

# **Program Announcement**

**Department of Defense Congressionally Directed Medical Research Programs**

**Breast Cancer Research Program**

**Transformative Vision Award**

**Funding Opportunity Number: W81XWH-11-BCRP-TVA**

**Catalog of Federal Domestic Assistance Number: 12.420**

## **SUBMISSION AND REVIEW DATES AND TIMES**

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time (ET), May 31, 2011
- **Invitation to Submit an Application:** June 2011
- **Application Submission Deadline:** 11:59 p.m. ET, August 25, 2011
- **Scientific Peer Review:** October 2011
- **Programmatic Review, Stage 1:** December 2011
- **Invitation for Oral Presentation:** December 2011
- **Programmatic Review, Stage 2:** January 2012

*New for fiscal year 2011 (FY11): The Grants.gov Research & Related Budget form is a mandatory component of all Grants.gov application packages.*

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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 support innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY10 totaled over \$2.5 billion. The FY11 appropriation is \$150 million (M).

The BCRP challenges the scientific community to design innovative, high-impact research that will address critical issues and foster new directions toward the vision of eradicating breast cancer. The BCRP promotes unique partnerships and multidisciplinary collaborations that will accelerate advances in breast cancer research. In addition, the BCRP supports training the next generation of breast cancer investigators through mentored research. The BCRP seeks applications from all areas of basic, translational, clinical, behavioral, and epidemiological research. Applications focused on understudied areas, such as breast cancer prevention and health disparities, are encouraged.

### B. Award Information

The BCRP Transformative Vision Award supports research projects to realize an extraordinary vision for dramatically affecting the prevention or treatment of breast cancer, and a plan to test and achieve the vision as quickly as possible through the translation of these ideas into patients. The scope of the effort may include a broad spectrum of research spanning from basic to clinical studies. The critical components of this award mechanism are:

**Vision and Impact:** A vision for a new approach that will have a revolutionary impact on the prevention or treatment of breast cancer must be articulated. The final impact may be near-term or long-term, but the success of the vision must be transformative on breast cancer. A careful presentation of how the vision will transform the state-of-the-art by challenging current dogma and looking beyond convention must be provided.

**Implementation:** The vision must be supported by a detailed plan that identifies critical milestones, outlines the innovations and technical solutions that will be implemented to accomplish the milestones, and explains how these solutions will be translated to patients. It is expected that the proposed plan will present an exceptional level of innovation and creativity, and that the Principal Investigator (PI) will assemble the team necessary to realize the vision.

The PI is expected to have demonstrated experience in successfully leading large, focused projects. The PI should create an environment that fosters and supports innovation and creativity, with consistent, intensive interaction within the research team in a way that engages all members of the team in all aspects of the research project.

**Consumer Advocates:** *The research team must include two or more breast cancer consumer advocates who will be integrally involved throughout the planning and implementation of the research project. Consumer advocates should be involved in the identification of the research question, project design, oversight, recruitment, and evaluation, as well as other significant aspects of the proposed project. Interactions with other team members should be well-*

*integrated and ongoing, not limited to attending seminars and semi-annual meetings. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer, they should be part of a breast cancer advocacy organization, and their role in the project should be independent of their employment. They cannot be employees of any of the institutions participating in the application. They must have a high level of familiarity and training involving current issues in breast cancer research.*

The Transformative Vision Award will be supported in two phases. Phase I (Years 1-2) will enable the team to lay the groundwork for the research project and to test the basic concepts of the vision. Phase II (Years 3-5) will allow the expansion of the project to proceed to accomplishment of the vision. Before moving from Phase I to Phase II, the PI and his/her team will be required to present an update on progress toward accomplishing the goals of the project at a 1-day Milestone Meeting to be held in the Baltimore/Washington, DC area. The Milestone Meeting will be attended by members of the BCRP Integration Panel, Congressionally Directed Medical Research Programs (CDMRP) staff, and the Grants Officer. Annual Milestone Meetings will also be held during Phase II.

