

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

HBCU/MI Partnership Training Award

Funding Opportunity Number: W81XWH-09-BCRP-HPT

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Program History and Objectives

The Breast Cancer Research Program (BCRP) was established in fiscal year 1992 (FY92) to promote innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY09 totaled \$2.2 billion. The FY09 appropriation is \$150 million (M).

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

B. Award Description

The Breast Cancer Research Program (BCRP) Historically Black Colleges and Universities/ Minority Institutions (HBCU/MI) Partnership Training Award was first offered in FY00. Since that time, 35 HBCU/MI Partnership Training Award applications have been received and 15 have been recommended for funding. The HBCU/MI Partnership Training Award supports two or more 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.

The goals of the HBCU/MI Partnership Training Award include but are not limited to the following:

- 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 applications 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.

Applications for the HBCU/MI Partnership Award may target any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment; however, applications 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 as the PI for the application; 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 secondary or tertiary mentor(s). Applications will not be evaluated and awards will not be made for “to be named” participants (PI, co-PI(s), or collaborating mentors).

C. Eligibility

PIs must be HBCU/MI faculty members with doctoral degrees. Eligible institutions are those approved as HBCU/MI by the Department of Education. Applications are assigned HBCU/MI status if the submitting institution is so designated by the Department of Education on the date the Program Announcement/Funding Opportunity 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 as evidenced by his/her record in acquiring funding for breast cancer research and experience in training breast cancer researchers.

Refer to the Application Instructions and General Information, Appendix 1, for general eligibility information.

D. Funding

- The maximum period of performance is **4** years.
- The maximum allowable funding for the entire performance period is **\$1M** in direct costs.
- The applicant may request the entire maximum direct cost amount for a project that may be less than the maximum 4-year period of performance.
- Regardless of the period of performance proposed, you may not exceed the maximum direct cost. In addition to the direct costs, indirect costs may be proposed in accordance with your institution's negotiated rate agreement.
- The mentoring institution may receive no more than 40% of direct costs budgeted for the first year of the award and no more than 25% of the total direct costs budgeted over the award performance period.

Within the guidelines provided in the Application Instructions and General Information, 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 between collaborating institutions
- Travel to scientific/technical meetings
- 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 application writing and grantsmanship

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

The CDMRP expects to allot approximately \$3.4M of the \$150M FY09 BCRP appropriation to fund approximately two HBCU/MI applications, depending on the quality and number received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent on the availability of Federal funds for this program.

E. Award Administration

Refer to the Application Instructions and General Information, Appendix 5, for general award administration information.

II. TIMELINE FOR SUBMISSION AND REVIEW

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

Pre-application Submission Deadline:	March 25, 2009
Application Submission Deadline:	April 8, 2009
Scientific Peer Review:	June 2009
Programmatic Review:	September 2009

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2010.

III. SUBMISSION PROCESS

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) an application submission through [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov/).

PIs and organizations identified in the application 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, the PI must contact the eReceipt help desk at: help@cdmrp.org or 301-682-5507.

The Government reserves the right to reject duplicative applications submitted to different award mechanisms within the same program or to other CDMRP programs.

A. Step 1 – Pre-Application Components and Submission

Pre-application submission is the required first step. The pre-application consists of the components discussed below. All pre-application components must be submitted electronically through the [CDMRP eReceipt system](https://cdmrp.org/) by 5:00 p.m. Eastern time on the deadline date. Refer to the Application Instructions and General Information for detailed information.

- Proposal Information
- Proposal Contacts
- Collaborators and Conflicts of Interest (COI)
- Letter of Intent (LOI) Narrative

B. Step 2 – Application Components and Submission

Application submissions will not be accepted unless the pre-application process is completed by the pre-application deadline. Applications must be submitted electronically by the Authorized Organizational Representative (AOR) through Grants.gov (www.grants.gov).

Each application submission must include the completed application package of forms and attachments identified in www.grants.gov for the US Army Medical Research Acquisition Activity (USAMRAA) Program Announcement/Funding Opportunity. In addition to the specific instructions below, please refer to the Application Instructions and General Information for detailed requirements of each component.

The package includes:

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

2. Attachments Form

- Attachment 1: Project Narrative (Ten-page limit)

Describe the proposed project in detail using the outline below.

- **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, plans to attend grant writing workshops, expert consultations, and technical and assistance programs. Describe the collaborating mentor(s) role in 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 the skills to be developed and knowledge to be acquired from the proposed research by HBCU/MI faculty investigators.

- **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.
- **Communications:** 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 in lieu of actual meetings between the collaborators.
- Attachment 2: Supporting Documentation
 - References Cited
 - Acronyms and Symbol Definitions
 - Facilities & Other Resources
 - Description of Existing Equipment
 - Publications and/or Patent Abstracts (five-document limit)
 - Primary Collaborating Mentor's Narrative (four-page limit)

The Primary 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.

