

**Program Announcement**

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

**Funding Opportunity Number: W81XWH-07-BCRP-HPT**

**HBCU/MI Partnership Training Award**

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## I. HELP LINE INFORMATION

### A. Agency Name

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

### B. Agency Contact(s)

**1. Program announcement, proposal format, or required documentation:** Principal Investigators (PIs) and Authorized Organizational Representatives (AORs) 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  
Email: [cdmrp.pa@amedd.army.mil](mailto:cdmrp.pa@amedd.army.mil)

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

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

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

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

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

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

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

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

Military Medical Research and Development.

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

- Pre-application submission is not completed before the mandatory pre-application deadline (pre-application remains in draft status).
- Failure to request updates on any modifications made to the application package.
- Incorrect application package or award mechanism is used to submit a proposal through Grants.gov.
- Attachments are uploaded into the incorrect form on Grants.gov.
- Files are attached in the wrong location on Grants.gov forms.
- Attachments are not PDF documents.
- Page limitations are exceeded.

## **II. FUNDING OPPORTUNITY DESCRIPTION**

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

### **A. Award Description**

The Breast Cancer Research Program (BCRP) HBCU/MI Partnership Training Award supports two or more Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) faculty-level investigators in acquiring the training and experience necessary to obtain independent breast cancer research funding and to support the establishment of a sustainable breast cancer research program at the applicant HBCU/MI. This award provides mentorship and training at an institutional level by supporting a collaboration between multiple investigators (the Principal Investigator [PI] and co-Principal Investigator[s] [co-PI(s)]) at the applicant HBCU/MI and at least one established breast cancer researcher (Primary Collaborating Mentor) at another research institution.

- All investigators (PI, co-PI[s], and collaborating mentors) will work together to complete a coordinated, substantive project that will provide training in breast cancer research and that will result in publications;
- The quality of the training will enable the HBCU/MI investigators to obtain independent breast cancer research funding;
- A lasting collaboration between the applicant HBCU/MI and mentoring institution will be established; and
- The research collaboration will help lay the foundation for a future breast cancer training program by improving research resources at the applicant HBCU/MI.

The focus of the HBCU/MI Partnership Training Award proposals should be on:

- Extending and enhancing the skills of the HBCU/MI PI and co-PI[s] so that they may become competitive breast cancer researchers;
- Completing a research project of high relevance to breast cancer that will lead to publication(s); and
- Establishing successful, independently funded breast cancer researchers at the applicant HBCU/MI.

Proposals for the HBCU/MI Partnership Award may target any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment; however, proposals are especially encouraged in the following research areas:

- Morbidity and/or mortality disparities in underserved/minority populations;
- Epidemiology, including molecular, nutrition, diet, and environment;
- Access to care;
- Treatment and outcomes;

- Social/behavioral sciences; and/or
- Public health or other population-based research.

Please note that only one investigator from the applicant HBCU/MI may be named PI for the proposal in the CDMRP eReceipt Online Proposal Submission System; the additional faculty-level investigators from the applicant HBCU/MI should be identified as the co-PI(s). The key collaborating investigator from the mentoring institution should be identified as the Primary Collaborating Mentor; additional mentors from the collaborating institution should be identified as collaborating mentor(s). Proposals will not be evaluated and awards will not be made for “to be named” participants (PI, co-PI[s], or collaborating mentors).

## **B. Eligibility**

PIs must be HBCU/MI faculty members with doctoral degrees. Eligible institutions are those approved as HBCU/MI by the Department of Education. Proposals are assigned HBCU/MI status if the submitting institution is so designated by the Department of Education on the date the program announcement is released. A list of eligible HBCU/MI is available on the CDMRP website at <http://cdmrp.army.mil/spp> under “Minority Institutions.”

The Primary Collaborating Mentor must have an established breast cancer research program at the mentoring institution.

Additional information about individual and institutional eligibility may be found in [Appendix 1](#).

## **C. Funding**

Funding for an HBCU/MI Partnership Training Award can be requested for up to \$1,000,000 for direct costs for up to a 4 year performance period plus indirect costs as appropriate. When the applicant institution calculates its own indirect costs for subawards, it can only charge indirect costs on the first \$25,000 of each subaward. The mentoring institution may receive up to 40% of the direct costs during the first year of an award. However, no more than 25% of total direct costs for the full award can be granted to the mentoring institution during the lifetime of the award.

Funds can cover:

- salary
- research supplies
- equipment
- tuition for special training and/or other educational opportunities
- consultation with scientific and/or technical experts (e.g., statisticians, editors)
- administrative and technical assistance
- travel to scientific/technical meetings

- travel between collaborating institutions
- establishment of a formal technical assistance program in which experienced and well-funded investigators provide consultation and mentoring to key personnel at the applicant institution in grant proposal writing and grantsmanship

The Congressionally Directed Medical Research Programs (CDMRP) requires attendance at the biennially scheduled 3½-day DOD BCRP Era of Hope meeting, which is held to disseminate the results of DOD-sponsored research.

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

*The CDMRP expects to allot approximately \$6 million (M) of the \$127.5M Fiscal Year 2007 (FY07) BCRP appropriation to fund approximately 4 HBCU/MI Partnership Training Awards, depending on the quality and number of proposals received.*

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

Site visits to recipient institutions will be conducted to monitor progress of the collaborative partnership. Recipient institutions may also be expected to attend reverse site visits held periodically by the CDMRP to facilitate communication among the recipients of the BCRP HPT Award and all appropriate USAMRMC staff.