In addition, five percent of the total direct costs of the award must be reserved in the budget for “seed projects,” i.e., the development of new ideas that may emerge during the course of the award. These seed projects should enable the research team to explore new avenues of high-risk, high-impact ideas that were not part of the original application, but that develop during the project and are within the scope of the overall vision of the research. Applications for seed projects must be submitted for government review and approval. Details regarding the process for submittal will be outlined in the award document. Funds for seed projects will be restricted for use until approved for release by the Grants Officer and may not be used for equipment or travel. (See I. D. Funding below.)

### **C. Eligibility Information**

- PIs must be at or above the level of Assistant Professor (or equivalent).
- Cost sharing/matching is not an eligibility requirement.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

### **D. Funding**

- The maximum period of performance is **5** years.
- The maximum allowable direct costs amount for the entire period of performance (Phase I, Phase II, and seed projects) is **\$12M** plus indirect costs.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- Regardless of the period of performance proposed, the applicant may not exceed the maximum allowable direct costs. Indirect costs shall be proposed in accordance with the organization’s negotiated rate agreement.

- The applicant may request up to **\$2.6M** in direct costs for Years 1-2 (Phase I).
- The applicant may request up to **\$10M** in direct costs for Years 3-5 (Phase II). The combined total direct costs for Phase I and II may not exceed **\$12M**.
- Five percent of the total direct costs must be allocated and reserved for funding “seed projects,” i.e., the development of new ideas that emerge during the course of the award. Direct costs for these seed projects should be allocated into the “other direct cost” category of the Year 1 budget. These funds will be restricted for use until approved for release by the Grants Officer. Funds for seed projects may not be used for equipment or travel.
- The applicant must submit a comprehensive budget, broken down by year, that details the projected funding needed for the entire period of performance, to include Phases I and II and the seed projects.

Refer to the General Application Instructions, Section II.C., for budget regulations and instructions for the Research & Related Budget form. In addition, for this award mechanism, direct costs:

Must be requested for:

- Travel for the PI and key personnel on the research team, including consumer advocates, to attend four 1-day Milestone Meetings in the Baltimore/Washington, DC area.
- Travel for the PI and key personnel on the research team, including consumer advocates, to attend two 3½-day Department of Defense BCRP Era of Hope meetings, which are held to disseminate the results of BCRP-sponsored research. Costs associated with travel to these meetings, up to \$1,800 per person, should be included in Years 2 and 5 of the budget. These travel costs are in addition to those allowed for annual scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs
- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to \$3,600 per year to attend scientific/technical meetings

***The CDMRP expects to allot approximately \$90M of the \$150M FY11 BCRP appropriation to fund approximately 5 Transformative Vision 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.***

## II. SUBMISSION INFORMATION

Submission is a multi-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.

### A. Where to Obtain the Application Package

To obtain the complete application package, including all required forms, perform a Grants.gov (<http://www.grants.gov/>) basic search using the Funding Opportunity Number: W81XWH-11-BCRP-TVA.

### B. Pre-Application Submission Content and Form

All pre-application components must be submitted by the PI through the CDMRP eReceipt System (<https://cdmrp.org/>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

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 CDMRP Help Desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

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, Section II.B., for additional information on pre-application submission):

- **Application Information – Tab 1**
- **Application Contacts – Tab 2**
- **Collaborators and Conflicts of Interest (COI) – Tab 3**
- **Required Files – Tab 4**

**Preproposal Narrative (four-page limit):** The Preproposal Narrative page limit applies to text and any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons.

The Preproposal Narrative should include the following:

- State the problem or question in breast cancer that will be the focus of the proposed project.
- Describe the vision for a new approach to develop a solution for the problem or question.
- Discuss the anticipated effects on the prevention or treatment of breast cancer if the project is successful, and how the effects would be transformative.

