

# **Program Announcement**

**for the**

**Department of Defense**

**Defense Health Program**

**Defense Medical Research and Development Program**

**Clinical and Rehabilitative Medicine Research Program**

**Joint Program Committee 8**

## **Vision Research Program Translational Research Award**

**Funding Opportunity Number: W81XWH-13-CRMRP-VRP-TRA**

**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), November 25, 2013
- **Invitation to Submit an Application:** December 23, 2013
- **Application Submission Deadline:** 11:59 p.m. ET, February 6, 2014
- **Peer Review:** March 2014
- **Programmatic Review:** May 2014

*This Program Announcement is one of two documents with instructions to prepare and submit an application for this funding opportunity. The second document, the General Application Instructions, is available for downloading from Grants.gov.*

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Description**

Applications to the Fiscal Year 2013 (FY13) Vision Research Program (VRP) are being solicited for the Assistant Secretary of Defense for Health Affairs, Defense Health Program (DHP), by the U.S. Army Medical Research Acquisitions Activity (USAMRAA). The executing agents for this Program Announcement/Funding Opportunity are the Congressionally Directed Medical Research Programs (CDMRP) and the Telemedicine & Advanced Technology Research Center (TATRC).

The Clinical and Rehabilitative Medicine Research Program (CRM RP) is one of six major program areas within the Defense Medical Research and Development Program (DMRDP). The CRM RP is administered with oversight from Joint Program Committee 8 (JPC-8), which consists of Department of Defense (DoD) and non-DoD medical and military technical experts relevant to the program area. The CRM RP mission is to focus on definitive and rehabilitative care innovations required to reset our wounded warriors, both in terms of duty performance and quality of life. The VRP is administered by the CRM RP as part of this mission.

The VRP was established in FY09 to fund innovative research that has the potential to make a significant impact on improving the health and well-being of military Service Members, Veterans, and other individuals living with visual dysfunction. Congress has appropriated funds for FY13 to support vision research. As of the release date of this Program Announcement/Funding Opportunity, the FY14 Defense Appropriations Bill has not been passed and there is no guarantee that any additional funds will be made available to support this program.

The FY13 VRP challenges the scientific community to design innovative research that will foster new directions for and address neglected issues in the field of vision research. Applications from investigators within the military Services and applications involving multidisciplinary collaborations among academia, industry, the military Services, the Department of Veterans Affairs (VA), and other Federal Government agencies are highly encouraged.

### **B. Award Information**

The VRP Translational Research Award (TRA) mechanism is being offered for the first time in FY13. This award supports translational research that will accelerate the movement of promising ideas in vision research into clinical applications. Observations that drive a research idea may be derived from a laboratory discovery, population-based studies, or a clinician's first-hand knowledge of patients and anecdotal data. While the ultimate goal of translational research is to move an observation forward into clinical application, Principal Investigators (PIs) should not view translational research as a one-way continuum from bench to bedside. The research plan must involve a reciprocal flow of ideas and information between basic and clinical science.

The FY13 VRP TRA is intended to promote significant improvements over current approaches and supports research projects that are likely to have a major impact by applying research

findings to patient care. This award mechanism encourages a team approach involving collaboration among clinicians, scientists, and/or engineers.

To meet the intent of the FY13 VRP TRA mechanism, all applications *must* specifically address one or more of the FY13 VRP TRA Focus Areas listed below. *Applications must include preliminary or published data relevant to one or more of the VRP TRA Focus Areas and to the proposed research.* Applications proposing research outside of the Focus Areas listed below should *not* be submitted in response to this Program Announcement/Funding Opportunity.

- **Mitigation and treatment of traumatic injuries, war-related injuries, and diseases to ocular structures and the visual system**
  - Treatments for injuries (blast, blunt, burn, ballistic, penetrating, etc.) to ocular structures and the visual system (including but not limited to pharmaceutical and biomaterial-based solutions for ocular surface and/or retinal damage, proliferative vitreoretinopathy, neuroprotection, cell survival, and axonal regeneration)
  - Early intervention and mitigation strategies to reduce injury and slow or stop vision loss
  - Regenerative medicine based treatments for lids, adnexal, orbital, and ocular structures
  - Novel drug delivery systems for the eye and adnexa
  - Treatments for eye movement and accommodation abnormalities resulting from trauma
  - Treatments for chronic diseases associated with traumatic ocular injury
- **Mitigation and treatment of visual dysfunction associated with traumatic brain injury (TBI)**
  - Screening, evaluation, and diagnosis of TBI-associated visual dysfunction
  - Treatments for TBI-associated visual dysfunction (including but not limited to photophobia, light sensitivity, disorders of ocular alignment and motility, disorders of accommodation, difficulties with stereopsis and spatial perception, decreases in visual acuity, visual field loss, visual attention and cognitive processing, and reading difficulties)
  - Diagnostic methods and biomarkers for TBI-associated visual system injuries
  - Targeted therapies for gene expression profiles for different parts of the brain and visual system
  - Treatments for traumatic optic neuropathy
- **Vision restoration following traumatic injury**
  - Repair and/or restoration of function of visual components following injury
  - Regenerative therapy for injury to or degeneration of the visual system
  - Visual prostheses for injury to or degeneration of the visual system

