headers should not be included, as the preproposal log number will be electronically captured on each page of the preproposal after receipt.

C. Administrative Compliance Issues: Compliance guidelines have been designed to ensure the presentation of all preproposals in an organized and easy-to-follow manner. Reviewers expect to see a consistent, prescribed format for each preproposal. *Failure to adhere to format requirements makes preproposals difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in preproposal rejection.*

The following will result in administrative rejection of the entire preproposal prior to screening:

- Preproposal body exceeds page limit.
- Preproposal body is missing.
- Preproposal is incomplete after the deadline.
- Consumer Letter of Support is missing.

For any other sections of a preproposal with a defined page limit, any pages exceeding the specified limit will be removed from the preproposal and not forwarded for screening.

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

The electronic PDF file uploaded in the CDMRP eReceipt Online Proposal Submission System is the official preproposal submission file. After conversion of word processing documents to PDF files and before electronic submission, applicants should review their files to ensure that the preproposal complies with the preparation guidelines outlined in this program announcement.

D. Letter of Intent: A Letter of Intent is not required for this award mechanism.

E. Proposal Information: Applicants must submit the Proposal Information as described in <https://cdmrp.org> before uploading the preproposal and supporting documentation.

- A ***Title/Referral Page*** for the preproposal will be generated from the information uploaded in eReceipt and appended to the preproposal electronically by the CDMRP eReceipt Online Proposal Submission System.

F. Proposal Contacts: The COE preproposal does not require Contract Representative approval before submission. Therefore, contact information is not required for preproposal submission.

G. Collaborators and Conflicts of Interest (COI): To avoid COI during the screening process, list the names of all scientific participants in the preproposal including collaborators, consultants, and subawardees. In addition, list the names of individuals outside the scope of this preproposal who may have a COI in screening this preproposal.

H. Proposal Abstracts: Abstracts are not required at the time of preproposal submission. The data fields must be completed by typing “N/A” into both the technical abstract and the public abstract data fields.

I. Impact Statement: An Impact Statement is not required at the time of preproposal submission. However, the data field must be completed by typing “N/A” into the Impact Statement data field.

J. Statement of Work (SOW): An SOW is not required at the time of preproposal submission. The data field must be completed by typing “N/A” into the SOW data field.

K. Preproposal Main Body: Start section on a new page; three-page limit inclusive of figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other information needed to judge the preproposal.

The preproposal main body is uploaded as a PDF file under the “Required Files” tab of the CDMRP eReceipt Online Proposal Submission System.

The applicant is responsible for articulating clearly how the proposed COE addresses each of the screening criteria for preproposals:

- State the ***overarching problem*** clearly. Discuss the rationale for addressing this problem in a multidisciplinary, multi-institutional consortium and its ***relevance*** to, and ***impact*** on, the prevention, detection, diagnosis, and/or treatment of breast cancer.
- Describe the multi-institutional, multidisciplinary ***team of investigators*** who will address the major, overarching problem; provide names and locations for all scientific collaborators.
- Describe the plan for ***consumer advocate involvement*** at each level of the COE. Provide names and locations for all consumer collaborators. Describe how consumer advocates have been involved with the conception and development of the COE preproposal. Describe how the consumer advocates are integral members of the research team and how they will strengthen the team and the proposed research.

- Describe how the interactions and collaborations between scientists and consumer advocates established through the COE Award will result in a *synergistic* effort that will substantively accelerate the research needed to resolve the central problem. Describe the interdependence among participants in completing each aim of the study.
- Describe the qualifications of the *COE Director* and his or her ability to organize, administer, and manage a qualified team of multidisciplinary, highly integrated, multi-institutional researchers and consumer advocates in a consortium to solve a critical problem in breast cancer research.
- Provide an outline of a plan for *center and project management*.
- Provide an outline of a plan for *communications*.
- Outline an *experimental strategy* to address the specific problem addressed by the COE.
- Include a *timeline* for completing the proposed research.

L. Preproposal Supporting Documentation: Submit only material specifically requested or required in this program announcement. *This section is not intended for additional figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, or other information needed to judge the preproposal.* 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 preproposal.

Supporting Documentation must be uploaded as a single PDF file under the “Required Files” tab of the CDMRP eReceipt Online Proposal Submission System. All documents that require signatures must be signed and incorporated into the supporting documentation file before it is submitted.

The items included in the Supporting Documentation are:

- 1. References: Start section on a new page; one-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).
- 2. Biographical Sketches: Four-page limit per individual.** Include biographical sketches for all key personnel including collaborating investigators, consumer advocates, and support staff. These documents are a critical component of the screening process. Incomplete or missing biographical sketches may result in lower preproposal ranking. The [Biographical sketch form](#) may be used. Use of this form is not mandatory, but the information requested shall be presented in a similar format.
- 3. Letters from Consumer/Survivor Organizations:** Provide signed letters of support from breast cancer consumer/survivor organizations documenting involvement in COE conception, willingness to participate in the proposed COE, and details regarding their contributions to the proposed COE.

M. Submission Date and Time: Preproposals must be uploaded on the CDMRP eReceipt Online Proposal Submission System by the deadline. Preproposals that are incomplete will *not* be considered for review. The eReceipt Online Proposal Submission System will not accept data entry or file uploads after the *5:00 p.m. Eastern time, April 11, 2006* deadline.

VI. INVITED PROPOSAL PREPARATION AND SUBMISSION INFORMATION

A. 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. Proposals will be evaluated according to peer and programmatic review criteria in [Section VII](#).