- Describe the challenges associated with implementing your vision – what barriers have to be overcome?
- Outline the overall organization of key personnel, including consumer advocates, and briefly describe each team member’s role in the project.

**Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application are limited to:

- References Cited
- Key Personnel Biographical Sketches (four-page limit per individual)
  - Include consumer advocates’ biographical sketches

- **Submit Pre-application – Tab 5**

- **Other Documents Tab**

No additional documents are required.

### **Pre-Application Screening**

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the Department of Defense (DOD) and CDMRP, pre-applications will be screened based on adherence to the intent of the award mechanism

- **Notification of Pre-Application Screening Results**

Following the pre-application screening, PIs will be notified of whether or not they are invited to submit an application; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. Pre-application notification dates are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

### **C. Application Submission Content and Form**

*Applications will not be accepted unless the PI has received a letter of invitation.*

Each application submission must include the completed application package of forms and attachments provided in Grants.gov for this Program Announcement/Funding Opportunity. The application package is submitted by the Authorized Organizational Representative (AOR) through the Grants.gov portal (<http://www.grants.gov/>). For the Transformative Vision Award, additional application components are also required and must be completed as directed below.

**Grants.gov application package components:** For the Transformative Vision Award, the Grants.gov application package includes the following components (refer to the General Application Instructions, Section II.C., for additional information on application submission):

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

## 2. Attachments Form

- **Attachment 1: Project Narrative (25-page limit):** Upload as “ProjectNarrative.pdf.”

Describe the proposed project in detail using the outline below. Throughout the Project Narrative, the PI must clearly convey how the proposed research, if successful, would have an extraordinarily high impact by transforming the prevention or treatment of breast cancer, and ultimately advancing upon the goal of eradicating breast cancer.

Describe the proposed research for Phases I and II using the following outline:

- State the overarching problem or question in breast cancer that will be the focus of the proposed project.
- Background: Present the ideas and reasoning behind the proposed research. Describe previous experience most pertinent to this application. Cite relevant literature. Discuss the qualifications of the research team members that will enable them to successfully complete the proposed work.
- Hypothesis: State the hypothesis to be tested.
- Specific Aims: Concisely explain the projects’ specific aims to be funded by this award.
- Implementation: Present a detailed plan that identifies critical milestones, outlines the innovations and technical solutions that will be implemented to accomplish the milestones, and explains how these innovative solutions will be translated to patients. The research strategy should be based on sound scientific rationale, and supported by preliminary data and a critical review and analysis of the literature and state-of-the-art. Describe the experimental design, methods, and analyses including appropriate controls and statistical plan in sufficient detail for analysis. Address potential research pitfalls and present alternative methods and approaches. If human subjects or human anatomical samples will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples.
- Research Team and Environment: Describe how the PI’s research experience and leadership skills make him/her well qualified to coordinate this collaborative effort. Discuss the qualifications of the research team and how it will provide the appropriate expertise necessary to address the research question. Describe the research environment(s) and how the facilities and resources will support the research requirements and the collaborative project. Present an overall management plan to facilitate group interactions, data sharing, adherence to regulatory requirements, administrative support, and oversight.
- Consumer Advocate Participation: Describe the integral roles that consumer advocates will play in the planning, design, implementation, and evaluation of the research. Describe the consumer advocates’ previous training and familiarity with current issues in breast cancer. Explain how the consumer advocates’ experience and expertise will be integrated into the research project and management of the collaboration.

- **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 the references cited (including URLs if available) in the project narrative 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).
  - List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.
  - 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 or patent abstracts are not publicly available, then they must be included. Extra items will not be reviewed.
  - Letters of Organizational Support: Provide a letter (or letters if applicable), signed by the Department Chair or appropriate organization official, reflecting the laboratory space, equipment, and other resources available for the project.
  - Letters of Collaboration: Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. *Include a letter of collaboration from each of the consumer advocates.*
  - 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.”
  - 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: Summarize briefly how the proposed project, if successful, will have an impact on breast cancer prevention or treatment.

