

# Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Inter-Institutional Training Award

Funding Opportunity Number: W81XWH-10-BCRP-IITA

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Description**

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 over \$2.3 billion. The FY10 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. The BCRP encourages risk-taking research; however, all projects must demonstrate solid judgment and rationale.

### **B. Award Description**

The BCRP Inter-Institutional Training Award is a new award mechanism for FY10. The overarching goal of this award mechanism is to establish the foundations for breast cancer research programs at academic institutions where they currently do not exist. This will be accomplished through focused mentoring and training of two or more faculty-level investigators who have limited or no experience in breast cancer research, participating in research collaborations with experienced breast cancer investigators. The Principal Investigator (PI) and co-PIs must indicate a commitment to becoming competitive breast cancer researchers and to the establishment of a breast cancer research program at their institution.

This award provides mentorship and training at an institutional level by supporting collaborations between:

- Multiple investigators at an academic institution that does not have an established breast cancer research program (i.e. having limited funding and/or resources in breast cancer research); and
- At least one experienced breast cancer researcher (Primary Collaborating Mentor) at a different research institution, which has a well-established breast cancer research program.

Under this award mechanism, the PI and co-PI(s) should prepare and submit the application together, with appropriate direction from the Primary Collaborating Mentor.

The goals of the Inter-Institutional 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 breast cancer research project that will provide training, result in publications, and enable the PI and co-PI(s) to obtain independent funding;
- A lasting collaboration among the PI, co-PI(s), and Collaborating Mentors will be established; and

- The research collaboration will help build the foundation for a breast cancer research program by improving research resources at the PI's institution.

The focus of Inter-Institutional Training Award applications should be on:

- Extending and enhancing the skills of the PI and co-PI(s) so that they may become competitive and independently funded breast cancer researchers;
- Completing a research project of high relevance to breast cancer that will lead to publication; and
- Establishing a successful collaboration that will facilitate building a new breast cancer research program at the PIs' institution.

Applications for the Inter-Institutional Training 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 applications will not be evaluated and awards will not be made for “to be named” participants (PIs or Collaborating Mentors). 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).

### **C. Eligibility**

The PI and co-PI(s) each must have a doctoral degree (Ph.D., M.D., or equivalent) and hold a faculty position (Assistant Professor or higher) at an academic institution without a breast cancer program. The applicant institution must have received no more than \$1.5M in aggregate during the past three calendar years (2006-2009) in non-mentored federal funding for breast cancer research.

The Primary Collaborating Mentor must be part of an established breast cancer research program at a different institution as evidenced by his/her record in acquiring funding for breast cancer research, and experience in training breast cancer researchers. Refer to General Application Instructions, Appendix 1, for general eligibility information.

### **D. Funding**

- The maximum period of performance is **4** years.

- The maximum allowable funding for the entire period of performance 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, the applicant may not exceed the maximum direct cost. In addition to the direct costs, indirect costs may be proposed in accordance with the organization's negotiated rate agreement.
- The mentoring institution may receive no more than 40% of total direct costs budgeted for the first year of the award. However, they can receive no more than 25% of the total direct costs budgeted over the award performance period.

Within the guidelines provided in the General Application Instructions, 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 costs of up to \$3,600 per year to attend scientific/technical meetings
- Other direct costs as described in the General Application Instructions for the Detailed Budget and Justification

In addition, funding must be requested for the PI and co-PI(s) to attend one 3½-day Department of Defense BCRP Era of Hope meeting, which is held to disseminate the results of BCRP-sponsored research.

***The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$4.5M of the \$150M FY10 BCRP appropriation to fund approximately three Inter-Institutional Training Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.***

#### **E. Award Administration**

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2011. Refer to the General Application Instructions, Appendix 4, for general award administration information.

## II. TIMELINE FOR SUBMISSION AND REVIEW

- **Pre-application Submission Deadline: 5:00 p.m. Eastern time (ET), May 13, 2010**
- **Application Submission Deadline: 11:59 p.m. ET, May 27, 2010**
- **Scientific Peer Review: July 2010**
- **Programmatic Review: September 2010**

*Application submissions will not be accepted unless the pre-application process is completed by the pre-application deadline.*

## III. SUBMISSION PROCESS

Submission is a two-step process requiring both (1) pre-application submission through the CDMRP eReceipt system (<https://cdmrp.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>).