Transferring a HBCU/MI Partnership Training Award to another institution will not be permitted.

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

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

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time, May 9, 2007
- **Invitation to Submit Proposal** June 22, 2007
- **Proposal Submission Deadline:** 11:59 p.m. Eastern time, August 9, 2007
- **Peer Review:** September 2007
- **Programmatic Review:** November 2007

Awards will be made approximately 4 to 6 months after receiving the funding notification letter, but no later than September 30, 2008.

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

The BCRP was established in FY92 to promote innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY06 totaled \$1.96 billion (B). During this time, 28 HBCU/MI Partnership Training Award proposals have been received and 13 have been recommended for funding. The FY07 appropriation is \$127.5M.

The overall goal of the FY07 BCRP is to promote research focused on eradicating breast cancer. The BCRP focuses its funding on innovative projects that have the potential to make a significant impact on breast cancer, particularly those involving multidisciplinary and/or multi-institutional collaborations and alliances. The BCRP encourages risk-taking research; however, all projects must demonstrate solid judgment and rationale.

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

Proposal submission is a two-step process consisting of (1) a pre-application submission through the [CDMRP eReceipt system \(https://cdmrp.org/\)](https://cdmrp.org/) and (2) a proposal submission through [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov/). This section describes the process for pre-application submission. For proposal submission, see [Section V](#). ***Proposal submission will not be accepted unless you receive a letter of invitation.*** The PI and Organization identified in the proposal submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or Organization after submission of the pre-application, please contact the eReceipt helpdesk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

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

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

The pre-application for an HBCU/MI Partnership Training Award consists of a Preproposal Narrative and the other components discussed below. This subsection provides a summary of the pre-application submission requirements.

All pre-application components for the BCRP HBCU/MI Partnership Training Award mechanism, including the Preproposal Narrative, must be submitted electronically through the [CDMRP eReceipt system](#) by **5:00 p.m. Eastern time, May 9, 2007 deadline**. Material submitted after the pre-application submission deadline, unless specifically requested by the Government, will not be forwarded for processing. Failure to meet this deadline shall result in pre-application rejection and subsequent proposal rejection. ***Do not submit a proposal to the FY07 BCRP HBCU/MI Partnership Training Award mechanism unless you receive a letter of invitation.***

- 1. Proposal Information:** PIs must enter the Proposal Information as described in the [CDMRP eReceipt system](#) before continuing the pre-application.
- 2. Proposal Contacts:** Enter contact information for the PI. List the Primary Collaborating Mentor as the “Alternate Submitter.”
- 3. Collaborators and Conflicts of Interest (COI):** To avoid COI during the screening and review processes, list the names of all scientific participants in the proposed research project including collaborators, consultants, and subawardees. Add all individuals outside of the proposal who may have a conflict of interest in the review of this proposal and choose “COI” from the drop-down list to indicate a conflict of interest. Inclusion of FY07 BCRP Integration Panel (IP) members in any capacity in the proposal, budget, or any supporting document is considered a conflict of interest and will result in administrative withdrawal of the proposal. A list of the FY07 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel07>
- 4. Preproposal Narrative:** The Preproposal Narrative has a ***five-page limit*** inclusive of figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other information needed to judge the preproposal. The narrative should address the preproposal screening criteria. Internet URLs directing reviewers to websites



containing significant additional information about the proposed research are not allowed in the Preproposal Narrative or the pre-application components. Inclusion of such URLs may be perceived as an attempt to gain an unfair competitive advantage. Links to publications referenced in the Preproposal Narrative are allowed.

The Preproposal Narrative must be uploaded as a single PDF file under the “Required Files” tab of the [CDMRP eReceipt system](#). The investigator is responsible for articulating clearly how the proposed partnership addresses each of the following screening criteria for preproposals:

- **Training Plan:** Explain how this award will train two or more investigators at the applicant HBCU/MI in breast cancer research. Describe how this award will provide investigators at the applicant HBCU/MI with the opportunity to acquire the knowledge and research experience needed to obtain independent breast cancer research funding. Describe how this award will lay the foundation for a future breast cancer training program at the applicant HBCU/MI.
- **Collaboration:** Describe a clear, productive, and substantive collaboration throughout the term of the award between two or more investigators at the applicant HBCU/MI and at least one established investigator(s) with a strong track record of obtaining funding in breast cancer research at the mentoring institution.
- **Research Project:** Describe plans for developing and completing a coordinated, substantive research project that addresses a critical problem in breast cancer research or patient care. The research project may address any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment. Topics of particular interest include:
  - Disparities in morbidity and/or mortality in underserved/minority populations;
  - Epidemiology including molecular, nutrition, diet, and environment;
  - Access to care;
  - Treatment and outcomes;
  - Social/behavioral sciences; and
  - Public health and/or other population-based research.
- **Research Resources:** Describe how the research resources at the applicant HBCU/MI will be improved through this award.

**5. Pre-Application Supporting Documentation:** Submit only material specifically requested or required in this FY07 BCRP 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 pre-application.* 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 pre-application.