- **Vision rehabilitation strategies and quality of life measures**
  - Assessment of multi-sensory quality of life outcomes associated with visual dysfunction in both ocular injuries and diseases, traumatic visual disorders, and polytrauma
  - Rehabilitation strategies for low vision and blindness
  - Rehabilitation strategies for oculomotor and binocular vision disorders
  - Strategies and techniques for rehabilitation following restoration of eyesight
  - Evaluation of military performance in issues related to rehabilitation of visual system injury
  - Evaluation of training strategies and outcomes to improve visual field defects
  - Rehabilitation capabilities and strategies via telehealth initiatives
  - Strategies for a multidisciplinary (e.g., MD [medical doctor], OD [doctor of ophthalmology], PT [physical therapist], OT [occupational therapist]) approach for TBI vision rehabilitation

***Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this funding opportunity.*** A clinical trial is defined as a prospective accrual of human subjects where an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested with a human subject for a measurable outcome with respect to exploratory information, safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the human subject of that intervention or interaction. For more information on clinical trials and clinical research, a Human Subject Resource Document is provided on the CDMRP eReceipt System at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/](https://cdmrp.org/Program_Announcements_and_Forms/).

If the proposed study involves the use of a drug or biologic that has not been approved by the Food and Drug Administration (FDA) for its investigational use, ***evidence that an Investigational New Drug (IND) exemption application has been submitted or will be submitted within 60 days of award*** is required. If the proposed study involves an Investigational Device that has not been approved or cleared by FDA for its investigational clinical use, the study may be required to comply with the FDA Investigational Device Exemption (IDE) regulations and ***evidence that an IDE has been submitted or will be submitted within 60 days of the award date or that the device is exempt from an IDE*** is required. The Government reserves the right to withdraw funding if the IND or IDE application has not been submitted to the FDA within 60 days of the DoD award date or if the documented status of the IND or IDE has not been obtained within 6 months of the award date.

**Use of Human Subjects and Human Anatomical Substances:** All DoD-funded research involving new and ongoing research with human subjects and human anatomical substances must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), in addition to the local Institutional Review Board (IRB) of record. Local IRB approval at the time of submission is not required. Time and level of effort for local IRB

approval(s) should be considered in planning. The HRPO is mandated to comply with specific laws and directives governing all research involving human subjects that is supported by the DoD. These laws and directives are rigorous and detailed, and will require information in addition to that supplied to the local IRB. In addition to time for local IRB approval(s), allow for a minimum of 2 months for HRPO review and approval processes. Refer to the General Application Instructions, Appendix 5, for more information.

**Multi-Institutional Research:** Multi-institutional projects are encouraged when combining the resources of two or more organizations will strengthen the research application. If the proposed research is multi-institutional, plans for communication and data transfer between the collaborating institutions, as well as how data, specimens, and/or imaging products obtained during the study will be handled, must be included in the Project Narrative. A separate intellectual and material property plan agreed upon by all participating institutions is also required for multi-institutional research. Participating institutions must be willing to resolve potential intellectual and material property issues, and to remove any barriers that may interfere with achieving high levels of cooperation to ensure successful completion of this award.

**DoD Collaboration and Alignment Encouraged:** Relevance to the health care needs of the Armed Forces, their family members, and/or the U.S. Veteran population is a key feature of this award. Therefore, PIs are strongly encouraged to collaborate, integrate, and/or align their research projects with military and/or VA research laboratories and programs. The following websites may be useful in identifying information about ongoing DoD areas of research interest:

Air Force Research Laboratory  
<http://www.wpafb.af.mil/afri>

Clinical and Rehabilitative Medicine Research Program  
<https://crmrp.amedd.army.mil/>

Congressionally Directed Medical Research Programs  
<http://cdmrp.army.mil>

Defense Advanced Research Projects Agency  
<http://www.darpa.mil/>

Defense Medical Research and Development Program  
<http://dmrdp.fhpr.osd.mil/home.aspx>

Defense Technical Information Center  
<http://www.dtic.mil>

Naval Health Research Center  
<http://www.med.navy.mil/sites/nhrc>

Naval Medical Research Center  
[www.med.navy.mil/sites/nmrc](http://www.med.navy.mil/sites/nmrc)

Navy and Marine Corps Public Health Center  
<http://www.nmcphc.med.navy.mil/>

Office of Naval Research  
<http://www.med.navy.mil/>

Office of the Under Secretary of Defense for Acquisition, Technology and Logistics  
<http://www.acq.osd.mil/>