- Describe how the primary collaborating mentor contributed to the development of the application (training plan, research strategy etc.)
- **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
- Letters of Institutional Support (two-page limit per letter)
 - *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.
- Letters of Collaboration (if applicable)
- Attachment 3: Technical Abstract

Please note that these abstracts should include specific elements (training plan, research plan, and impact). Refer to the Application Instructions and General Information for detailed information.
- Attachment 4: Public Abstract

Please note that these abstracts should include specific elements (training plan, research plan, and impact). Refer to the Application Instructions and General Information for detailed information.
- Attachment 5: Statement of Work (SOW; three-page limit)

Please note that the SOW should include specific elements relevant to training and research. Refer to the Application Instructions and General Information for detailed information.
- Attachment 6: Detailed Budget and Justification
- Attachment 7: Impact Statement

State explicitly how the proposed work, if successful, 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.
- Attachments 8-15: Subaward Detailed Budget and Justification (if applicable)

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

- PI Biographical Sketch (four-page limit)
- PI Current/Pending Support
- Key Personnel Biographical Sketches (four-page limit each)
 - Include biosketches for all co-PI(s) and collaborating mentor(s).
- Key Personnel Current/Pending Support
 - Include biosketches for all co-PI(s) and collaborating mentor(s).

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

IV. INFORMATION FOR APPLICATION REVIEW

A. Application Review and Selection Overview

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

The peer review and programmatic review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Each tier of review requires panelists to sign a non-disclosure statement attesting that application and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other corrective actions. Institutional personnel and PIs are prohibited from contacting persons involved in the application review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the institution's application. Violations by panelists or PIs that compromise the confidentiality of the peer review and programmatic review processes may also result in suspension or debarment of their employing institutions from Federal awards. Furthermore, it is a crime for Federal officials to disclose confidential information of one party to another third party (Title 18 United States Code 1905).

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

B. Review Criteria

1. Peer Review: All applications will be evaluated according to the following criteria. The first four criteria are of equal but primary importance, and the remaining three criteria are of equal but secondary importance.

- **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, co-PI(s), and the applicant HBCU/MI demonstrate a commitment to developing a sustainable 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 combine to support the development of a productive collaboration with the applicant HBCU/MI.
 - Whether the mentoring institution demonstrates a commitment to the development of a sustainable breast cancer research program at the applicant HBCU/MI.
 - How the primary collaborating mentor played a role in developing the application and project.
- **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**
 - How the proposed research is feasible and will potentially 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, diagnosis, and/or treatment of breast cancer.
- The impact the proposed research and training will have on the expertise of the PI and co-PI(s) in breast cancer research or patient care.
- How the research collaboration will help establish a sustainable breast cancer research and training program at the applicant HBCU/MI.
- How the research and training will provide the PI and co-PI(s) with the necessary expertise to competitively pursue careers in breast cancer research.

The following criteria will not be individually scored, but may impact the overall evaluation of the application:

- **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 award performance period.

- **Application Presentation**

- How the writing and components of the application influenced the review.

2. Programmatic Review: The following criteria are used by programmatic reviewers to make funding recommendations that maintain the program's broad portfolio:

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

Scientifically sound applications that best fulfill the above criteria and most effectively address the unique focus and goals of the program will be identified by Integration Panel (IP) members and recommended for funding to the Commanding General, USAMRMC. The highest scoring applications from the first tier of review are not automatically recommended for funding. All applications are carefully considered to ensure that the funds available are allocated to those proposals that best fulfill the goals, objectives, and areas of encouragement of the program.

V. ADMINISTRATIVE ACTIONS

After receipt of applications from Grants.gov, the following administrative actions may occur.

A. Rejection

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

B. Modifications

- Pages exceeding the specified limits will be removed for all documents other than the Project Narrative.
- Documents not requested will be removed.
- **NEW for FY09:** Following the application deadline, you may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed directly above in Section V.A, Rejection). The missing documents must be provided within 48 hours of the date and time the email was sent. Otherwise, the application will be peer reviewed without the missing documents.

C. Withdrawal

The following may result in administrative withdrawal of the application:

- FY09 IP member(s) is found to be involved in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY09 IP members may be found at <http://cdmrp.army.mil/research>
- Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate scientific peer and programmatic review.
- Direct costs as shown on the detailed budget form exceed the maximum allowed by the award mechanism.
- Inclusion of URLs, with the exception of links to published references.

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to provide the findings of the investigation to the USAMRAA Contracting/Grants Officer for a determination of the final disposition of the application.

VI. CONTACT INFORMATION

A. Program Announcement/Funding Opportunity, application format, or required documentation: To view all funding opportunities offered by the CDMRP, perform a Grants.gov basic search using the CFDA Number 12.420. Submit questions as early as possible. Response times will vary depending upon the volume of inquiries. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079

Fax: 301-619-7792

Email: cdmrp.pa@amedd.army.mil

B. eReceipt system: Questions related to pre-application components through the CDMRP eReceipt system should be directed to the eReceipt help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time.

Phone: 301-682-5507

Website: <https://cdmrp.org>

Email: help@cdmrp.org

C. Grants.gov contacts: Questions related to application submission through the [Grants.gov](http://www.grants.gov) ([http://www.grants.gov/](http://www.grants.gov)) portal should be directed to the Grants.gov help desk. Deadlines for application submission are 11:59 p.m. Eastern time on the deadline date. Please note that the CDMRP help desk is unable to answer questions about Grants.gov submissions.

Phone: 800-518-4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. Eastern time

Email: support@grants.gov

Grants.gov will notify PIs of changes made to this Program Announcement/Funding Opportunity and/or application package ONLY if the PI subscribes to the mailing list by clicking on the “send me change notification emails” link on the Opportunity Synopsis page for this announcement. 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.