

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Neurofibromatosis Research Program

Postdoctoral Traineeship Award

Funding Opportunity Number: W81XWH-11-NFRP-PTA

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), July 18, 2011
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, August 1, 2011
- **Application Submission Deadline:** 11:59 p.m. ET, August 1, 2011
- **Scientific Peer Review:** October 2011
- **Programmatic Review:** December 2011

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 Neurofibromatosis Research Program (NFRP) was established in 1996 to promote the understanding, diagnosis, and treatment of neurofibromatosis (NF). Appropriations for the NFRP from FY96 through FY10 totaled \$214.05 million (M). The FY11 appropriation is \$16M.

FY11 NFRP Vision: The vision of the FY11 NFRP is to find and fund the best research to eradicate the clinical impact of NF. Toward this goal, the NFRP seeks to:

- Support innovative, high-impact research that will foster new directions for and address neglected issues in NF research
- Sponsor multidisciplinary and multi-institutional collaborations that will bring new perspectives to the field
- Foster the next generation of NF investigators
- Promote translational and clinical studies to move promising ideas from bench to bedside
- Develop a balanced portfolio of meritorious research related to all aspects of NF1, NF2, and Schwannomatosis

NFRP Research Resources Initiative: Resources developed through NFRP funding that are available to the scientific community can be found at <http://cdmrp.army.mil/nfrp/resources/nfrpresources.shtml>. Investigators are urged to leverage and contribute to these resources and include a sharing and distribution plan in the application for data and resources generated during the performance of the project. For more guidance on data sharing, refer to the General Application Instructions, Appendix 4.

B. Award Information

The NFRP Postdoctoral Traineeship Award mechanism was first offered in FY09 as the Postdoctoral Traineeship Award. Since then, 18 applications have been received, and 11 have been recommended for funding. The intent of the training award is to enable recent medical or other doctoral degree graduates to obtain the necessary experience to pursue an independent career in NF research. *Candidates for this award must demonstrate a strong desire to pursue a career in NF research.*

Under this award mechanism, the postdoctoral trainee is considered the Principal Investigator (PI) and, as such, should write the project narrative with appropriate direction from the mentor. The focus of these awards is on the PI, the mentor, and the training program and environment. These awards primarily provide salary support for the PI and require the active involvement of a designated mentor who is an established NF researcher, as evidenced by a demonstrated record of past and/or current funding and publications. While the PI is not required to have previous experience in NF research, applications for this award must focus on NF research.

Areas of Encouragement: The FY11 NFRP encourages applications that specifically address the critical needs of the NF community in the following areas:

- Complications of NF with high mortality such as neoplasms and cerebrovascular abnormalities;
- Complications of NF with high morbidity such as skeletal maladies, learning deficits, hormone-associated effects, and pain;
- Refinement and standardization of imaging techniques, molecular and cellular markers, and quality of life metrics for use in future clinical trials; and
- Translational research such as the development or preclinical testing of therapeutic agents for the treatment of NF.

C. Eligibility Information

Postdoctoral Ph.D. PIs

- By September 1, 2011
 - Must have successfully defended a doctoral thesis;
 - Must be in the research setting in which the proposed research will be conducted for no more than 3 years; and
 - Must have 5 or less years of postdoctoral research experience.

Postdoctoral M.D. and D.O. PIs

- By August 1, 2011:
 - Must have an M.D or D.O. degree (or equivalent);
 - Must be enrolled in an accredited intern training program; *or*
 - Must be enrolled in an accredited residency or fellowship training program with at least 2 years of training remaining; *or*
 - If not enrolled in an accredited intern, residency, or fellowship training program, must be within 3 years of the last formal training.
- Must be able to devote at least 40% level to this award for the performance period of the Traineeship.
- 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 **2** years.
- The maximum allowable direct costs for the entire period of performance is **\$100,000**, 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 up to a maximum of 8%.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum 2 years.

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:

May be requested for (not all-inclusive):

- Salary/Stipend for the PI
- Health Insurance
- Training
- Tuition
- Seminars, Courses, and Workshops
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

Must not be requested for:

- Mentor or other salary

Any funding (direct costs) in excess of the allowable stipend must be used as direct support for the PI.

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$0.108M of the \$16M FY11 NFRP appropriation to fund approximately 1 Postdoctoral Traineeship Award application, 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-NFRP-PTA.