Supporting documentation must be uploaded as a single PDF file under the “Required Files” tab of the [CDMRP eReceipt system](#). The items to be included as supporting documentation are:

- a. 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).
- b. Acronyms and Symbol Definitions:** Starting on a new page titled “Acronyms and Symbol Definitions,” provide a glossary of acronyms and symbols.
- c. Biographical Sketches: Four-page limit per individual.** Include biographical sketches for PI, co-PI[s], and collaborating mentor(s). These documents are a critical component of the review process. Incomplete or missing biographical sketches may result in a lower preproposal ranking. A biographical sketch template is provided as [Form 1](#).

**6. Primary Collaborating Mentor’s Narrative: Two-page limit.**

The Primary Collaborating Mentor’s Narrative must be uploaded as a single PDF file under the “Required Files” tab of the [CDMRP eReceipt system](#). The primary collaborating mentor must describe the research collaboration using the following outline:

- **Collaboration:** Describe how formal training, informal and formal communication, and access to facilities and equipment will be provided for this mentored research experience. Address institutional support for each collaborating mentor’s time and for access to research resources for the HBCU/MI investigators (PI and co-PI[s]).
- **Mentoring:** Describe how the Primary Collaborating Mentor is experienced in breast cancer research, including previous success in obtaining funding for breast cancer research. Also address each collaborating mentor’s experience in mentoring scientists. Indicate the time commitment of each collaborating mentor to the collaboration.
- **HBCU/MI Investigators:** Provide details on the qualifications of each HBCU/MI investigator (PI and co-PI[s]). Demonstrate how this collaboration will advance the capabilities of the PI and co-PI(s) to develop and sustain an independent research program in breast cancer at the HBCU/MI.

**7. Formatting Guidelines and Submission:** All pre-application documents must be individual PDF files, in accordance with the [formatting guidelines](#) specified for proposal preparation, and uploaded under the “Required Files” tab of the [CDMRP eReceipt system](#).

**8. PI’s Responsibility:** The PI is responsible for uploading all pre-application documents as individual PDF files under the “Required Files” tab of the [CDMRP eReceipt system](#).

The electronic PDF file uploaded in the CDMRP eReceipt system is the official pre-application submission file. After conversion of word processing documents to PDF files

and before electronic submission, PIs should review their files to ensure that the pre-application complies with the [formatting guidelines](#).

**9. AOR Approval:** The pre-application does not require approval by the AOR before submission. Please see Appendix 2 for the definition of an AOR.

**10. Administrative Compliance Issues:** Compliance guidelines have been designed to ensure the presentation of all pre-applications in an organized and easy-to-follow manner. Reviewers expect to see a consistent, prescribed format for each pre-application. *Failure to adhere to formatting guidelines makes pre-applications difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in pre-application rejection.* The entire pre-application *will* be administratively rejected prior to screening if at the pre-application submission deadline:

- Preproposal Narrative exceeds page limit.
- Preproposal Narrative is missing.
- Supporting Documentation is missing.
- Primary Collaborating Mentor's Narrative exceeds page limit.
- Primary Collaborating Mentor's Narrative is missing.
- The PI, co-PI(s), or Primary Collaborating Mentor does not meet eligibility criteria (as described in [Section II.B](#) and [Appendix 1](#)).
- Pre-application is incomplete (in draft status) after the deadline.
- BCRP IP members are included in any capacity in the pre-application process, including all supporting documentation. A list of the FY07 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel07.htm>.

For any other sections of a pre-application (including supporting documentation) with a defined page limit, any pages exceeding the specified limit will be removed from the pre-application and not forwarded for screening. Material submitted after the pre-application submission deadline, unless specifically requested by the Government, will not be forwarded for screening.

## **B. Pre-Application Screening**

Pre-applications will be screened by the BCRP IP, composed of scientists, clinicians, and consumer advocates. The preproposal screening criteria are as follows:

### **1. Training Plan:**

- How this award will train two or more investigators at the applicant HBCU/MI in breast cancer research.
- How this award will provide two or more investigators at the applicant HBCU/MI the opportunity to acquire the knowledge and research experience needed to obtain

independent breast cancer research funding and to develop a successful, independently funded program in breast cancer research at the applicant HBCU/MI.

**2. Collaboration:**

- Whether a clear, productive, and substantive collaboration between multiple investigators at the applicant HBCU/MI and established investigators at the mentoring institution who have a strong track record of acquiring funding in breast cancer research has been described.

**3. Research Project:**

- Whether plans for developing and completing a coordinated, substantive research project have been described.

**4. Primary Collaborating Mentor's Narrative:**

- Whether the narrative from the Primary Collaborating Mentor describes:
  - the formal training, time commitment, and institutional support for this collaboration;
  - the experience and qualifications of each of the collaborating mentors; and
  - the qualifications of each of the HBCU/MI investigators, including a description of how this collaboration will advance the capabilities of these investigators to develop and sustain an independent research program in breast cancer research at the HBCU/MI.

PIs who submit pre-applications that convey research aligned with the intent of the FY07 BCRP Program objectives and priority areas will be invited to submit proposals. ***Do not submit a proposal to the FY07 BCRP HBCU/MI Partnership Training Award mechanism unless you receive a letter of invitation.***

**C. Notification Information**

PIs will receive notification of invitation to submit a proposal for the ***HBCU/MI Partnership Training Award***. PIs who are invited to submit a proposal will receive an email with instructions for downloading the completed pre-application file (in XML format) from the [CDMRP eReceipt system](#). This file should be attached to form SF424 in Block 20 - Pre-application as part of proposal submission through Grants.gov.