Telemedicine & Advanced Technology Research Center (TATRC)  
<http://www.tatrc.org/>

U.S. Army Institute of Surgical Research  
[http://www.usaisr.amedd.army.mil/ocular\\_trauma.html](http://www.usaisr.amedd.army.mil/ocular_trauma.html)

U.S. Army Medical Research Acquisition Activity  
<http://www.usamraa.army.mil>

U.S. Army Medical Research and Materiel Command  
<https://mrmc.amedd.army.mil>

U.S. Army Research Laboratory  
<http://www.arl.army.mil>

U.S. Naval Research Laboratory  
[www.nrl.navy.mil](http://www.nrl.navy.mil)

U.S. Department of Veterans Affairs, Office of Research and Development  
[www.research.va.gov](http://www.research.va.gov)

**Use of Military and VA Populations or Resources:** If the proposed research involves access to military and/or VA population(s) and/or resource(s), the PI is responsible for establishing access. If possible, access to target military and/or VA patient population(s) should be confirmed at the time of application submission. A letter of support, signed by the lowest ranking person with approval authority, should be included as part of Attachment 2 for studies involving Service Members, Veterans, military and/or VA controlled study materials, and military and/or VA databases. See Section II.C., Application Submission Content and Form, Supporting Documentation.

**Data Sharing:** The DoD requires that awardees make TBI data generated via this award mechanism available to the research community by depositing de-identified research data into the Federal Interagency TBI Research (FITBIR) Informatics System on a quarterly basis. The FITBIR Informatics system is a free resource to the research community designed to accelerate comparative effectiveness research on brain injury diagnosis and treatment. Data reporting to FITBIR is an opportunity for investigators to facilitate their own research and to collaborate with others doing similar research. While use of the informatics system has no direct cost to the user, a project estimation tool (<https://fitbir.nih.gov/jsp/contribute/fitbir-costs.jsp>) is available to help estimate indirect cost and manpower needs for PIs. To contribute to FITBIR, researchers should contact the FITBIR Operations Center ahead of time to arrange for data entry support and to ensure all data have been made compatible with the system. FITBIR guidance and policies, as well as the considerable advantages of FITBIR use to the researcher, are detailed at [FITBIR: Federal Interagency Traumatic Brain Injury Research Informatics System](http://fitbir.nih.gov/) (<http://fitbir.nih.gov/>).

FITBIR allows for de-identification and storage of data (medical imaging clinical assessment, environmental and behavioral history, etc.) of various types (text, numeric, image, time series, etc.). Use of FITBIR's Global Unique Identifier (GUID) system facilitates repeated and multi-user access to data without the need to personally identify data sources. FITBIR encourages collaboration between laboratories, as well as interconnectivity with other informatics platforms. Such community-wide sharing requires common data definitions and standards.

Data elements must be reported using the National Institute of Neurological Disorders and Stroke (NINDS) TBI Common Data Elements (CDEs) or entered into the FITBIR data dictionary as new, unique data elements. For the most current version of the NINDS TBI CDEs, go to <http://www.commondataelements.ninds.nih.gov>. Assistance will be available to help the researchers map their study variables to specific CDEs and ensure the formats of the CDEs collected are compatible with the FITBIR informatics system. If the proposed research data cannot be entered in CDE format, the investigators must supply a proposal for an alternative data submission or data sharing vehicle and justification for use. Use of the TBI CDEs is required wherever possible in an effort to create standardized definitions and guidelines about the kinds of data to collect and the data collection methods that should be used in clinical studies of TBI.

**Reporting Guidelines:** Proposed research projects should adhere to a core set of reporting standards for rigorous study design. The CRM RP strongly encourages investigators to follow the ARRIVE (Animal Research: Reporting *In Vivo* Experiments) guidelines (<http://www.nc3rs.org.uk/page.asp?id=1357>). While these standards are written for animal studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in clinical studies and should be applied to those projects as well.

*The CRM RP intends that data and research resources generated under awards funded by this Program Announcement/Funding Opportunity be made available to the research community (which includes both scientific and consumer advocacy communities) and to the public at large. For additional guidance, refer to the General Application Instructions, Appendix 4, Section K.*

### **C. Eligibility Information**

- Independent investigators at all academic levels (or equivalent) are eligible to submit applications.
- Cost sharing/matching is not an eligibility requirement.
- Organizations eligible to apply include national, international, for-profit, non-profit, public, and private organizations. Both intramural (i.e., U.S. Federal Government agency, department, laboratory, medical treatment facility, or a U.S. Government activity embedded within a civilian medical center) and extramural investigators are encouraged to apply to this Program Announcement/Funding Opportunity.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

### **D. Funding**

- The maximum period of performance is **3** years.
- The maximum allowable total (direct and indirect) costs for the entire period of performance are **\$1 million (M)**.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **3** years.
- Regardless of the period of performance proposed, the applicant may not exceed the maximum allowable total costs. Indirect costs shall be proposed in accordance with the organization's negotiated rate agreement.

Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. *For all federal agencies or organizations collaborating with federal agencies, budget restrictions apply as are noted in Section II.C.4. of the General Application Instructions.*

In addition, for this award mechanism, direct costs:

Must be requested for:

- Travel costs for the PI(s) to attend one program review per year during the award period of performance. For planning purposes, it may be assumed that these program reviews will be held in the National Capital Region for approximately 2 days.

May be requested for (not all-inclusive):

- Salary of non-Government personnel (includes contract research personnel at Government facilities)
- Research supplies
- Equipment
- Clinical research costs (clinical trials not allowed)
- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings (in addition to the required meeting described above)

Intramural (DoD) and extramural investigators are encouraged to apply to this Program Announcement/Funding Opportunity. As required of all applicants to this Program Announcement, if PIs from federal agencies submit full applications, they must submit through Grants.gov. Therefore, federal applicants must be familiar with Grants.gov requirements, including the need for System for Award Management (SAM) and a Data Universal Numbering System (DUNS) number. Refer to Appendix 3 of the General Application Instructions for further information regarding Grants.gov requirements.

Awards to extramural organizations will consist solely of assistance agreements (cooperative agreements and grants). Awards to intramural organizations will be executed through a Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Direct transfer of funds from the recipient to a federal organization or agency is not allowed except under very limited circumstances.

***The CRM RP JPC-8 expects to allot approximately \$12M of FY13 VRP and Psychological Health/TBI appropriations to fund approximately 12 FY13 VRP TRA applications, depending on the quality and number of applications received. Of the \$12M, approximately \$5M will be allocated to support research focused solely on TBI-associated visual dysfunction. In addition to the FY13 appropriations, it is anticipated that up to \$7 M in FY14 funds may be available to fund approximately 7 additional VRP TRA awards. As of the release date of this Program Announcement/Funding Opportunity, the FY14 Defense Appropriations Bill has not been passed and there is no guarantee that any additional funds will be made available to support this program. The funding estimated for this Program Announcement/Funding Opportunity is approximate and subject to realignment. 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 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 applications that are essentially identical or propose essentially the same research project to different funding opportunities within the same program and fiscal year is prohibited and will result in administrative withdrawal of the duplicative application.

#### **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-13-CRMRP-VRP-TRA.

#### **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 pre-application should be the same as those intended for the subsequent application submission. If any changes are 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**

FY13 VRP Panel members should not be involved in any pre-application or application. For questions related to FY13 VRP Panel members and pre-applications or applications, refer to Section IV.C., Withdrawal, or contact the CDMRP at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

- **Required Files – Tab 4**

**Preproposal Narrative (2-page limit):** The Preproposal Narrative page limit applies to text and any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons. Inclusion of URLs that provide additional information to expand the Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

**Note:** *At this time, eReceipt is unable to read files made with Adobe Acrobat PDFMaker version 9.0 and higher.*

The Preproposal Narrative should include the following:

- **Rationale:** State the ideas and reasoning on which the proposed translational research is based. Describe how the preliminary data and rationale support the research idea. State how this project meets the intent of the award mechanism.

- **Focus Area:** Note specifically what FY13 VRP TRA Focus Area(s) the proposed work addresses.
- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
- **Research Strategy:** Clearly describe the research being proposed. Concisely state the project's objectives, specific aims, and ultimate endpoints. Describe the proposed methods and how they will accomplish the project's aims.
- **Personnel:** Briefly state the qualifications of the PI and key personnel to perform the described research.
- **Military Benefit:** Describe how the proposed work would impact the health care needs of Service Members and/or U.S. Veterans recovering from traumatic injury as well as their families, caregivers, and/or communities.

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

- **References Cited** (one-page limit): List the references cited (including URLs if available) in the Preproposal 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 used in the Preproposal Narrative.
- **Key Personnel Biographical Sketches** (four-page limit per individual).
- **Quad Chart:** The Quad Chart template is a one-page PowerPoint file that must be downloaded from the CDMRP eReceipt System at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/](https://cdmrp.org/Program_Announcements_and_Forms/), completed, and saved as a PDF file using Adobe Acrobat Reader.
- **Submit Pre-Application – Tab 5**  
This tab must be completed for the pre-application to be accepted and processed by the CDMRP.
- **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 DHP, CRM RP, and VRP, pre-applications will be screened based on the following criteria:
  - **Alignment with Focus Areas:** How well the project addresses at least one of the FY13 VRP TRA Focus Areas.
  - **Research Plan:** How well the proposed translational research addresses the intent of the award mechanism and the program. To what degree the rationale, objectives,

and specific aims support the research idea. How the endpoints are appropriate for the proposed study. Whether the proposed methodology is appropriate.