- **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.
    - 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 patient-related outcome?
  - If the research is too basic for clinical applicability, describe the interim outcomes.
  - What are the likely contributions of this study to advancing the field of research?
  - 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.C., for detailed information.

*Include a SOW that covers the work proposed for the entire period of performance, to include Phases I and II. SOWs for seed projects should not be submitted with the application; they should be submitted as they emerge, for government review, approval, and release of funds.*

- **Attachment 6: Vision and Impact Statement (two-page limit):** Upload as “VisionImpact.pdf.”

The proposed research, if successful, should have a revolutionary impact on an area of paramount importance in breast cancer prevention or treatment. Explain how the proposed research challenges current dogma and how it would transform the state-of-the-art. Describe how the proposed research could significantly advance the goal of eradicating breast cancer. Describe how you believe your vision will be realized.

**3. Research & Related Senior/Key Person Profile (Expanded) Form:** Refer to the General Application Instructions, Section II.C., 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 investigators and consumer advocates.
- Key Personnel Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”

**4. Research & Related Budget:** Refer to the General Application Instructions, Section II.C., for detailed information.

- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”

*Include a detailed budget and justification that covers the projected funding needed for the entire period of performance, to include Phases I and II. A separate budget and justification is required for each year of the project. Funds reserved for seed projects should be allocated in a lump sum in the “other direct costs” category of the Year 1 budget and do not require details or justification at this time. The budget should include all key personnel, including consumer advocates.*

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

**6. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C., for detailed information.

**Additional Application Components:** In addition to the completed Grants.gov application package of forms, Transformative Vision Award applications also require the following component:

**Oral Presentation:** PIs whose applications are selected for final consideration in Stage 2 of the Programmatic Review will be required to give an oral presentation that will be held in the Baltimore/Washington, DC area in January 2012.

Each presentation will include a 10-minute talk by the PI, followed by a 20-minute question and answer session with Integration Panel members. The following questions will be the topics for discussion during the PI’s talk and the question and answer session. PIs who are invited must prepare a presentation consisting of no more than 4 slides that specifically address these questions:

- Without addressing your specific project, what conceptual or intellectual barriers do you consider the most urgent to overcome in breast cancer prevention or treatment?
- How will your vision for a new approach revolutionize an area of paramount importance in breast cancer prevention or treatment?
- Without addressing the technical/scientific aspects of your project, how will you use your leadership skills to create an environment that fosters innovation and creativity?

#### **D. Submission Dates and Times**

All submission dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity. Pre-application and application submissions are required. Failure to meet any one of the deadlines shall result in application rejection.

## **E. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 2, for detailed formatting guidelines.

All applications must be submitted through Grants.gov. Organizations are required to provide a Data Universal Number System (DUNS) number and register with the Central Contractor Registry (CCR) to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Appendix 3, for information on Grants.gov requirements.

## **III. APPLICATION REVIEW INFORMATION**

### **A. Application Review and Selection Process**

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 technical 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 technical merit, the relevance to the mission of the DOD and CDMRP, and the 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 can be found at <http://cdmrp.army.mil/about/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 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. 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. Application Review Criteria**

- 1. Peer Review:** To determine technical merit, all applications will be evaluated according to the following scored criteria, which are listed in decreasing order of importance:

- **Implementation**

- How the vision is supported by a detailed plan that identifies critical milestones, outlines the innovations and technical solutions that will be implemented to accomplish the milestones, and explains how these solutions will be translated to patients.

- How the scientific rationale supports the research and its feasibility, as demonstrated by a critical review and analysis of the literature, state-of-the-art, and the presentation of preliminary data.
- How well the hypotheses, aims, experimental design, methods, and analyses are developed and integrated into the project.
- How well the application acknowledges potential problems and addresses alternative approaches.
- Whether the proposal includes an appropriate statistical plan with power analysis, if applicable.
- **Personnel**
  - Whether the PI has experience in successfully leading large, focused projects.
  - How the research team's background and expertise are appropriate to accomplish the proposed work.
  - Appropriateness of the levels of effort for successful execution of the proposed work.
  - How consumer advocates are integrated into the planning and implementation of the proposed research.
- **Environment**
  - How the scientific environment is appropriate for the proposed research.
  - How the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
  - How the quality and extent of organizational support are appropriate for the proposed research.