## V. SUBMISSION PROCESS STEP 2: PROPOSAL SUBMISSION

This section describes the process for submission of a proposal. Proposals must be submitted electronically by the AOR through Grants.gov ([www.grants.gov](http://www.grants.gov)). No paper copies will be accepted.

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

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

Please note, submission of a proposal requires institutional registration with the Central Contractor Registry (CCR), which requires a Data Universal Number System (DUNS) number, Tax Identification Number (TIN) or Employer Identification Number (EIN), and a Commercial and Government Entity (CAGE) code and must be completed well in advance of Grants.gov registration and proposal submission. Please note that CCR registrations have expirations. Plan accordingly and allow several weeks for these registration processes. Grants.gov will not allow proposals to be submitted unless all of the registration steps have been completed.

### A. Proposal Components Summary

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

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

- Pre-application file downloaded from the CDMRP eReceipt system

#### 2. Attachments Form

- Attachment 1: Project Narrative (10-page limit)
- Attachment 2: Supporting Documentation
  - References Cited and Acronyms and Symbol Definitions
  - Facilities & Other Resources
  - Description of Existing Equipment
  - Publications and/or Patent Abstracts
  - Primary Collaborating Mentor's Narrative
  - Letter from Collaborating Institution
  - Letters of Collaboration (if applicable)

- Attachment 3: Technical and Public Abstracts
- Attachment 4: Statement of Work (SOW)
- Attachment 5: Impact Statement

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

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

**4. Research & Related Budget Form**

- Budget Justification

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

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

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

## **VI. PROPOSAL REVIEW INFORMATION**

### **A. Proposal Review and Selection Overview**

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

The Government reserves the right to review all proposals based on one or more of the required attachments or supporting documentation (e.g., Impact Statement).

### **B. Review Criteria**

**1. Peer Review:** All proposals will be evaluated according to the following criteria:

- **Training Plan**

- How the award will support the development of a sustainable program in breast cancer research at the applicant HBCU/MI.
- How the proposed training will enable HBCU/MI investigators to transition to independent breast cancer researchers at the applicant HBCU/MI.

- **HBCU/MI Institution**

- Whether the PI, the co-PI(s), and the applicant HBCU/MI demonstrate a commitment to developing an ongoing program focused on breast cancer research.
- Whether the applicant HBCU/MI demonstrates a commitment to establishing and sustaining the collaboration with the mentoring institution.
- Appropriateness of the PI's background, experience, and expertise, and that of each co-PI, to accomplish the proposed work.
- How the research resources at the applicant HBCU/MI will be improved.

- **Mentoring Institution**

- Whether the Primary Collaborating Mentor has demonstrated that he or she is an established breast cancer researcher.
- Whether the collaborating mentor(s) and mentoring institution have a strong record of developing training programs and acquiring research funding.
- How each collaborating mentor's qualifications, experience, and record in breast cancer research supports the development of a productive collaboration with the applicant institution.
- Whether the mentoring institution demonstrates a commitment to the development of a sustainable breast cancer research program at the applicant

HBCU/MI.

- **Collaboration**

- How the PI, co-PI(s), and collaborating mentor(s) will contribute significantly to the planned project(s).
- How the plan for communication will aid in the establishment and/or maintenance of an ongoing collaboration between the participating institutions.
- How the proposed collaboration will be sustained beyond the conclusion of this award.

- **Research**

- Whether the proposed research will lead to publication of results in the peer-reviewed literature.
- How the proposed research will provide the HBCU/MI investigators with the knowledge and experience needed to become independent breast cancer researchers and obtain research funding.
- How the proposed research will lead to the establishment of a competitive, independently funded breast cancer research program at the applicant HBCU/MI.

- **Resources/Environment**

- Whether the applicant HBCU/MI has the appropriate scientific environment, resources, and collaborative arrangements needed to develop a sustainable breast cancer research program.
- The appropriateness of the scientific environment for the proposed research at both the applicant HBCU/MI and mentoring institution.
- The quality and extent of institutional support, including whether both institutions demonstrate a strong institutional commitment to supporting the development of the breast cancer research program by relieving participants of academic or clinical responsibilities so that they can commit sufficient time to the collaboration and training.
- Whether the appropriate management and leadership for the proposed partnership are present at the applicant HBCU/MI and the mentoring institution.

- **Impact**

- How the research makes an original and important contribution to the goal of advancing research on the etiology, prevention, detection, diagnosis, and/or treatment of breast cancer.
- The impact the proposed research and training will have on the PI's expertise in breast cancer research or patient care.
- How the project will encourage the PI to pursue a career in breast cancer research.
- How the research collaboration will help lay the foundation for a future breast cancer training program.



- **Budget**

- How the budget is appropriate for the proposed research.
- Whether the applicant HBCU/MI will receive at least 75% of the direct costs over the lifetime of the award to use on projects directly related to building a breast cancer research program.
- Whether the mentoring institution will receive no more than 40% of direct costs budgeted for the first year of the award and no more than 25% of the direct costs budgeted over the life of the award.