- **Personnel:** How the qualifications and expertise of the PI and key personnel are appropriate to perform the proposed research.
- **Military Benefit:** How the proposed work would benefit the health care needs of Service Members and/or U.S. Veterans recovering from traumatic injury as well as their families, caregivers, and/or communities.
- **Notification of Pre-Application Screening Results**

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated timeframe for notification of invitation to submit an application is 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 notification 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 through the Grants.gov portal (<http://www.grants.gov/>).

**Grants.gov application package components:** For the FY13 VRP TRA, 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 (10-page limit):** Upload as “ProjectNarrative.pdf.” The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and will result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below.

- **Background:** State the relevance of the translational research to at least one of the FY13 VRP TRA Focus Areas and explain the applicability of the proposed findings. Present the ideas and reasoning behind the proposed work, and clearly demonstrate that there is sufficient scientific evidence to support moving into the proposed stage of research. Cite relevant literature and pilot or preliminary

data. Describe the research team's previous experience most pertinent to this project.

- **Objectives/Specific Aims/Hypotheses:** Provide a description of the purpose and objectives of the study with detailed specific aims and/or study questions/hypotheses.
- **Research Translation and Strategy:** Describe the translational research that will be performed through this award. State explicitly how the proposed research project is translational in nature, allowing for the reciprocal transfer of ideas between basic and clinical science. Describe the experimental design, methods, and analyses including appropriate controls in sufficient detail for analysis. Address potential problem areas and present alternative methods and approaches. If human subjects or human biological samples will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples. Describe the statistical model and data analysis plan with respect to the study objectives as appropriate to the type of study proposed. ***This award may not be used to conduct clinical trials.***
- **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. ***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested may result in the removal of those items or administrative withdrawal of the application.***
  - **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 whether or not Government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present Government award 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 a copy/copies of the published manuscript(s) must be included in Attachment 2. Extra items will not be reviewed.
  - **Letters of Organizational Support (two-page limit per letter):** Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project.

- Letters of Collaboration (if applicable) (two-page limit per letter): 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.
- Letter(s) of Support for Use of Military and VA Populations or Resources (if applicable) (two-page limit per letter): Provide a letter(s) signed by the lowest ranking person with approval authority for studies involving military Service Members, Veterans, military and/or VA-controlled study materials, and military and/or VA databases.
- Intellectual and Material Property Plan (if applicable):
  - Provide a list of all background intellectual property relevant to the project. Identify any proprietary information that will be provided to the Government and whether the applicant will require a waiver of Government purpose rights; *and/or*
  - Provide a plan for resolving intellectual and material property issues among participating organizations.
- Data and Research Resources Sharing Plan: 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 expectations for making data and research resources publically available. Include plans for utilizing the NINDS TBI CDEs (see <http://www.commondataelements.ninds.nih.gov>). If the proposed research is not compatible with the required CDEs, the investigators must supply a justification as to why these measures will not be incorporated into the research. Additionally, reporting is required via the FITBIR (<http://fitbir.nih.gov/tbi-portal/>) data repository quarterly. The Government reserves the right to identify additional data sharing requirements and or repositories for submission of data for archive.
- Current Quad Chart: Provide a current Quad Chart in the same format as in the pre-application. If no changes have been made to the project, the same Quad Chart submitted with the pre-application may be used.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.” Use the outline below. (Proprietary or confidential information should *not* be included.)
  - Background: State how the proposed research addresses a FY13 VRP TRA Focus Area. 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.

- Military Benefit: Briefly explain how the proposed project will have an immediate or potential long-term impact on the health and well-being of Service Members, Veterans, and/or their family members.
- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf.”  
Lay abstracts should be written using the following outline. (Proprietary or confidential information should *not* be included.)
  - Describe the objectives and rationale for the application in a manner that will be readily understood by readers without a background in science or medicine.
    - Do not duplicate the technical abstract.
  - Describe the ultimate applicability and potential impact of the research.
    - What types of patients will it help, and how will it help them? (Include the current available statistics to the related injury/condition.)
    - What are the potential clinical applications, benefits, and risks?
    - What is the projected timeline it may take to achieve the expected patient-related outcome?
  - Briefly describe how the proposed project will benefit Service Members, Veterans, and/or their family members.
- **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, including guidance on appropriate SOW formats.
- **Attachment 6: Military Benefit (one-page limit):** Upload as “MilBen.pdf.”
  - Describe how the proposed study is responsive to the health care needs of military Service Members and Veterans living with visual dysfunction. Provide information about the incidence and/or prevalence of the disease or condition to be studied in Service Members and/or Veterans, if appropriate and available. Explain how the proposed study complements ongoing DoD and VA areas of research interest.
  - If active duty military and/or Veteran population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed study, and the feasibility of accessing the population. If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population (i.e., Service Members or Veterans).
- **Attachment 7: Transition Plan (one-page limit).** Upload as “Transition.pdf.” Provide information on the methods and strategies proposed to move the product to the next phase of research or delivery to the military or civilian market after successful completion of the award. The transition plan should include the components listed below.
  - Details of the funding strategy that will be used to bring the outcomes to the next level (e.g., specific potential industry partners, specific funding opportunities to be pursued).