Submission of the same research project to different funding opportunities within the same program and fiscal year is discouraged. The Government reserves the right to reject duplicative applications.

PIs and organizations identified in the application should be the same as those identified in the pre-application. If a change in PI or organization is necessary after submission of the pre-application, the PI must contact the eReceipt help desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

### A. Step 1 – Pre-Application Components

All pre-application components must be submitted through the CDMRP eReceipt system by **5:00 p.m. ET on the deadline.**

The pre-application consists of the following components, which are organized in the CDMRP eReceipt system by separate tabs: (Refer to the General Application Instructions for additional information on pre-application submission.)

- **Proposal Information – Tab 1**
- **Proposal Contacts – Tab 2**
- **Collaborators and Conflicts of Interest (COI) – Tab 3**
- **Required Files – Tab 4**  
**Letter of Intent (LOI) Narrative (one-page limit):** Provide a brief description of the research to be conducted. LOI Narratives are used for program planning purposes only (e.g., reviewer recruitment) and *will not be reviewed* during either the peer or programmatic review sessions.
- **Submit Pre-application – Tab 5**

- **Other Documents Tab**

Not applicable.

## **B. Step 2 – Application Components**

Applications are submitted by the Authorized Organizational Representative (AOR) through Grants.gov (<http://www.grants.gov/>). Applications must be submitted **by 11:59 p.m. ET on the deadline.**

Each application submission must include the completed application package of forms and attachments identified in Grants.gov for this Program Announcement/Funding Opportunity.

The Grants.gov application package consists of the following components (Refer to the General Application Instructions, Section II.B., for additional information on application submission.):

- 1. SF 424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section II.B., for detailed information.

- 2. Attachments Form**

- **Attachment 1: Project Narrative (Ten-page limit):** Upload as “ProjectNarrative.pdf.”

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 institution. Briefly describe the methods to be used. Cite relevant literature references.
- **Collaborative Arrangement:** Concisely describe the proposed interaction between the applicant institution and mentoring institution. Provide information on the PI and co-PI(s) from the applicant institution who will be trained through this award. Provide details on the qualifications and attributes of the PI and co-PI(s), and describe their commitment to building a breast cancer research program at the applicant institution. Demonstrate the applicant institution’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 current and previous training/collaborations between the mentoring institution and the applicant institution, 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 institution and contribute to the development of a sustainable, independently funded breast cancer research program at the applicant institution.

- 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 PI and co-PI(s).
- Research Funding and Resources: Explain how the applicant institution is eligible for this award due to its lack of an established breast cancer research program. Describe the funding and research facilities of the applicant institution and how its breast cancer research resources will be improved through this award. Explain how the improvements will support the ability of the PI and co-PIs to obtain independent breast cancer research funding and help establish a foundation for a future breast cancer research 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.** Start each document on a new page. Combine and upload as a single file named “Support.pdf.” If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. *Each component has no page limit unless otherwise noted.*
  - 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.
  - List of Acronyms and Symbols: Provide a list of acronyms and symbols (e.g., PCR = polymerase chain reaction).
  - Facilities, Existing Equipment, and Other Resources: Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the US Army Medical Research and Materiel Command (USAMRMC). Indicate if Government-owned facilities or equipment are 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.

- Publications and/or Patent Abstracts (five-document limit): Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then they must be included. Extra items will not be reviewed.
- Letters of Organizational Support (two-page limit per letter): Provide the following:
  - ***A letter signed by the department chair, dean, or equivalent official from the applicant 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 institution, and the nature of the proposed collaboration/training.
- Letter from Primary Collaborating Mentor (four-page limit): Provide a letter from the primary collaborating mentor that addresses the following:
  - **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 institution. Provide clear evidence of institutional support for each collaborating mentor's time, and access of the PI and co-PI(s) to the mentoring institution's facilities and equipment.
  - **Mentor:** 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 (e.g., training plan, research strategy).
  - **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 institution.
- Letters of Collaboration (if applicable) (two-page limit per letter): Provide a signed letter from additional collaborating mentors and other collaborating individuals or organizations that will demonstrate that the PI has the support and

resources necessary for the proposed work.

- Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”
  - **Training**
    - Describe how the training will provide the PI and co-PI(s) with the opportunity to become competitive, independent breast cancer researchers and establish the foundation for a breast cancer research program at the applicant institution.
    - Describe how the research resources at the applicant institution will be improved through this award.
  - **Research**
    - **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:** State briefly how the proposed project, if successful, will have an impact on breast cancer research or patient care.
- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”
  - Describe the scientific objective and rationale for the proposal in a manner readily understandable by non-scientists.
    - Describe how the training will provide the PI and co-PI(s) with the opportunity to become competitive, independent breast cancer researchers and establish the foundation for a breast cancer research program at the applicant institution.
  - 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 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.B., for detailed information.

Please note that the SOW should include elements relevant to training and research.

- **Attachment 6: Detailed Budget and Justification (no page limit):** Upload as “Budget.pdf.” Use the Detailed Budget and Justification form (available for download on the Full Announcement page in Grants.gov). Refer to the General Application Instructions, Section II.B., for detailed information.
- **Attachment 7: Subaward Detailed Budget and Justification (if applicable) (no page limit):** Use a separate Detailed Budget and Justification form for each subaward budget. Combine into a single file and upload as “SubBudgets.pdf.” Refer to the General Application Instructions, Section II.B., for detailed information.
- **Attachment 8: Impact Statement (one-page limit):** Upload as “Impact.pdf.”  
Describe how the proposed work will provide the PI and co-PI(s) 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 institution. State explicitly how the proposed work has the potential for an original and important contribution to the goal of advancing research on breast cancer.
- **Attachment 9: Eligibility Statement:** Upload as “Eligibility.pdf.”  
Use the Eligibility Statement form (available for download on the Full Announcement page in Grants.gov) signed by the appropriate institutional official verifying that the eligibility requirements will be met as of the application submission deadline.

**3. Research & Related Senior/Key Person Profile (Expanded) Form:** Refer to the General Application Instructions, Section II.B., for detailed information.

- PI Biographical Sketch (four-page limit): Upload as “Biosketch\_LastName.pdf.”
- PI Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
- Key Personnel Biographical Sketches (four-page limit each): Upload as “Biosketch\_LastName.pdf.”
  - Include all co-PI(s) and collaborating mentor(s).
- Key Personnel Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - Include all co-PI(s) and collaborating mentor(s).

**4. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.B., for detailed information.

## 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 applications to each other and makes recommendations for funding to the Commanding General, USAMRMC, based on scientific merit, the overall goals of the program, and specific intent of the award mechanism. The highest scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess>

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Each level of review requires panelists to sign a nondisclosure 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. Organizational personnel and PIs are prohibited from contacting persons involved in the 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 organization's application. Violations by panelists or PIs that compromise the confidentiality of the review process may also result in suspension or debarment of their employing organizations 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).

### B. Review Criteria

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

- **Training Plan**
  - How the award will support the establishment of a program in breast cancer research at the applicant institution.
  - How the proposed training will enable the PI and co-PIs(s) to become competitive and independently funded breast cancer researchers.
- **Applicant Institution**
  - Whether the PI, co-PI(s), and the applicant institution demonstrate a commitment to developing a sustainable program focused on breast cancer research.
  - Whether the applicant institution 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 breast cancer research resources at the applicant institution will be improved.
- **Mentoring Institution**
  - Whether the primary collaborating mentor has demonstrated that he/she is an experienced 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 institution.
  - Whether the mentoring institution demonstrates a commitment to the development of a breast cancer research program at the applicant institution.
  - How the primary collaborating mentor played a role in developing the proposed research project and preparing the application.
- **Collaboration**
  - How the PI, co-PI(s), and collaborating mentor(s) will contribute significantly to the proposed research project.
  - How the plan for communication will aid in the establishment and/or maintenance of an ongoing collaboration between the applicant and mentoring institutions.
- **Research Strategy and Feasibility**
  - 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 PI and co-PI(s) with the knowledge and experience needed to become independent breast cancer researchers and obtain research funding.
  - How the proposed research will potentially lead to the establishment of a competitive, independently funded breast cancer research program at the applicant institution.
- **Resources and Environment**
  - Whether the applicant institution has the appropriate scientific environment and collaborative arrangements needed to develop a breast cancer research program.
  - The appropriateness of the scientific environment for the proposed research at both the applicant institution 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 collaboration are present at the applicant institution and the mentoring institution.