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

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

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

## VII. COMPLIANCE GUIDELINES

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

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

- All attached files are not in PDF, except for the pre-application file.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Margins are less than specified in the formatting guidelines.
- Print Area exceeds that specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.
- Impact Statement is missing.
- Primary Collaborating Mentor's Narrative is missing.
- Primary Collaborating Mentor's Narrative exceeds page limit.
- Statement of Work is missing.
- Technical or Public Abstracts are missing.
- Required supporting documentation is missing.
- Biographical sketches are missing.
- Budget justification is missing.
- FY07 BCRP IP members are included in any capacity in the pre-application process, the proposal, budget, and any supporting document. A list of the FY07 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel07>

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

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

## VIII. APPENDICES

### APPENDIX 1

#### ELIGIBILITY INFORMATION

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

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

**Eligible Institutions:** USAMRMC makes awards to institutions. Eligible institutions are those approved as HBCU/MI by the Department of Education. Proposals are assigned HBCU/MI status when the submitting institution is so designated by the Department of Education on the date the program announcement is released. The most current Department of Education list is posted on the CDMRP website at <http://cdmrp.army.mil/spp> under “Minority Institutions.”

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

## APPENDIX 2

### GRANTS.GOV INSTRUCTIONS

#### A. Public Law 106-107

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

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

#### B. Grants.gov

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

In compliance with P.L. 106-107, the USAMRMC requires proposals submitted in response to the program announcement to be submitted through Grants.gov. This requires that organizations register in Grants.gov to submit proposals through the Grants.gov portal. Individual PIs/Project Directors DO NOT register; however, the AOR is required to register. The registration process can take several weeks, so please register as soon as possible.

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

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

An organization will need a DUNS number. A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B)

(<http://fedgov.dnb.com/webform/displayHomePage.do>). If an organization does not have a DUNS number, an authorized official of the organization can request one by calling 866-705-5711 or online via web registration (<http://fedgov.dnb.com/webform/index.jsp>). Organizations located outside of the United States can request and register for a DUNS number online via web registration.

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

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

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

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

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

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

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



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

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

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

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

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

## B. Attachments Form

The following information must be included as attachments to this form in accordance with the [formatting guidelines](#) specified in [Appendix 4](#):

**Attachment 1: Project Narrative: 10-page limit.** The Project Narrative is the main body of the proposal. The Project Narrative must be submitted as a single PDF file named “Narrative.pdf,” in accordance with the [formatting guidelines](#) specified in [Appendix 4](#).

Describe the proposed project using the following outline:

- **Background:** Provide a brief statement of the ideas and reasoning on which the proposed collaboration(s) is based. State the specific aims of the study (or studies) and how these will help to develop competitive, successful, independently funded breast cancer researchers at the applicant HBCU/MI. Briefly describe the methods to be used. Cite relevant literature references.



- **Collaborative Arrangement:** Concisely describe the proposed interaction between the applicant HBCU/MI and mentoring institution. Provide information on the PI and co-PI(s) from the applicant HBCU/MI who will be trained through this award. Provide details on the qualifications and attributes of the PI and co-PI(s), and demonstrate their commitment to developing and sustaining a breast cancer research program at the applicant institution. Demonstrate the applicant HBCU/MI's commitment to developing and sustaining the collaboration. Explain the pertinent qualifications of the collaborating mentor(s) including their record in acquiring funding for breast cancer research and experience in training breast cancer researchers. List the facilities at the mentoring institution that will be made available to the PI and co-PI(s) through this collaboration. Include any information on previous training/collaborations between the mentoring institution and the applicant HBCU/MI, if applicable.
- **Training Program:** Discuss the proposed training program in depth, including any planned special seminar series, journal clubs, expert consultations, and technical and assistance programs. Describe the qualifications of the collaborating mentor(s) and their role in managing the training program. Specify how the collaboration will result in the training needed to produce competitive, successful, independently funded breast cancer researchers at the applicant HBCU/MI and development of an ongoing, independently funded breast cancer research program at the applicant HBCU/MI.
- **Research:** Describe the ideas and reasoning behind the proposed research. Include a summary of the research strategy, experimental design, and methodology. Describe how the proposed research will provide the HBCU/MI faculty investigators with the knowledge and experience needed to obtain independent breast cancer research funding and develop an ongoing, independently funded breast cancer research program at the applicant HBCU/MI.
- **Research Resources:** Describe the facilities available at the applicant HBCU/MI and how research resources at the applicant institution will be improved through this award. Explain how the research resources will advance the HBCU/MI toward establishing ongoing, independently funded breast cancer researchers and lay the foundation for a future independent breast cancer training program.
- **Communication:** Outline the communication plan that will be used to establish and maintain the proposed collaboration. This plan should include frequent and ongoing virtual and real-time interactions: A 1-week visit or time devoted to learning one technique will not be considered sufficient. Discuss the frequency of communication and face-to-face meetings between and among the PI, co-PI(s), and all collaborating mentor(s). If the PI, co-PI(s), and collaborating mentor(s) are geographically distant, explain in detail how communication and training will be accomplished. Provide a plan for jointly preparing reports that offer updates on the status of the training and collaboration by the PI, co-PI(s), and all collaborating mentor(s). These reports should show how each institution is responding to issues or problems that may arise. These status reports may not be used in lieu of actual meetings between the collaborators.

The 10-page limit of the Project Narrative is inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other relevant information needed to judge the proposal.

**Attachment 2: Supporting Documentation.** Upload these sections as a single PDF file named “Support.pdf,” in accordance with the [formatting guidelines](#) specified in [Appendix 4](#).

**a. References Cited and Acronyms and Symbol Definitions: No page limit.**

- **References Cited:** List all relevant references using a standard reference format that includes the full citation (i.e., author(s), year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate). The inclusion of Internet URLs to references is encouraged.
- **Acronyms and Symbol Definitions:** Starting on a new page titled “Acronyms and Symbol Definitions,” provide a glossary of acronyms and symbols.