- A description of collaborations and other resources that will be used to provide continuity of development.
- A brief schedule and milestones for bringing the outcome(s) to the next level.
- The involvement of appropriate intellectual property, licensing, and/or business professionals.
- A risk analysis for cost, schedule, manufacturability, and sustainability.
- **Attachment 8: IND/IDE Documentation (if applicable):** If submitting multiple documents, start each document on a new page. Combine and upload as a single file named “IND-IDE.pdf.”
  - Complete the IND/IDE Documentation Form, which is available for download on the Full Announcement page for this Program Announcement/Funding Opportunity on Grants.gov.
  - If an IND or IDE has been submitted, an explanation of the status of the IND or IDE should be provided (e.g., past the critical 30-day period, pending response to questions raised by the Agency, on clinical hold). Inclusion of a copy of the Agency meeting minutes is encouraged but not required. If the IND or IDE application is not yet submitted, provide evidence that an IND or IDE will be submitted within 60 days of award. Examples include a pre-IND or pre-IDE meeting with the FDA, a pre-IND/pre-IDE meeting request to the FDA, or other communication with the FDA. Provide the anticipated date of IND/IDE submission. If an IND or IDE is not required for the proposed study, provide evidence in the form of communication from the FDA or the IRB of record to that effect.
- **Attachment 9: Human Subject Recruitment and Safety Procedures (if applicable; no page limit):** Upload as “HumSubProc.pdf.” The Human Subject Recruitment and Safety Procedures attachment should include the components listed below.
  - a. **Study Population:** Describe the target population (to whom the study findings will be generalized) and the nature, approximate number, and pertinent demographic characteristics of the accessible population at the study site (population from whom the sample will be recruited/drawn). Demonstrate that the research team has access to the proposed study population. Furthermore, discuss past efforts in recruiting human subjects from the target population for previous clinical trials (if applicable). Address any potential barriers to accrual and plans for addressing unanticipated delays. Include justification of any age, race, ethnicity, or sex limitations provided.
  - b. **Inclusion/Exclusion Criteria:** List the inclusion and exclusion criteria for the proposed clinical trial. Inclusion/exclusion criteria should take into consideration the specific risk profile of the studies to be conducted and the standard of care for that patient population. Provide detailed justification for exclusions.
 

***Inclusion of Women and Minorities in Study.*** Consistent with the Belmont Report, “Ethical Principles and Guidelines for the Protection of Human Subjects,” and Congressional legislation, special attention is given to inclusion

of women and/or minorities in studies funded or supported by the USAMRMC. This policy is intended to promote equity both in assuming the burdens and in receiving the benefits of human subjects research. Include an appropriate justification if women and/or minorities will be excluded from the clinical trial.

- c. **Description of the Recruitment Process:** Explain methods for identification of potential human subjects (e.g., medical record review, obtaining sampling lists, health care provider identification).
- Describe the recruitment process in detail. Address who will identify potential human subjects, who will recruit them, and what methods will be used to recruit them.
  - Include a detailed description of and justification for the compensation plan if the human subjects will be compensated for participation in the study.
  - Describe the recruitment and advertisement materials. The recruitment materials should not be coercive or offer undue inducements and should accurately reflect the study.
- d. **Description of the Informed Consent Process:** Specifically describe the plan for obtaining informed consent from human subjects.
- *For the proposed study, provide a draft, in English, of the Informed Consent Form.*
  - Identify who is responsible for explaining the study, answering questions, and obtaining informed consent. Include a plan for ensuring that human subjects' questions will be addressed during the consent process and throughout the trial.
  - Include information regarding the timing and location of the consent process.
  - Address issues relevant to the mental capacity of the potential human subject (e.g., altered capacity due to administration of any mind-altering substances such as tranquilizers, conscious sedation or anesthesia, brain injury, stress/life situations, or human subject age), if applicable.
  - Address how privacy and time for decision making will be provided and whether or not the potential human subject will be allowed to discuss the study with anyone before making a decision.
  - Consider the need for obtaining ongoing consent or for re-assessing capacity over the course of a long-term study and describe any relevant procedures to assure continued consent.
  - Describe the plan for the consent of the individual's Legally Authorized Representative (LAR) to be obtained prior to the human subject's participation in the study. State law defines who may act as the LAR. The local IRB of record should be consulted for guidance regarding who can serve as LAR for research at the study site. Note: The PI must describe a clear intent to benefit for human subjects who cannot give their own consent to participate in the proposed clinical trial to be in compliance with Title 10 United States Code Section 980 (10 USC 980)

<http://www.gpo.gov/fdsys/pkg/USCODE-2011-title10/pdf/USCODE-2011-title10-subtitleA-partII-chap49-sec980.pdf>). If applicable, please refer to the General Application Instructions, Appendix 5, for more information.