1. Applicant Responsibility: The applicant is responsible for entering and/or uploading the following information into the CDMRP eReceipt Online Proposal Submission System at <https://cdmrp.org>:

Item	Tab	Format	Action
Letter of Intent (LOI)	Proposal Information	Typed	None. Not required.
Proposal Information	Proposal Information	Typed	Enter the appropriate information in data fields.
Proposal Contacts	Proposal Contacts	Typed	Enter contact information for the applicant and the Contract Representative at the applicant's institution.
Collaborators and Conflicts of Interest (COI)	Collaborator/COI	Typed	Enter information about collaborators and others outside the scope of the proposal who may have a COI in the review of this proposal.
Proposal Abstracts, Impact Statement, and Statement of Work (SOW)	Abstract/Impact/SOW	Typed or Cut and Paste	Enter the Technical Abstract, Public Abstract, Impact Statement, and SOW in separate data fields.
Synergy Statement	Required Files	PDF	Upload as a PDF file.
Proposal Main Body	Required Files	PDF	Upload as a PDF file.
Supporting Documentation	Required Files	PDF	Upload as a PDF file.
Budget Information	Required Files	PDF	Upload as a PDF file.

Item	Tab	Format	Action
Regulatory Documents	Required Files	PDF	Upload the Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance forms.

2. Contract Representative Responsibility: The Contract Representative (CR) or institutional official responsible for sponsored program administration (or equivalent) at the applicant’s institution is responsible for the following:

Item	Tab	Format	Action
Contract Representative’s Contact Information Profile	My Profile for the CR	Typed	Complete before electronic approval of all submission components.
USAMRAA ^a - Required Documents	My Profile for the CR	PDF	Upload Rate Agreement, Certifications and Assurances for Assistance Agreements, and Representations for Assistance Agreements.
Approval	CR Approval	Click Approval Button	Click the button to approve the Proposal Information, Proposal Contacts, Collaborators and COI, Abstracts/Impact Statement/SOW, and Required Files <i>before</i> the submission deadline of 5:00 p.m. Eastern time, July 25, 2006.

^aUS Army Medical Research Acquisition Activity

B. Proposal Format: Proposals must be uploaded under the “Required Files” tab of the CDMRP eReceipt Online Proposal Submission System at <https://cdmrp.org>. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. The instructions in this subsection must be followed carefully to prepare proposals for PDF submission.

The main body of 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 the computer screen and submitted via the CDMRP eReceipt Online Proposal Submission system.

- **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 (approximately 21.59 cm x 27.94 cm).
- **Margins:** Must be at least 0.5 inch (1.27cm) in all directions.
- **Print Area:** 7.5 x 10.0 inches (approximately 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, 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. 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 significant 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 allowed.
- **Language:** English.

Please note that headers should not be included, as the proposal log number will be captured electronically on each page of the proposal after receipt.

C. 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. *Failure to adhere 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.*

The following will result in administrative rejection of the entire proposal before it reaches peer review:

- Proposal body exceeds page limit.
- Proposal body is missing.
- Impact Statement is missing.
- COE Synergy Statement is missing.
- Detailed cost estimate is missing.
- Proposal is incomplete after the deadline.

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

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

The electronic PDF file uploaded in the CDMRP eReceipt Online Proposal Submission System is the official proposal submission file. After conversion of word processing documents to PDF files and prior to electronic submission, applicants should review their files to ensure that the proposal complies with the preparation guidelines outlined in this program announcement.

D. Letter of Intent (LOI): A Letter of Intent is not required for this award mechanism.

E. Proposal Information: Applicants are required to submit the Proposal Information as described in <https://cdmrp.org> before uploading the proposal, supporting documentation, and budget information.

- A **Title/Referral Page** for the proposal will be generated from the information uploaded in eReceipt and electronically appended to the proposal by the CDMRP eReceipt system.

F. Proposal Contacts: The Proposal Contacts *must* include the e-mail address of a Contract Representative authorized to negotiate on behalf of the applicant's institution. The Proposal Contacts must be approved by the Contract Representative at the applicant's institution.

G. Collaborators and Conflicts of Interest (COI): To avoid COI during the review process, list the names of all scientific and consumer advocate participants in the proposal including collaborators, consultants, and subawardees. In addition, list the names of individuals outside the scope of this proposal who may have a COI in reviewing this proposal.

H. Proposal Abstracts – 5,700-character limit, including spaces (approximately one page), for each abstract: Each abstract must include the applicant's name and the title of the proposal. A structured technical abstract and a public (nontechnical) abstract are required. These abstracts are vitally important in both the peer review and programmatic review processes. Programmatic review is based on the Integration Panel's review of these two abstracts as part of the peer review summary statements; therefore, it is of paramount importance that the applicant submit abstracts that describe the proposed work fully. Each abstract must be entered into the appropriate data field under the "Abstract/Impact/SOW" tab of the CDMRP eReceipt system.

Applicants can type the abstracts or "cut and paste" them from a word processing application into the respective data fields. *Spell out all Greek letters, other non-English letters, and symbols.*

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.

1. Technical Abstract: Sample technical abstracts can be found at <https://cdmrp.org/samples.cfm>. The structured technical abstract must provide a clear and concise overview of the proposed work. Use the outline below when preparing the structured technical abstract.

- **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: Provide a brief statement explaining the impact of the proposed work to the program's goals. Describe how the proposed project will have an impact on breast cancer research or patient care.

2. Public Abstract: Sample public abstracts can be found at <https://cdmrp.org/samples.cfm>. The public abstract is intended to communicate the purpose and rationale of the study to a non-scientifically trained audience. 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.