**b. Facilities & Other Resources: No page limit.** Describe the facilities available for performance of the proposed request and any additional facilities or equipment proposed for acquisition at no cost to the USAMRMC. Indicate if Government-owned facility or equipment is proposed for use. Reference should be made to the original or present contract under which the facilities or equipment items are now accountable. There is no form for this information.

**c. Description of Existing Equipment: No Page Limit.** Include a description of existing equipment to be used for the proposed research project.

**d. Publications and/or Patent Abstracts: Five-document limit.** Include up to five relevant publication reprints and/or patent abstracts. A patent abstract should provide a non-proprietary description of the patent application. A maximum of five publication reprints and/or patent abstracts is allowed; extra items will not be reviewed.

**e. Primary Collaborating Mentor’s Narrative: Four-page limit. Start on a new page.** The Primary Collaborating Mentor must describe the research collaboration using the following outline:

- **Collaboration:** Address the collaboration that will be established, demonstrating how the mentoring institution and each collaborating mentor will support the mentored research experience. Detail the communication plan, including the schedule of face-to-face meetings and opportunities for informal communication. Provide plans for training of the PI and co-PI(s) from the applicant HBCU/MI. Provide clear evidence of institutional support for each collaborating mentor’s time and access of the PI and co-PI(s) from the HBCU/MI to the mentoring institution’s facilities and equipment.
- **Mentoring:** Describe how the Primary Collaborating Mentor has experience in breast cancer research and has success in acquiring funding in breast cancer research. Provide evidence of each collaborating mentor’s experience as a scientific mentor. Indicate the time commitment to the collaboration.
- **Personnel:** Provide an assessment of the background and preparation of the PI and co-PI(s). Demonstrate how this collaboration will foster the professional

development of the PI and co-PI(s) and advance the development of a successful, independently funded breast cancer research program at the applicant HBCU/MI.

**f. Letters of Institutional Support: No page limit.** Provide the following:

- *A letter signed by the department chair, dean, or equivalent official from the applicant HBCU/MI institution* documenting the institution's commitment to the proposed training program. This letter should reflect the extent to which the institution will support the collaboration by relieving participants (PI and co-PI[s]) of their academic and/or clinical responsibilities so that they will have sufficient time for collaboration and training, provide access to appropriate facilities, and provide opportunities for professional interactions with senior colleagues.
- *A letter signed by the department chair, dean, or equivalent official at the mentoring institution* describing the institution's commitment to the training/development/mentorship of the PI and co-PI(s) from the applicant HBCU/MI institution and the nature of the proposed collaboration/training.

**g. Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or institution. These letters must describe the roles of these individuals in the research/training.

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

**Attachment 3: Technical and Public Abstracts.** The technical and public abstracts must be submitted as a single PDF file named "Abstracts.pdf," in accordance with the [formatting guidelines](#) specified in [Appendix 4](#). Abstracts of all funded proposals will be posted on the CDMRP website at <http://cdmrp.army.mil>. Proprietary or confidential information should *not* be included in either the technical or the public abstract.

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

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

- **Training Plan**
  - Describe how the training plan will provide HBCU/MI faculty investigators with the opportunity to obtain independent breast cancer research funding and support the establishment of an independently funded breast cancer research program at the applicant HBCU/MI.
  - Describe how the research resources at the applicant HBCU/MI will be improved through this award.
- **Research Plan**

- Background: Present the ideas and reasoning behind the proposed work.
- Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design including appropriate controls.
- **Impact**
  - Describe how the proposed project will have an impact on breast cancer research or patient care.

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

- Describe the scientific objective and rationale for the proposal in a manner readily understandable by non-scientists.
  - Describe how the training plan will provide HBCU/MI faculty investigators with the opportunity to obtain independent breast cancer research funding and support the establishment of an independently funded breast cancer research program at the HBCU/MI.
  - 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 are the likely contributions of this study?
- How will the research enhance this or other studies being conducted?

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

- Describe the work or training plan to be accomplished as tasks (tasks may relate to specific aims);
- For collaborative efforts, associate each task with the investigator responsible for performing the work;

- Identify the timeline and milestones for the work over the performance period for the proposed effort;
  - Allow at least 6 months for regulatory review and approval processes for studies involving human subjects;
  - Allow 2 to 4 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 phase of the project.

**Attachment 5: Impact Statement: One-half-page limit.** The Impact Statement must be submitted as a single PDF file named “Impact.pdf,” in accordance with the [formatting guidelines](#) specified in [Appendix 4](#). State explicitly how the proposed work will have an impact on breast cancer research or patient care. State explicitly how the proposed work will provide the HBCU/MI faculty investigators with the training needed to obtain independent breast cancer research funding and support establishment of an independently funded breast cancer research program at the applicant HBCU/MI.

*The Impact Statement will be available for both peer and programmatic review.*

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

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

- 1. PI Biographical Sketch: Four-page limit.** Suggested format is provided as [Form 1](#). The biosketch must be saved as “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.
- 2. PI Current/Pending Support: No page limit.** Current/Pending Support for the PI must be submitted as a PDF file in accordance with the [formatting guidelines](#) specified in [Appendix 4](#). This file must be named “Support\_LastName.pdf,” where “LastName” is the last name of the PI.

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

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

- Title
- Time commitments
- Supporting agency
- Name and address of the Funding Agency’s Procuring Contracting/Grants Officer

- Performance period
- Level of funding
- Brief description of the project's goals
- List of the specific aims.