- **Impact**

- How the research and training will provide the PI and co-PI(s) with the necessary expertise to obtain independent breast cancer research funding.
- 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 build the foundation for a breast cancer research program at the applicant institution.
- How the proposed research has the potential for an original and important contribution to the goal of advancing research on breast cancer.

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

- **Budget**

- Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- Whether the applicant institution will receive at least 75% of the direct costs over the award performance period 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.

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

## **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).
- Pre-application is not submitted.

### **B. Modifications**

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Project Narrative.
- Documents not requested will be removed.
- Following the application deadline, you may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed in Section V-A, Rejection). The missing documents must be provided by 5:00 p.m. ET on the second full business day following the date the email was sent. Otherwise, the application will be reviewed as submitted.

### **C. Withdrawal**

The following may result in administrative withdrawal of the application:

- FY10 BCRP Integration Panel (IP) member(s) is found to be involved in the preapplication 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 FY10 BCRP IP members may be found at <http://cdmrp.army.mil/bcrp/panel10>
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Direct costs as shown on the detailed budget form exceed maximum allowed by this Program Announcement/Funding Opportunity.
- 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 US Army Medical Research Acquisition Activity (USAMRAA) Contracting/Grants Officer for a determination of the final disposition of the application.

## **VI. CONTACT INFORMATION**

**A. CDMRP Program Announcement Help Desk:** Questions related to Program Announcement/Funding Opportunity content or submission requirements should be directed to the CDMRP Program Announcement help desk, which is available Monday through Friday from 7:30 a.m. to 4:00 p.m. ET. 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  
Email: [cdmrp.pa@amedd.army.mil](mailto:cdmrp.pa@amedd.army.mil)

**B. CDMRP eReceipt System Help Desk:** Questions related to the submission of the pre-application through the eReceipt system should be directed to the CDMRP eReceipt system help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET.

Phone: 301-682-5507  
Email: [help@cdmrp.org](mailto:help@cdmrp.org)

**C. Grants.gov Contact Center:** Questions related to application submission through the Grants.gov portal should be directed to Grants.gov help desk, which is available 24 hours a day, 7 days a week. Please note that the CDMRP Program Announcement and eReceipt system help desks are unable to provide technical assistance regarding Grants.gov submissions.

Phone: 800-518-4726  
Email: [support@grants.gov](mailto:support@grants.gov)

***Sign up on Grants.gov for “send me change notification emails” by following the link on the Synopsis page for the Program Announcement/Funding Opportunity. If the application package is updated or changed, the original version of the application package may not be accepted by Grants.gov.***

## VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1	
	Upload Supporting Documentation (Support.pdf) as Attachment 2	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3	
	Upload Public Abstract (PublicAbs.pdf) as Attachment 4	
	Upload Statement of Work (SOW.pdf) as Attachment 5	
	Upload Detailed Budget and Justification (Budget.pdf) as Attachment 6	
	Upload Subaward Detailed Budget and Justification (SubBudgets.pdf) as Attachment 7	
	Upload Impact Statement (Impact.pdf) as Attachment 8	
	Upload Eligibility Statement (Eligibility.pdf) as Attachment 9	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf ) to the appropriate field	
	Attach PI Current & Pending Support (Support_LastName.pdf ) to the appropriate field	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field	
	Attach Current & Pending Support (Support_LastName.pdf ) for each senior/key person to the appropriate field	
Project/Performance Site Location(s) Form	Complete form as instructed	