- Describe the scientific objective and rationale for the proposal in a manner readily understood by non-scientists.
 - Do not duplicate the technical abstract.
- Describe the ultimate applicability of the research.
 - What types of patients will it help and how will it help them?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a consumer-related outcome?
- If the research is too basic for clinical applicability, describe 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?

I. Impact Statement – 5,700-character limit, including spaces (approximately one page):

The Impact Statement is captured in a data field under the “Abstract/Impact/SOW” tab in the CDMRP eReceipt system. Applicants can type the Impact Statement into the data field or “cut and paste” it from a word processing application.

State explicitly how the proposed work will have an impact on breast cancer research or patient care. Describe how the combination of innovation and the expected results of the proposal will contribute to the goals of eradicating breast cancer and advancing research in the field. Clearly and simply state how the research will significantly advance methods, concepts, prevention, diagnosis, or treatment of breast cancer or quality of life for patients. The Impact Statement will be available at both peer and programmatic reviews.

J. Statement of Work – 11,400-character limit, including spaces (approximately two pages): The SOW is captured as a data field under the “Abstract/Impact/SOW” tab in the CDMRP eReceipt Online Proposal Submission System. Applicants can type in the SOW into the data field or “cut and paste” it from a word processing application.

The SOW 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 SOW must include DOD-funded tasks only. Sample SOWs can be found at <https://cdmrp.org/samples.cfm>.

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 performance period of the proposed effort;
 - Allow 4 to 6 months for regulatory review and approval processes for human use studies;
 - Allow 2 months for regulatory review and approval processes for animal studies;
- For animal and human studies (including tissue, anatomical, or biological substances) indicate the sample size projected or required for each task;
- Identify methods; and
- Identify outcomes, products, and deliverables for each stage of the project.

K. COE Synergy Statement: Start section on a new page; one-page limit: The COE Synergy Statement is uploaded as a PDF file under the “Required Files” tab of the CDMRP eReceipt system.

Describe in detail (1) the key collaborators involved in the COE, including involvement of consumer advocates, (2) how synergy and interdependence will occur among COE collaborators to accelerate the solution of the major problem addressed by the proposed center in a way that could not be accomplished by any single investigator or group, and (3) the means of communication to be employed to ensure real-time sharing of data and problem solving.

Note that the COE Synergy Statement will be available during both peer and programmatic review.

L. Proposal Main Body: Start section on a new page; 25-page limit inclusive of figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other information needed to judge the proposal.

The proposal main body is uploaded as a PDF file under the “Required Files” tab of the CDMRP eReceipt system.

The format of the proposal should reflect the integrated nature of the COE. The submission of separate projects and cores is not recommended. All aims/components of this proposal should be interdependent.

Describe the overall project using the following outline:

- 1. Purpose:** State the purpose of the COE and the expected results and outcomes. Describe how the COE is a synergistic effort to solve the overarching problem, as opposed to being a collection of individual investigators pursuing loosely related projects.
- 2. Impact:** The rationale should clearly reflect that the COE is focused on answering a question that will have a significant impact on the concepts or methods that drive the field and make an original and important contribution to the goal of advancing research on the prevention, detection, diagnosis, and/or treatment of breast cancer.
- 3. Innovation:** Describe concisely how the proposed COE uses innovation to advance the prevention, detection, diagnosis, and/or treatment of breast cancer. Describe how the proposed COE challenges existing paradigms or proposes a new paradigm in breast cancer research or patient care. Demonstrate how the proposed research represents more than an extension or incremental advance from published data.
- 4. Scientific Collaborators:** Provide information on the multidisciplinary, multi-institutional team of highly qualified researchers and clinicians participating in the project and how each will contribute. Describe the team's interdependence and how it will create an entity that is greater than the sum of each individual component. If the proposed COE does not involve two or more institutions, demonstrate how the focus of the COE can be addressed best within the single institution.
- 5. Consumer Collaborators:** Describe how breast cancer consumer advocates have played and will continue to play an active role in every aspect of the proposed COE, including program conception and design, ongoing discussions and oversight, research participant recruitment, program evaluation, and dissemination of information to the public. Describe how consumer advocates are integrated into the decision-making committees at each participating institution and play an active role in the leadership of the COE. Provide names and locations for all key personnel. Describe how the consumer advocates will interact with other participants and how they will strengthen the team and the proposed research.
- 6. Data:** Provide information on substantive research that supports this COE. Include data to support the feasibility of the hypotheses and/or approaches.
- 7. Proposed Research and Methods:** Describe the experimental plan and methodology that will address the overarching problem. Explain how the COE will maximize the use of resources and minimize unnecessary duplication; for example, specify experimental techniques, databases, models (including animal models), and antibodies. Describe how the resources and reagents developed by the proposed COE will be made available to all current and future COEs funded by the BCRP. Include a timeline for completing the proposed research.

8. Management: Describe how the team will be organized, administered, and managed. Describe the qualifications of the COE Director and his or her ability to organize, administer, and manage the proposed COE.

9. Communications: Specify the processes and tools to be used for regular and structured communication, data management, project meeting scheduling, reviews of research report findings, and other issues of common concern to the COE and its scientific and consumer advocate participants. Describe the key features of the communications plan that will help expedite the proposed research. Discuss the availability of communication network resources and support for this research. Address the features of this plan that facilitate and encourage the real-time exchange of research findings.

M. Supporting Documentation: Submit only material specifically requested in this program announcement. *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.* 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.

Supporting Documentation must be uploaded as a single PDF file under the “Required Files” tab of the CDMRP eReceipt system. All documents or letters that require signatures must be signed and incorporated into the supporting documentation file before it is submitted.