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

**3. Key Personnel Biographical Sketches: Four-page limit per individual.** Suggested format is provided as [Form 1](#). Each biosketch must be saved as "Biosketch\_LastName.pdf" where "LastName" is the last name of the appropriate individual.

**4. Key Personnel's Current/Pending Support: No page limit.** Current/Pending Support for each individual must be submitted as a PDF file in accordance with the [formatting guidelines](#) specified in [Appendix 4](#). Each file must be named "Support\_LastName.pdf," where "LastName" is the last name for the individual. Refer to "PI's Current/Pending Support" above for content of this document, except substituting individual information for that of the PI.

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

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

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

- **Subcontracting Indirect Costs:** When the applicant institution calculates its own indirect costs, it can only calculate indirect costs on the first \$25,000 of each subaward.
- **Maximum Obligation:** The USAMRMC does not amend grants to provide additional funds for such purposes as reimbursement for unrecovered indirect costs resulting from the establishment of final negotiated rates or for increases in salaries, fringe benefits, and other costs.
- **Cost Regulations and Principles:** Costs proposed must conform to the following regulations and principles:
  - **Commercial Firms:** Federal Acquisition Regulation (FAR) Part 31 and Defense FAR Supplement Part 31 (<http://farsite.hill.af.mil>), Contract Cost Principles and Procedures.
  - **Educational Institutions:** OMB Circular A-21, Cost Principles for Educational Institutions.

- **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.
- **State, Local, and Tribal Governments:** OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments.
- **Cost of Preparing Proposals:** The cost of preparing proposals in response to this program announcement is not considered an allowable direct charge to any resultant contract, grant, or cooperative agreement. It is, however, an allowable expense to the bid and proposal indirect cost specified in FAR 31.205-18, and OMB Circulars A-21 and A-122.

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

The qualifications of the PI and the amount of time that he or she and other professional personnel will devote to the research are important factors in selecting research proposals for funding. For each key staff member identified on the budget form, list the percentage of each appointment to be spent on this project.

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

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

- **Vendor Quote:** Show name of vendor and number of quotes received and justification if intended award is to other than the lowest bidder.
- **Historical Cost:** Identify vendor, date of purchase, and whether or not cost represented the lowest bid. Include reason(s) for not soliciting current quotes.
- **Estimate:** Include rationale for estimate and reasons for not soliciting current quotes.
- **Special test equipment** to be fabricated by the contractor for specific research purposes and its cost.
- **Standard equipment** to be acquired and modified to meet specific requirements, including acquisition and modification costs; list separately.
- **Existing equipment** to be modified to meet specific research requirements, including modification costs. Do not include as special test equipment those items of

equipment that, if purchased by the contractor with contractor funds, would be capitalized for Federal income tax purposes.

- Title of equipment or other tangible property purchased with Government funds may be vested in institutions of higher education or with nonprofit organizations, whose primary purpose is the conduct of scientific research. Normally, the title will vest in the recipient if vesting will facilitate scientific research performed by the institution or organization for the Government.
- Commercial organizations are expected to possess the necessary plant and equipment to conduct the proposed research. Equipment purchases for commercial organizations will be supported only in exceptional circumstances.

#### **Section D – Travel**

- **Travel costs to attend one scientific/technical meeting per year.** Costs should not exceed \$1,800.
- **Travel costs associated with the execution of the proposed work.** If applicable, reasonable costs for travel between collaborating institutions should be included and are not subject to the yearly \$1,800 limitation on travel to meetings. Justification for these travel costs should be provided. Travel outside the United States, including between foreign countries, requires prior approval from USAMRAA 90 days before travel.
- **Travel to CDMRP-required meetings** (if applicable) ([Section II.C](#)). Costs should be reasonable.

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

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

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

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

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

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

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



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

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

**Sections F.8–F.10 – Research-Related Subject Costs:** Include itemized costs of subject participation in the research study. These costs are strictly limited to expenses specifically associated with the proposed study. The USAMRMC will not provide funds for ongoing medical care costs that are not related to a subject’s participation in the research study.

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

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

**Section H – Indirect Costs (overhead, general and administrative, and other):** The most recent rates, dates of negotiation, base(s), and periods to which the rates apply should be disclosed along with a statement identifying whether the proposed rates are provisional or fixed. If negotiated forecast rates do not exist, provide sufficient detail in the budget justification (Section K) regarding a determination that the costs included in the forecast rate are allocable according to applicable FAR/DFARS or OMB Circular provisions. Commercial firms can also visit [www.dcaa.mil](http://www.dcaa.mil) for additional information on indirect rates. Disclosure should be sufficient to permit a full understanding of the content of the rate(s) and how it was established. When the applicant institution calculates its own indirect costs, it can only calculate indirect costs on the first \$25,000 of each subaward.

As a minimum, justification for indirect costs should identify:

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

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

**Section J – Fee:** A profit or fixed fee is not allowable on grants or cooperative agreements. If a profit/fee is negotiated, a contract will be awarded. Any fixed fee applied to the research project must be listed and any claimed Facilities Capital Cost of Money supported by **DD Form 1861** ([www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2192.html](http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2192.html)) must be submitted with the proposal.

**Section K – Budget Justification:** The Budget Justification for the entire performance period must be attached as a PDF file named “Justification.pdf” to the Research & Related Budget – Section K (under budget period one). Organizations must provide sufficient detail

and justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research effort.