In addition, the following unscored criteria will also contribute to the overall evaluation of the application:

- **Impact**
  - How the proposed research, if successful, would revolutionize an area of paramount importance in breast cancer prevention or treatment.
  - How the proposed research would move closer to the goal of eradicating breast cancer.
- **Budget**
  - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influenced the review.

- 2. Programmatic Review:** To determine the application's relevance to the mission of the DOD and CDMRP, as well as to make funding recommendations, the following criteria are used by programmatic reviewers:

**Stage 1** – During the first stage of programmatic review, applications will be selected for the second stage using the following criteria:

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

**Stage 2** – During the second stage of programmatic review, the following criteria will be used:

- Understanding of barriers in breast cancer prevention or treatment
- Articulation of a vision with a high potential for impact
- Leadership capability to create an environment that fosters innovation and creativity

### **C. Recipient Qualification**

Refer to the General Application Instructions, Appendix 1, for additional information on organization and Government agency requirements.

### **D. Application Review Dates**

All application review dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

### **E. Notification of Application Review Results**

Each PI and organization will receive notification of the funding recommendation. PIs will receive a scientific peer review summary statement on the strengths and weaknesses of the application.

## **IV. ADMINISTRATIVE ACTIONS**

After receipt of pre-applications from CDMRP eReceipt or applications from Grants.gov, the following administrative actions may occur.

### **A. Rejection**

The following will result in administrative rejection of the pre-application:

- Preproposal Narrative exceeds the page limit
- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Submission of an application for which a letter of invitation was not received.

### **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 IV.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 pre-application or application:

- FY11 BCRP Integration Panel member 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 FY11 BCRP Integration Panel members may be found at <http://cdmrp.army.mil/bcrp/panels/panels11>.
- 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 Research and Related Budget form exceed the maximum allowed by this Program Announcement/Funding Opportunity.

- Inclusion of URLs with the exception of links to published references.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

#### **D. Withhold**

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

### **V. AWARD ADMINISTRATION INFORMATION**

#### **A. Award Notice**

Awards will be made no later than September 30, 2012. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

#### **B. Administrative and National Policy Requirements**

Refer to the General Application Instructions, Appendix 4, Section C, for general information regarding administrative and national policy requirements.

#### **C. Reporting**

Refer to the General Application Instructions, Appendix 4, Section D, for general information on reporting requirements.

Attendance and presentation of progress reports at established Milestones Meetings will be required.

#### **D. Award Transfers**

Refer to the General Application Instructions, Appendix 4, Section E, for general information on organization or PI changes.

## **VI. AGENCY CONTACTS**

### **A. CDMRP Help Desk**

Questions related to Program Announcement/Funding Opportunity content or submission requirements and questions related to the submission of the pre-application through the CDMRP eReceipt System should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquires.

Phone: 1-301-682-5507

Email: [help@cdmrp.org](mailto:help@cdmrp.org)

### **B. Grants.gov Contact Center**

Questions related to application submission through the Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. Federal holidays). Note that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

Phone: 1-800-518-4726

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

<b>Grants.gov Application Components</b>	<b>Action</b>	<b>Completed</b>
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 Vision and Impact Statement (VisionImpact.pdf) as Attachment 6.	
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.	
Research & Related Budget	Complete form as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R&R Subaward Budget Attachment(s) Form	Complete form as instructed.	
<b>Additional Application Components</b>	<b>Action</b>	<b>Completed</b>
Oral Presentation	Confirm ability to give an oral presentation in the Baltimore/Washington, DC area in January 2012 (if selected for Stage 2).	