The first item in the Supporting Documentation file is the [Checklist/Table of Contents page](#). The requested, allowable items in this section must be listed in the Checklist/Table of Contents; these include:

- 1. Abbreviations: Start section on a new page; one-page limit.** Provide a list of all acronyms, abbreviations, and symbols used in the main body of the proposal.
- 2. 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).
- 3. Biographical Sketches: Four-page limit per individual.** Include biographical sketches for all key personnel, including consumer advocates, collaborating investigators, and support staff. These documents are a critical component of the review process. Incomplete or missing biographical sketches may result in lower proposal scores. The [Biographical Sketch form](#) may be used. Use of this form is not mandatory, but the information requested shall be presented in a similar format.
- 4. 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 applicant and key personnel on a separate page. If no

support exists, state “None.” Proposals submitted under this program announcement should not duplicate other funded research projects.

5. Facilities/Equipment Description: No page limit. Describe the facilities available for performing 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 whether Government-owned facilities or equipment are proposed for use.

6. Letters of Support: Provide signed letters of support from collaborating individuals or institutions including:

a. Letters from Collaborators: Letters from government, private sector and academic center collaborators, as appropriate, documenting willingness to participate and demonstrating that (1) a multi-institutional, highly integrated, multidisciplinary team of investigators is participating in the project, (2) the necessary drugs, modalities, or technologies are available, and (3) there is no unnecessary duplication of resources.

b. Letters from Consumer/Survivor Organizations: Letters from breast cancer consumer/survivor organizations documenting willingness to participate and details regarding their current and future contributions to the project.

7. Documentation of Intellectual and Property Plan: Documented evidence that all participating institutions have an intellectual and material property plan and are willing to resolve intellectual and material property issues.

8. 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 publications are included in the submission, the extra items will not be peer reviewed.

N. Budget Information: Applicants must complete the [Detailed Cost Estimate form and the Budget Justification form](#), and upload them as a single PDF file under the “Required Files” tab of the CDMRP eReceipt system. When a proposal requesting funding as part of a larger study is submitted, the proposal’s budget justification should include only DOD-funded tasks.

1. Funding Restrictions: Funding for COE Awards can be requested for a maximum of \$10M in direct costs over the performance period. The performance period can be requested for up to 5 years. Indirect costs should be added as appropriate. Proposals requesting lower levels of funding may also be submitted. No more than \$5M will be granted in any single year during the lifetime of the award.

The travel allotment is \$1,800 per year per investigator for up to five investigators to attend scientific/technical meetings. An additional \$1,800 per investigator, for up to five investigators (including at least one consumer advocate), should be requested for annual meetings with the other COE Award recipients, the Integration Panel, and CDMRP Staff.

Travel funding of \$1,800 per investigator also should be requested for up to five investigators (including at least one consumer advocate) to attend two 3½-day DOD BCRP Era of Hope Meetings, which are held biennially to disseminate the results of DOD-sponsored research. It is anticipated that the next Era of Hope meeting will be held in October 2007.

Funding for the COE Awards will be disbursed in installments. The first installment will be made at the time of the award; subsequent installments will be contingent upon the successful completion of specific milestones. Milestones from the approved SOW will be determined during the award negotiation process. *Failure to complete each milestone may result in forfeiture of the subsequent installment of the COE Award funding.*

2. Detailed Cost Estimate Form and Budget Justification Instructions: Budget is an important consideration in both peer review and programmatic review, and applicants are cautioned to use discretion in budget requests. Budgets also will be reviewed during award negotiations. *Organizations must provide sufficient detail and budget justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research.* All costs must be entered in U.S. dollars.

The USAMRMC encourages in-kind contributions and cost-sharing for CDMRP-supported research. In-kind contributions may include support of services (e.g., laboratory services and salaries of personnel), real property and equipment, and/or supplies (e.g., drugs, devices, reagents) directly benefiting and specifically identifiable to the research project. *It is expected that institutions will share the cost of equipment purchased for this research proposal. Please see full details under “Major Equipment” in [Subsection VI.N.2.c](#).*

Costs proposed must conform to the following regulations and principles:

- **Commercial Firms:** Federal Acquisition Regulations (FAR) Part 31 and Defense FAR Supplement Part 31 (<http://farsite.hill.af.mil>), Contract Cost Principles and Procedures.
- **Educational Institutions:** Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (http://www.whitehouse.gov/omb/grants/grants_circulars.html).
- **Nonprofit Organizations:** OMB Circular A-122, Cost Principles for Nonprofit Organizations. OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations (http://www.whitehouse.gov/omb/grants/grants_circulars.html).
- **State, Local, and Tribal Governments:** OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (http://www.whitehouse.gov/omb/grants/grants_circulars.html).

Follow the instructions below when providing the information requested in the Detailed Cost Estimate form.

a. Personnel

i. Name: Beginning with the applicant, list all participants who will be involved in the project during the initial budget period, whether or not salaries are requested. Include all collaborating investigators, research associates, consumer advocates, individuals in training, and support staff.

Only one investigator may be identified as the PI of the proposal. The other collaborating investigators and consumer advocates should be identified as co-PIs. If a co-PI is from a different institution than the applicant, then the costs associated with the co-PI's research should be included in the subaward section ([Subsection VI.N.2.h](#)) of the budget.

ii. Role on Project: Identify the role of each participant listed. Describe his or her specific functions in the Budget 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 Government assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time, e.g., 50%, note this with an asterisk (*) and provide a full explanation in the Budget 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 applicant's qualifications and the amount of time that he or she and other professional personnel will devote to the research are important factors in selecting proposals for funding. List the percentage of each appointment to be spent on this project for each key staff member. Include the percent effort of all unpaid collaborators and consultants.