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

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

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

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

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

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

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

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

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

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

## APPENDIX 4

### FORMATTING GUIDELINES

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

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

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

## APPENDIX 5

### AWARD ADMINISTRATION INFORMATION

#### A. Award Notices

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

#### B. Administrative Requirements

Awards are made to organizations, not individuals. The PI must submit a proposal through, and be employed by or affiliated with, a university, college, nonprofit research institution, commercial firm, or Government agency (including military laboratories) to receive support. A prospective recipient must meet certain minimum standards pertaining to institutional support, financial resources, record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (OMB Circular A-110 and Department of Defense [DOD] Grant and Agreement Regulations) to be eligible for an award. Any organization requesting receipt of an award through this program announcement must be registered in the Central Contractor Registration (CCR) database. Access to the CCR online registration is through the CCR homepage at <http://www.ccr.gov>.

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

#### C. Award Negotiation

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

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

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

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

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

### **E. Government Obligation**

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

### **F. Information Service**

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

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

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

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

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

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

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

## APPENDIX 6

### REGULATORY REQUIREMENTS AND REVIEWS

The Principal Investigator (PI) may not use, employ, or subcontract for the use of any human subjects, human biological substances, or laboratory animals until applicable regulatory documents are requested, reviewed, and approved by the US Army Medical Research and Materiel Command (USAMRMC).

Concurrent with the US Army Medical Research Acquisition Activity (USAMRAA) negotiation, the Office of Surety, Safety and Environment will review the Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form to be submitted upon request. The applicable USAMRMC regulatory office will review documents related to research involving human subjects, human anatomical substance use, and animal use, which should be submitted upon request to ensure that Department of Defense (DOD) regulations are met.

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

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

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

The Principal Investigator Safety Program Assurance form will be requested at award negotiations.

A Facility Safety Plan is required; it will be requested at award negotiations. A Facility Safety Plan from the PI's institution may have been received previously and approved by the USAMRMC. A list of institutions that have approved Facility Safety Plans can be found on the USAMRMC website at

[https://mrmc.amedd.army.mil/docs/rcq/sohd/Facility\\_Safety\\_Plan\\_Approved\\_Institutions.pdf](https://mrmc.amedd.army.mil/docs/rcq/sohd/Facility_Safety_Plan_Approved_Institutions.pdf). If the PI's institution is not listed on the website, contact the institution's Facility Safety Director/Manager to initiate completion of the institution-based Facility Safety Plan. Specific requirements for the Facility Safety Plan can be found at <https://mrmc.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.

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

Specific documents relating to the use of animals in the proposed research will be requested by the Congressionally Directed Medical Research Programs (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 the USAMRMC Office of Research Protections (ORP; formerly Regulatory Compliance and Quality), must review and approve all animal use

prior to the start of working with animals. PIs 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>. Allow 2 to 4 months for regulatory review and approval processes for animal studies.

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

#### **D. Research Involving Human Subjects or Biological Substances**

For all other studies, documents related to the use of human subjects or substances will be requested by the CDMRP if the proposal is selected for funding (these documents should not be submitted with the proposal).

In addition to local Institutional Review Board (IRB) approval to conduct research involving human subjects or biological substances, a second tier of human subjects regulatory review and approval is required by the DOD, which is conducted by the USAMRMC ORP, Human Research Protection Office (HRPO). The HRPO 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. The recommendations of the second-tier HRPO review must be considered by the local IRB; therefore, to expedite the review of research involving human subjects or biological substances, PIs should not submit documentation to their local IRB until they have received an initial review by HRPO.

*Allow at least 6 months for regulatory review and approval processes for studies involving human subjects.*

**1. Requirements:** Specific requirements for research involving human subjects or human biological substances can be found at <https://mrmc.amedd.army.mil/rodorptoolkit.asp>.

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>.

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

**3. Intent to Benefit:** Investigators must consider the requirements of Title 10 United States Code Section 980 (10 USC 980; <http://www.dtic.mil/biosys/downloads/title10.pdf>) applicable to DOD-sponsored research before writing a research protocol. 10 USC 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 a DOD-supported experiment 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.

#### **4. 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 that are 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.

## APPENDIX 7

### 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 US Army Medical Research and Materiel Command reporting requirements can be found at <https://mrmc-www.army.mil>, under “Links and Resources.”) *Failure to submit required reports by the required date may result in a delay in or termination of award funding.*

Reporting requirements include the following:

- 1. Research Progress Reports.** Reporting requirements consist of an annual report (for each year of research except the final year) that presents a detailed summary of scientific issues and accomplishments and a final report (submitted in the last year of the award period) that details the findings and issues for the entire project. Additional reporting may be required as stipulated during award negotiations. Copies of all scientific publications and patent applications resulting from Congressionally Directed Medical Research Programs funding should be included in the progress report. The Government reserves the right to request additional reports.
- 2. Fiscal Reports.** Quarterly fiscal report requirements may include the Standard Form Report, SF 272, Federal Cash Transaction, used for grants and cooperative agreements to track the expenditure of funds on the research project.
- 3. Non-Exempt Human Studies Reports.** For non-exempt human subjects research, documentation of local Institutional Review Board (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.** Principal Investigators 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.

## APPENDIX 8

### ACRONYM LIST

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

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

**IX. CDMRP-SPECIFIC FORMS**

**FORM 1**

**BIOGRAPHICAL SKETCH**

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

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

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

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