- **Assent.** If minors or other populations that cannot provide informed consent are included in the proposed clinical trial, a plan to obtain assent (agreement) from those with capacity to provide it, or a justification for a waiver of assent, should be provided. PIs should consult with their local IRB to identify the conditions necessary for obtaining assent.
- e. **Screening Procedures:** List and describe any evaluations (e.g., laboratory procedures, history, or physical examination) that are required to determine eligibility/suitability for study participation and the diagnostic criteria for entry. Please note that some screening procedures may require a separate consent or a two-stage consent process. Informed consent must be obtained prior to initiation of any procedures for the purpose of determining eligibility.
- f. **Risks/Benefits Assessment:**
  - **Foreseeable risks:** Clearly identify all study risks. Study risks include any risks that the human subject is subjected to as a result of participation in the clinical trial. Consider psychological, legal, social, and economic risks as well as physical risks. If the risks are unknown, this should be stated. If applicable, any potential risk to the study personnel should be identified.
  - **Risk management and emergency response:**
    - Describe all safety measures to minimize and/or eliminate risks to human subjects and study personnel or to manage unpreventable risks. Include safeguards and planned responses such as dose reduction or stopping criteria based on toxicity grading scales or other predetermined alert values.
    - Discuss the overall plan for provision of emergency care or treatment for an adverse event for study-related injuries, to include who will be responsible for the cost of such care.
    - Address any special precautions to be taken by the human subjects before, during, and after the study (e.g., medication washout periods, dietary restrictions, hydration, fasting, pregnancy prevention).
    - Describe any special care (e.g., wound dressing assistance, transportation due to side effects of study intervention impairing ability to drive) or equipment (e.g., thermometers, telemedicine equipment) needed for human subjects enrolled in the study.
  - **Potential benefits:** Describe known and potential benefits of the study to the human subject, a specific community, or society.
- **Attachment 10: Data Management (if applicable; no page limit):** Upload as “Data\_Manage.pdf.” The Data Management attachment should include the components listed below.
  - a. **Data Management:** Describe all methods used for data collection to include the following:

- **Identifiers:** Describe the unique identifiers or specific code system to be used to identify human subjects, if applicable.
- **Confidentiality:**
  - Explain measures taken to protect the privacy of study human subjects and maintain confidentiality of study data. Strategies to protect the privacy and confidentiality of study records, particularly those containing identifying information, should be addressed.
  - Address who will have access to study records, data, and specimens, including an acknowledgment that representatives of USAMRMC are eligible to review study records.
  - Address requirements for reporting sensitive information to state or local authorities.
- **Disposition of data:** Describe where data (both electronic and hard copy) will be stored, who will keep the data, how the data will be stored, and the length of time data will be stored.
- **Sharing study results:** In cases where the human subject could possibly benefit medically or otherwise from the information, explain whether or not the results of screening and/or study participation will be shared with human subjects or their primary care provider, to include results from any screening or diagnostic tests performed as part of the study.

**b. Laboratory Evaluations:**

- **Specimens to be collected, schedule, and amount.** All specimens that will be collected for study purposes must be clearly stated. The collection schedule and amount of material collected must also be clearly described.
- **Evaluations to be made.** Describe all evaluations that will be made for study purposes. Explain how the results of laboratory evaluations will be used to meet the objectives of the study (or to monitor safety of human subjects).
- **Storage.** Describe specimen storage, to include location of storage, how long specimens will be stored, any special conditions required, labeling, and disposition. Outline the plan to store specimens for future use to include considerations for informed consent and providing human subjects with an opportunity to decline participation in the study.
- **Labs performing evaluations and special precautions.** Identify the laboratory performing each evaluation, as well as any special precautions that should be taken in handling the samples. Special precautions that should be taken by the human subject before, during, or after the laboratory procedure should be clearly defined. If transport of samples is required, describe provisions for ensuring proper storage during transport.

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

- **PI Biographical Sketch (four-page limit):** Upload as “Biosketch\_LastName.pdf.”

- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - Key Personnel Biographical Sketches (four-page limit each): Upload as “Biosketch\_LastName.pdf.”
  - Key Personnel Previous/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.”
- 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.