Clinical studies must have a clinical coordinator who has sufficient time dedicated to the project to carry out the record keeping, coordination, and/or other administrative duties the project entails.

vi. Salaries Requested: Enter the salaries in whole U.S. dollars for each position for which funds are requested. Calculate the salary request by multiplying an individual's institutional base salary by the percentage of effort on the project.

vii. Fringe Benefits: Fringe benefits for each position may be requested in accordance with institutional guidelines, provided the costs for all sponsors are treated consistently by the applicant's organization. Provide documentation to support the fringe benefits.

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

b. Consultant Costs: Provide the names and organizational affiliations of all consultants whether or not funds are requested.

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. In those rare cases where specific additional equipment is approved for commercial and nonprofit organizations, such approved cost elements shall be negotiated separately.

i. If the purchase of equipment for this research project is requested, it is expected that institutions will share 50% of the cost.

ii. Permanent equipment is any article of nonexpendable tangible property having a useful life of 2 years or longer and an acquisition cost of \$5,000 or more per unit.

iii. The basis for the cost of each item of permanent equipment included in the budget must be disclosed.

iv. Title of equipment or other tangible property purchased with Government funds may be vested in institutions of higher education or with non-profit 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.

d. Materials, Supplies, and Consumables: A general description and estimated total cost of expendable equipment and supplies are required. Itemize supplies in separate categories (e.g., glassware, chemicals, radioisotopes). Categories in amounts less than \$1,000 do not need to be itemized. If animals will be purchased, state the species, strain (if applicable), and the number of animals to be used. If human cell lines are to be purchased, state the source and the description.

e. Travel Costs: Costs for travel to scientific/technical meetings may not exceed \$1,800 per year per investigator. An additional \$1,800 per investigator for up to five investigators (including at least one consumer advocate), should be requested for annual meetings with the other COE recipients, the Integration Panel, and CDMRP Staff. Travel funding of \$1,800 per investigator also should be requested for up to five investigators (including at least one consumer advocate) to attend two 3½-day DOD BCRP Era of Hope Meetings, which are held biennially to disseminate the results of DOD-sponsored research. It is anticipated that the next Era of Hope meeting will be held in October 2007.

Travel costs associated with the execution of the proposed work should be entered in this section. 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 U.S. requires prior approval from the US Army Medical Research Acquisition Activity (USAMRAA).

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

g. Other Direct Costs: 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. Subaward Costs: A description of services or materials to be awarded by subcontract or subgrant is required. For awards totaling \$10,000 or more:

- Identify the type of award to be used (e.g., cost reimbursement, fixed price);
- Identify the proposed subcontractor or subgrantee, if known, and provide an explanation of why and how the subcontractor or subgrantee was selected or will be selected;
- Specify whether the award will be competitive and, if noncompetitive, provide a rationale to justify the absence of competition; and
- Provide 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 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 in each budget category for all additional years of support requested and itemize these totals in the Budget Justification section of the Detailed Cost Estimate form. Note with an asterisk (*) and explain any significant increases or decreases from the initial year budget. All amounts should be in U.S. dollars. Direct costs, indirect costs, and the total cost for the entire proposed period of support should equal the amount entered in the "Required Files" tab at <https://cdmrp.org>.

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

4. Federal Agency Financial Requirement: Proposals from Federal agencies *must* provide a plan delineating how all funds will be obligated by September 30, 2007, 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 administrative agreements with foundations, non-Federal institutions, and universities.

Start the plan on a new page at the end of the Budget Information section. The Federal Agency Financial Plan must be uploaded as part of the budget information before the submission deadline of **5:00 p.m. Eastern time, July 25, 2006.**

O. Regulatory Requirements: Completed and signed copies of the [Certificate of Environmental Compliance](#) and [Principal Investigator Safety Program Assurance](#) form must be uploaded under the “Required Files” tab of the CDMRP eReceipt system as separate PDF files.

Do not submit other regulatory documents (see [Subsection VIII.D.5](#), Research Involving Human Subjects and/or Biological Substances/Cadavers; and [Subsection VIII.D.4](#), Research Involving Animals) with the proposal. The applicant should provide these documents to the USAMRMC only upon request.

P. USAMRAA-Required Documents: The Contract Representative at the applicant’s institution must upload the current version of the institution’s negotiated Rate Agreement, the [Certifications and Assurances for Assistance Agreements](#), and the [Representations for Assistance Agreements](#). These documents must be uploaded as separate PDF files under the Contract Representative’s “My Profile” tab of the CDMRP eReceipt system by the proposal submission deadline.

Q. Submission Date and Time: Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant’s institution by the deadline. Proposals that are incomplete or not approved electronically before the deadline will not be considered for review. The eReceipt system will *not* accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time, July 25, 2006 deadline.

The timeline for the COE Award is:

Preproposal Submission Deadline:	5:00 p.m. Eastern time, April 11, 2006
Preproposal Screening (First Tier):	Early May 2006
Full Proposal Invitations:	May 2006
Online Proposal Information:	Required prior to proposal submission
Proposal Submission/Approval Deadline:	5:00 p.m. Eastern time, July 25, 2006
Peer Review (Second Tier):	September 2006
Programmatic Review (Third Tier):	November 2006
Request for Additional Documents:	As early as 2 weeks after the completion of programmatic review

Notification Letter:	Approximately 4 weeks after the completion of programmatic review
Award Start Date:	Anticipated between December 2006 and September 2007

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

Several steps are critical to successful proposal submission:

- The Proposal Information must be “Finalized for CR Approval” before the proposal is submitted. Applicants are encouraged to begin this part of the submission process early.
- Proposal Contacts must be “Finalized for CR Approval” before the proposal is submitted. The e-mail address of a Contract Representative at the applicant’s institution must be included in the Proposal Contacts. Applicants are encouraged to begin this part of the submission process early.
- Applicants are encouraged to coordinate with their Contract Representative early in the application process.
- The Contract Representative authorized to negotiate on behalf of the applicant’s institution is required to provide final approval before the proposal is accepted.
- The eReceipt system will *not* accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time, July 25, 2006 deadline.
- Some items in the proposal including figures, tables, graphs, letters, or publications will need to be scanned electronically. These documents should be scanned at a resolution of 300 dpi or less.
- Applicants are encouraged to retain a date and time-stamped copy of the proposal component files as prepared by word processing software (e.g., Microsoft Word, WordPerfect) as well as the original PDF conversion file.
- The Detailed Cost Estimate form and the Budget Justification form must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.
- The regulatory documents required at submission include a completed and signed Certificate of Environmental Compliance and a completed and signed Principal Investigator Safety Program Assurance form. These forms must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.

VII. PREPROPOSAL AND PROPOSAL REVIEW INFORMATION

A. Proposal Review and Selection Overview: COE Award proposals are evaluated using a three-tier review process. The first tier is the screening of preproposals. The second tier is a scientific peer review of invited proposals against established criteria for determining scientific

merit. The third 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.

1. Preproposal Review: The COE Award preproposals are screened by the Integration Panel, which is composed of scientists, clinicians, and consumer advocates. The scientific members of the Integration Panel represent diverse disciplines and specialty areas, and the consumer members represent national advocacy constituencies. The primary responsibility of the Integration Panel during preproposal review is to select applications to be invited to submit full COE Award proposals.

2. Peer Review: Peer review is conducted by scientific and consumer reviewers. The primary responsibility of the peer reviewers is to provide unbiased, expert advice on the scientific/technical merit and relevance of proposals based on the review criteria published for each award mechanism.

Scientific reviewers are selected for their subject matter expertise and 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 process by bringing the patient perspective to the assessment of science and the relevance of the research.

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: Programmatic review is conducted by the Integration Panel, which is composed of scientists, clinicians, and consumer advocates. The scientific members of the Integration Panel represent diverse disciplines and specialty areas, and the consumer members represent national advocacy constituencies. A function of programmatic review is to structure 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. Integration Panel members base programmatic review primarily on the peer review summary statements and the proposal abstracts. The Integration Panel also may review SOWs, Impact Statements and COE Synergy Statements. Full proposals are not forwarded to programmatic review.

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

B. Review Criteria

1. Preproposal Review: COE preproposals will be screened according to the criteria listed in [Subsection V.K](#) to determine those projects that best fulfill the intent of the award

mechanism. Following completion of the preproposal screening process, invitations to prepare a full BCRP COE proposal will be sent to selected applicants.

2. Peer Review: COE Award proposals will be evaluated by peer reviewers according to the following criteria. The reviewers will evaluate:

- **Impact**
 - How the COE addresses a critical overarching problem in breast cancer research or patient care.
 - How the project makes an original and important contribution to the goal of advancing research on the prevention, detection, diagnosis, and/or treatment of breast cancer or patient care.
- **Innovation**
 - How the proposed research is innovative in one or more of the following ways: concept or question, research methods or technologies, adaptations of existing methods or technologies, and clinical interventions.
 - How the COE proposes new paradigms or challenges existing paradigms.
 - How the proposed research represents more than an extension or an incremental advance upon published data.
 - How the potential gain warrants the perceived risk.
- **Research Strategy**
 - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
 - How the conceptual framework, rationale, design, methods, and analyses work together to support the feasibility and promise of the approach.
 - How well the applicant acknowledges potential problem areas and considers alternative approaches.
 - Whether required statistical support services are included in the COE design.
 - Whether the proposal describes the interdependence among participants in completing each aim of the study.
- **Center Structure**
 - How the research problem provides a real basis for a unified focus that will facilitate and accelerate progress.
 - Whether the overarching problem can be solved only through a multidisciplinary, multi-institutional approach.
 - How the proposed management plan integrates and optimizes research and collaborations and results in a synergistic research effort.
 - How well the COE plans to maximize use of resources and avoid unnecessary duplication of effort.

- Whether the COE Director (i.e., PI) has a clear strategy and plan to ensure cross-COE participation and real-time communication of results, issues, problems, and progress.
- How well the proposal describes the use of state-of-the-art communication tools and a plan for data management and statistical support.
- Whether the proposed COE is multi-institutional, or if a single institution is well-justified.
- **Personnel**
 - How the research team's background and expertise are appropriate to accomplish the proposed work, including whether the COE Director (PI) has the appropriate qualifications and experience to oversee the research and manage the proposed Center.
 - Whether the team assembled in the COE Award proposal represents the “critical mass” of talent required to solve the proposed problem.
 - How well the COE unites and integrates the *most highly qualified individuals* to contribute to the project.
 - To what extent the COE incorporates scientists from nontraditional disciplines such as computer science, mathematics, economics, physics, technology development, bioengineering, or other quantitative disciplines.
 - How the team includes members who will provide new perspectives and fresh insights.
 - Appropriateness of the levels of effort for successful conduct of the proposed work, including whether the COE Director will dedicate at least 30% effort to this award.
 - Whether the contribution of each investigator is clear.
- **Consumer Advocate Participation**
 - How consumer advocates will interact with each participating investigator and are involved in every step of the research and management processes.
 - How consumer advocates will participate on advisory boards and other areas of leadership/oversight.
 - Whether evidence is provided that the consumer advocates will attend all COE-related meetings.
 - How consumer advocates are represented at each institution involved in the COE.
 - Whether consumer advocates are active participants at all levels of the proposed COE.
- **Environment**
 - The appropriateness of the scientific environment for the proposed research.