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/>).

PIs and organizations identified in the application should be the same as those identified in the pre-application. If a change in organization is necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at 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 – Tab 3**
- **Required Files – Tab 4**

Letter of Intent (LOI) (one-page limit): Provide a brief description of the research to be conducted. Include the area(s) of encouragement under which the application will be submitted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions.

List of Three Individuals Providing Confidential Letters of Recommendation: Enter into the appropriate data fields the names, position titles, email addresses, and phone numbers for three individuals, including the PI's mentor(s), who will provide letters of recommendation. Each individual will receive an email generated from the CDMRP eReceipt System containing specific instructions on how to upload his/her letter.

- **Submit Pre-application – Tab 5**
- **Other Documents Tab**

No additional documents are required.

C. Application Submission Content and Form

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 Postdoctoral Traineeship Award, additional application components are also required and should be submitted as directed below.

Grants.gov application package components: For the Postdoctoral Traineeship 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 (six-page limit):** Upload as “ProjectNarrative.pdf.”

While showing evidence of appropriate direction from the mentor, Postdoctoral Traineeship Award applications must be written by the trainee as PI and author. Describe the proposed project in detail using the outline below. *Preliminary data are not required but may be included.*

- **PI’s Career Goals:** Describe the PI’s career goals and how the proposed training will promote the PI’s career development in NF or Schwannomatosis research or patient care. Discuss the PI’s career/research plans after the completion of this award.
- **Training Program:** Describe the training plan, including a timeline, coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Explain how the training plan will advance the PI’s development as a NF researcher. Describe the mentor’s background and experience, and how the mentor will assist the PI in developing his/her career. Describe how the training plan is supported by the environment, including a description of ongoing research at the institution. Include information on training or collaborations with other investigators.
- **Research Project:** Describe the proposed project using the outline below:
 - **Background:** Present the ideas and reasoning behind the proposed work. Cite relevant literature.

- Hypothesis or Objective: State the hypothesis to be tested or the objective to be reached.
 - Specific Aims: Concisely explain the project’s specific aims.
 - Research Strategy: Describe the experimental design, methods, and analyses, including appropriate controls, in sufficient detail. Address potential problem areas and present alternative methods and approaches.
- **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 award. Indicate if Government-owned facilities or equipment are proposed for use. Reference should be made to the original or present contract/assistance agreement 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: 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 (if applicable): 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.
 - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
 - Data and Research Resources Sharing Plan (if applicable): Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 4, for more information about the CDMRP expectations for making data and research resources publically available.

- Transcripts: Include a copy of the PI’s transcripts from both undergraduate and graduate institutions. All foreign-language transcripts must be accompanied by a certified English translation. The Government reserves the right to request official transcripts during award negotiations.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”
 Technical abstracts should be written using the outline below
 - Training Program
 - Describe your career goals and how the proposed training will support you in attaining these goals.
 - Describe how the proposed research project will train you to make valuable contributions to the study or treatment of NF or Schwannomatosis.
 - Describe the training program and environment.
 - Research Plan
 - Background: Present the ideas and reasoning behind the proposed work.
 - Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
 - Specific Aims: State the specific aims of the study.
 - Study Design: Briefly describe the study design including appropriate controls.
 - Impact: Briefly describe how the training program and the proposed work will have an impact on fostering the PI’s expertise and future independent career in NF or Schwannomatosis research.
- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”
 Public abstracts should be written using the outline below.
 - Clearly describe, in a manner readily understood by lay persons, the rationale and objective for the proposed work.
 - Do not duplicate the technical abstract.
 - Describe your career goals in NF or Schwannomatosis research or patient care.
 - How will the training plan support you in attaining these goals?
 - How will the research plan support you in attaining these goals?
 - 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 NF and Schwannomatosis research or patient care?
 - **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.
 - **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.” State how the training program and the proposed work will have an impact on fostering the PI’s expertise and future independent career in NF or Schwannomatosis research.
 - **Attachment 7: Eligibility Statement (required):** Upload as “Eligibility.pdf.” Use the Eligibility Statement template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official verifying that the eligibility requirements will be met at the application submission deadline.
- 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.”
 - A biosketch of the PI’s mentor is required.
 - Key Personnel Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
 - Current/Pending Support for the PI’s mentor is required.
- 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.”
- 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 and attachments, Postdoctoral Traineeship Award applications also require the following components:

Confidential Letters of Recommendation

Postdoctoral Traineeship Award applications require the submission of **three** confidential letters of recommendation by the individuals (including the primary mentor) designated during the pre-application process. The PI should monitor whether the letters have been received; however, the PI is not permitted or able to view these letters. If confidential letters of recommendation cannot be submitted by the individuals named in the pre-application, the PI should contact the CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

Confidential letter of recommendation from the mentor. One of the three letters should come from the PI's primary mentor, describing his/her commitment to the PI's training, career development, and mentorship. The mentor's letter of recommendation should describe:

- The PI's potential to become a successful and productive NF researcher;
- The mentor's commitment to the training, career development, and mentorship of the PI, including details of the mentor's proposed interactions with the PI during the PI's training;
- The mentor's record of training other postdoctoral fellows;
- The relevance of the proposed research project to training the PI in NF;
- The PI's proposed research training program, including descriptions of the training environment, experience with laboratory techniques, conferences, and journal clubs, and how it will facilitate the PI's career development as a successful NF researcher;
- The resources available to adequately support the PI's project (specific details on existing support should be covered in the Current/Pending support section); and
- The degree to which the PI participated in idea development and proposal preparation, and the degree to which the PI will participate in the execution of the application, if funded.

Two additional confidential letters of recommendation. The remaining two letters should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success in pursuing a career in NF research. Specifically, each letter should offer the writer's perspective on:

- The PI's qualifications, characteristics, and achievements;
- The PI's potential for productivity and desire for establishing a successful career in NF research;
- The relevance of the proposed research project to training the PI in NF; and
- The suitability of the mentor and training environment for providing the PI with a solid foundation in NF research.

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 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, US Army Medical Research and Materiel Command (USAMRMC), based on technical merit, the relevance to the mission of the Department of Defense (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.shtml>.

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 of decreasing importance:

- **Principal Investigator**
 - To what extent the PI's achievements (as reflected by academic performance, awards, honors, and previous funding) indicate a potential for a successful career in NF research.
 - To what extent the PI's stated career goals demonstrate a strong personal commitment to pursuing a career as a NF researcher or clinician.
 - To what extent the letters of recommendation support the PI's high potential for success and dedication to a career in NF research.
- **Mentor**
 - To what extent the mentor's background, qualifications, research program, committed resources, and available time support his/her ability to supervise the PI's training and research project.
 - To what extent the mentor's training achievements, as reflected by his/her previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in NF research.
 - Whether the mentor's letter of recommendation indicates a high level of commitment to training the PI.
 - Whether the quality of the proposal suggests that the mentor provided appropriate guidance in its preparation.
- **Training Program and Environment**
 - To what extent the individualized training program will augment the PI's expertise.
 - How well the training will prepare the PI for an independent career in NF research or patient care.
 - Whether the scientific environment is appropriate for the proposed training and research.
 - To what extent the training and research requirements are adequately supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
- **Training Impact**
 - How the training program and research project will have an impact on the PI's expertise in NF research or patient care.
 - To what extent the research project is appropriate for the training program and the level of training for the PI.
- **Research Strategy and Feasibility**
 - To what extent the research project addresses an issue of critical importance to NF or Schwannomatosis.

- Whether the research requirements are supported adequately by the scientific environment, necessary resources, and any collaborative arrangements proposed.
- How well the hypothesis or objectives, aims, experimental design, methods, and analyses are developed.
- How well the PI identifies potential problems and addresses alternative approaches.

In addition, the following unscored criteria will also contribute to 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.

- **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 equally considered criteria are used by programmatic reviewers:

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

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 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.
- Pre-application is not submitted.

B. Modification

- 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 application:

- FY11 NFRP Integration Panel (IP) 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 NFRP IP members may be found at <http://cdmrp.army.mil/nfrp/panels/panels11.shtml>.
- 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).
- The PI does not meet the eligibility criteria.

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 US Army Medical Research Acquisition Activity (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.

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 inquiries.

Phone: 1-301-682-5507

Email: 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

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 Impact Statement (Impact.pdf) as Attachment 6.	
	Upload Eligibility Statement (Eligibility.pdf) as Attachment 7.	
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.	
Additional Application Components	Action	Completed
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System.	