#### **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 will 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. Applicant organizations and all subrecipient organizations must have a Data Universal Numbering System (DUNS) number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the System for Award Management (SAM) with an “Active” status 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 makes recommendations for funding to the Office of the Assistant Secretary of Defense for Health Affairs, based on technical merit, the relevance to the mission of the DHP, CRM RP, and VRP 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. Panel members sign a non-disclosure statement that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations 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 panel members or applicants that compromise the confidentiality of the review process may also result in suspension or debarment from federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with 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 equal importance:
  - **Translational Potential**
    - How well the PI provides sufficient evidence that the research is ready to move into the proposed stage of research.
    - How well the project will translate promising, well-founded basic or clinical research findings into clinical applications for individuals living with, or populations at risk for visual dysfunction.
    - How well the project allows for the reciprocal transfer of ideas between basic and clinical science.
  - **Research Strategy and Feasibility**
    - How well the preliminary data and scientific rationale supports the research project.
    - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed and integrated into the project and how well they address the need(s) described.
    - How well the PI acknowledges potential problems and addresses alternative approaches.
    - How well the PI has outlined a plan for management and sharing of research data as appropriate for the type of study.
    - To what degree the statistical model and data analysis plan are suitable for the planned study.
    - If applicable, how the PI describes the population(s) of interest, demonstrates access to these populations, has a viable plan for recruitment of appropriate subjects, and identifies sampling methods to gain a representative sample from the population(s) of interest.
    - For studies utilizing human subjects, how well plans for addressing ethical and regulatory considerations have been developed.

- If applicable, whether there is evidence of support, indicating availability of the device/intervention from its source, for the duration of the proposed study.
- **Military Benefit**
  - How the study is responsive to the health care needs of Service Members and/or Veterans living with visual dysfunction.
  - The potential immediate or long-term benefit and usability of the proposed research on the health and well-being of Service Members, Veterans, and/or their families or communities.
- **Transition Plan**
  - Whether the funding strategy described to bring the outcome(s) to the next level of development and/or delivery to the military or civilian market is appropriate.
  - Whether appropriate collaborations and other resources for providing continuity of development are established and/or well described.
  - How the schedule and milestones for bringing the outcome(s) to the next level of development are appropriate.
  - How well the potential risk analysis for cost, schedule, manufacturability, and sustainability is developed.
  - How well the application identifies intellectual property ownership, describes any appropriate intellectual and material property plan among participating organizations (if applicable), and addresses any impact of intellectual property issues on product development and subsequent Government access to products supported by this Program Announcement/Funding Opportunity.
- **Personnel**
  - How the background and expertise of the PI and other key personnel demonstrate their ability to perform the proposed research.
  - Whether the composition of the research or study team is appropriate.
  - How the levels of effort by the PI and other key personnel are appropriate to ensure success of this project.

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

- **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.
  - How the quality and extent of institutional support are appropriate for the proposed project.
- **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 make funding recommendations, the following criteria are used by programmatic reviewers:
- **Ratings and evaluations of the peer reviewers**
  - **Relevance to the mission of the DHP and VRP as evidenced by the following:**
    - Adherence to the intent of the award mechanism
    - Military relevance
    - Program portfolio composition
    - Relative impact

### **C. Recipient Qualification**

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 1.

### **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. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

## **IV. ADMINISTRATIVE ACTIONS**

After receipt of pre-applications from the CDMRP eReceipt System 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 page limit.
- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

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

- Submission of the same research project to different funding opportunities within the same program and fiscal year.

## **B. Modification**

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Preproposal Narrative and Project Narrative.
- Documents not requested will be removed.
- Following the application deadline, the PI 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:

- A FY13 VRP Panel member is named as being involved in the research proposed or is found to have assisted 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 FY13 VRP Panel members can be found at <http://cdmrp.army.mil/dmrpd/panels/VRPpanel13>.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Total costs as shown on the Research & Related Budget exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- Inclusion of any employee of CDMRP review contractors in applications for funding without adequate plans to mitigate conflicts of interest. Refer to the General Application Instructions, Section II.B., for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review process to gain protected evaluation information or to influence the evaluation process.
- The proposed research project is, or requests funding for, a clinical trial.

## **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 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, 2014. 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 D, for general information regarding administrative and national policy requirements.

### **C. Reporting**

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

Quarterly technical progress reports and quad charts will be required.

In addition to written progress reports, oral briefings may be requested.

### **D. Award Transfers**

The institutional transfer of an award is discouraged. Approval of a transfer request will be on a case-by-case basis at the discretion of the Grants Officer.

Refer to the General Application Instructions, Appendix 4, Section F, 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 as well as 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: 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: 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 or by responding to the prompt provided by Grants.gov when first downloading the application package. 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 Lay Abstract (LayAbs.pdf) as Attachment 4.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
	Upload Military Benefit (MilBen.pdf) as Attachment 6.	
	Upload Transition Plan (Transition.pdf) as Attachment 7.	
	Upload IND/IDE Documentation (IND-IDE.pdf) as Attachment 8.	
	Upload Human Subject Recruitment and Safety Procedures (HumSubProc.pdf), if applicable, as Attachment 9.	
	Upload Data Management (Data_Manage.pdf), if applicable, as Attachment 10.	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.	
	Attach PI Previous/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 Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget	Complete 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.	