- How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
- The quality and extent of institutional support at each participating institution.
- Whether the different institutions/organizations involved in this project strengthen the proposed COE.
- Whether the appropriate support staff is available for administering all functions of the COE (e.g., communications infrastructure, informatics, access to required databases).
- How the participating institutions will manage intellectual and material property.
- **Budget**
 - How the budget is appropriate for the COE and the research proposed.
 - Whether sufficient detail and adequate justification is provided for the budget requested.
 - How the budget represents the true needs of the COE and research proposed rather than simply requesting the maximum amount available for this award mechanism.

3. Programmatic Review: Criteria used by the Integration Panel to make funding recommendations that maintain the BCRP's broad portfolio include:

- Ratings and evaluations of the peer reviewers (scientific and consumer);
- Programmatic relevance,
- Relative innovation, impact, and synergy,
- 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 are selected by the Integration Panel and recommended for funding to the Commanding General, USAMRMC.

VIII. AWARD ADMINISTRATION INFORMATION

A. Award Notices: Each applicant will receive notification of the award status of his or her proposal. A copy of the peer review summary statement will be posted to the CDMRP eReceipt system. Applicants can expect to receive notification approximately four weeks after programmatic review.

B. Administrative Requirements: Awards are made to organizations, not individuals. An applicant 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 (OMB Circular A-110 and DOD Grant and Agreement Regulations) to be eligible for an award. ***Any organization requesting receipt of an award through this 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>.***

Proposals from Federal agencies ***must*** provide a plan delineating how all funds will be obligated by September 30, 2007, 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 administrative agreements with foundations, non-Federal institutions, and universities.

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, regulatory review, and a subsequent delay in resuming work on the project.

The Government strongly discourages transferring any award that includes a Phase I, Phase II, or Phase III clinical trial. Should the Principal Investigator move to another institution, the Government reserves the right to approve the assignment of a new Principal Investigator to the award.

C. Award Negotiation: Award negotiation consists of discussions, reviews, and justifications of critical issues involving the USAMRAA. A Contract Specialist and/or representative from the USAMRAA will contact the Contract Representative authorized to negotiate contracts and grants at the applicant's institution. Additional documentation and justifications related to the budget may be required as part of the negotiation process.

For multi-institutional studies, collaborating institutions must be willing to resolve potential intellectual and material property issues and remove institutional barriers to achieving high levels of cooperation to ensure the successful establishment and maintenance of the research project. An intellectual and material property plan agreed to by all participating institutions is required at the time of proposal submission.

Funding will be disbursed in installments. The first installment will be made at the time of the award; subsequent installments will be contingent upon the successful completion of specific milestones. Milestones from the approved Statement of Work will be determined during the award negotiation process. Failure to complete each milestone may result in forfeiture of the subsequent installment of COE Award funding.

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

D. Regulatory Review

1. Overview: Concurrent with the USAMRAA negotiation, the Office of Surety, Safety and Environment will review the Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form submitted with the proposal. The applicable USAMRMC regulatory office will review documents related to research involving animal use, human subjects/anatomical substance use, and cadaver use submitted upon request to ensure that DOD regulations are met.

2. Certificate of Environmental Compliance: The [Certificate of Environmental Compliance](#) must be submitted with the proposal. If multiple research sites/institutions are funded in the 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 Program Assurance form](#) must be submitted with the proposal.

A Facility Safety Plan is required; it will be requested at a later date. A Facility Safety Plan from the applicant'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.detrick.army.mil/crprcqsohdfsplan.asp>. If the applicant'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.detrick.army.mil/docs/rcq/FY02FSPAppendix.doc>.

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.

4. Research Involving Animal Use: Specific documents relating to the use of animals in the proposed research will be requested by the CDMRP if the proposal is selected for funding (these documents should not be submitted with the proposal). The Animal Care and Use Review Office (ACURO), a component of USAMRMC Office of Research Protections (formerly Regulatory Compliance and Quality), must review and approve all animal use prior to the start of working with animals. Applicants must complete and submit the animal use appendix titled "Research Involving Animals," which can be found on the ACURO website <https://mrmc-www.army.mil/rodorpaurd.asp>.

Questions related to animal use may be directed to ACURO as follows:

Phone: 301-619-6694
Fax: 301-619-4165
E-mail: acuro@amedd.army.mil
Mail: MCMR-ZB-PA
504 Scott Street
Fort Detrick, MD 21702-5012

Specific requirements for research involving animals can be found at <https://mrmc.detrick.army.mil/docs/rcq/FY05AnimalAppendix.doc>.

5. Research Involving Human Subjects/Biological Substances/Cadavers: In addition to local Institutional Review Board (IRB) approval to conduct research involving human subjects and/or human biological substances or cadavers, a second tier of IRB review and approval also is 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 Research Protections. 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.

a. Requirements: Specific requirements for research involving human subjects, human biological substances, and/or cadavers can be found at <https://mrmc.detrick.army.mil/docs/rcq/HumanSubjectsAppendix.pdf>.

Personnel involved in human subjects research must have appropriate instruction in the protection of human subjects. Documentation confirming that this instruction has been completed will be required during the regulatory review process.

It is expected that there will be timely resolutions of human subjects protocols submitted to the investigator's local IRB.

Additional information pertaining to the human subjects regulatory review process, guidelines for developing protocols, and suggested language for specific issues can be found at: <https://mrmc.detrick.army.mil/rodorphrpo.asp>.

b. Informed Consent Form: An informed consent form template is located at <https://mrmc.detrick.army.mil/docs/rcq/Proconsent/ConsentFormGuidelines.doc>.

c. Intent to Benefit: Investigators must consider the requirements of Title 10 United States Code Section 980 (10 USC 980) applicable to DOD-sponsored research before writing a research protocol. Title 10 United States Code Section 980 requires that "Funds appropriated to the Department of Defense may not be used for research involving a human being as an experimental subject unless (1) the informed consent of the subject is obtained in advance; or (2) in the case of research intended to be beneficial to the subject, the informed consent may be obtained from a legal representative of the subject."

Furthermore and consistent with the Common Federal Policy for the Protection of Human Subjects, if an individual cannot give his or her own consent to participate in a research study, consent of the individual's legally authorized representative must be obtained before the individual's participation in the research. Moreover, an individual not legally competent to consent (e.g., incapacitated individuals, incompetents, minors) may not be enrolled in DOD-sponsored research unless the research is intended to benefit each subject enrolled in the study. For example, a subject may benefit directly from medical

treatment or surveillance beyond the standard of care. Investigators 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.

d. Conditions Regarding DOD Funding of Research on Human Embryonic Stem Cells: Research involving the derivation and use of human embryonic germ cells from fetal tissue may be conducted with DOD support *only* when the research is in compliance with 45 CFR 46, Subpart B (Title 45 of the Code of Federal Regulations, Section 46, Subpart B); 42 USC 289g through 289g-2; US Food and Drug Administration regulations; and any other applicable Federal, state, and local laws and regulations.

Research on existing human embryonic stem (hES) cell lines may be conducted with Federal support through the DOD *only* if the cell lines meet the current US Federal criteria as listed on the following National Institutes of Health (NIH) website (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-02-005.html>). A list of the currently approved cell lines can be obtained from the NIH Human Embryonic Stem Cell Registry (<http://stemcells.nih.gov/research/registry>). The NIH code should be used to identify the cell lines in the proposal.

Research involving the derivation of new stem cells from human embryos or the use of hES cells not listed on the NIH Human Embryonic Stem Cell Registry may not be conducted with Federal support through the DOD.

This restriction applies to hES cells derived from blastocysts remaining after infertility treatments and donated for research, blastocysts produced from donated gametes (oocytes and sperm) for research purposes, and the products of nuclear transfer. The research is subject to all applicable local, state, and Federal regulatory requirements.

e. Clinical Trial Registry: All applicants are required to register clinical trials individually on [http://www.clinicaltrials.gov/](http://www.clinicaltrials.gov) using a Secondary Protocol ID number designation of: CDMRP-CDMRP Log Number. If several protocols exist under the same proposal, the Secondary Protocol ID number must be: CDMRP-CDMRP Log Number-A, B, C, etc. *Clinical trials must be registered prior to enrollment of the first patient.* All trials that meet the definition on the NIH database (see <http://prsinfo.clinicaltrials.gov/>, click on “[Data Element Definitions](#),” see section 6, “Study Phase” and “Study Type”) including all Phase I-IV clinical trials, as well as trials that do not fit into one or more phases, but that are clearly interventional or observational (e.g., some epidemiological or behavioral studies) are required register. Address questions on registration to the www.clinicaltrials.gov administrator.

6. Award/Regulatory Approval: The applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances/cadavers, or laboratory animals without written approval from the applicable USAMRMC regulatory office once an award is made. The applicable USAMRMC regulatory office will forward applied-for written approvals directly to the applicant.

E. Reporting Requirements: The Government requires reports to be submitted for continuation of the research and funding. The specific reports due to the Government will be described in each award instrument. (Full USAMRMC 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. Copies of all scientific publications and patent applications resulting from CDMRP funding should be included in the progress report.
- 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:** For non-exempt, human subjects research, documentation of local IRB continuing review (in the intervals specified by the local IRB but at least annually) and approval for continuation must be submitted directly to the Office of Research Protections – Human Research Protection Office.
- 4. Animal Use Reports:** Applicants are required to submit annual animal use information for a report to Congress, verification of annual protocol review, and notification of protocol suspension or revocation. Institutions are required to provide updated US Department of Agriculture reports and notification of changes to accreditation status as verified by the Association for Assessment and Accreditation of Laboratory Animals and Office of Laboratory Animal Welfare.

IX. OTHER INFORMATION

A. Disclosure of Proprietary Information outside the Government: By submitting 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 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.

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. All other sources also should be consulted to the extent practical for the same purpose.

D. Inquiry Review Panel: Applicants 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.

E. Title to Inventions and Patents: In accordance with the Bayh-Dole Act (35 USC 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.

F. 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.

X. ACRONYM LIST

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
COE	Center of Excellence
COI	Conflicts of Interest
CR	Contract Representative
DOD	Department of Defense
DODGAR	Department of Defense Grant and Agreement Regulations
EPLS	Excluded Parties List System
FAR	Federal Acquisition Regulations
FY	Fiscal Year
hES	Human Embryonic Stem
HBCU/MI	Historically Black Colleges and Universities/Minority Institutions
HSRRB	Human Subjects Research Review Board
IRB	Institutional Review Board
JPEG	Joint Photographic Experts Group
M	Million
MB	Megabytes
MPEG	Moving Picture Experts Group
NIH	National Institutes of Health
OMB	Office of Management and Budget
PDF	Portable Document Format
PI	Principal Investigator
SOW	Statement of Work
SPORE	Specialized Programs of Research Excellence
TIFF	Tagged Image File Format
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