

# **Program Announcement**

**for the**

**Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

## **Lung Cancer Research Program**

### **Clinical Exploration Award**

**Funding Opportunity Number: W81XWH-16- LCRP-CEA**

**Catalog of Federal Domestic Assistance Number: 12.420 Military Medical  
Research and Development**

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

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), June 9, 2016
- **Invitation to Submit an Application:** July 2016
- **Application Submission Deadline:** 11:59 p.m. ET, September 14, 2016
- **End of Application Verification Period:** 5:00 p.m. ET, September 19, 2016
- **Peer Review:** November 2016
- **Programmatic Review:** January 2017

*This Program Announcement/Funding Opportunity 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 2016 (FY16) Lung Cancer Research Program (LCRP) are being solicited for the Defense Health Agency, Research, Development, and Acquisition (DHA RDA) Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA RDA Directorate manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The managing agent for this Program Announcement/Funding Opportunity is the Congressionally Directed Medical Research Programs (CDMRP). The LCRP was initiated in FY09 to promote innovative and competitive research focused on the development of integrated disciplines to identify, treat, and manage early curable lung cancer (excluding mesothelioma). Appropriations for the LCRP from FY09 through FY15 totaled \$89.5 million (M). The FY16 appropriation is \$12M.

The goal of the FY16 LCRP is to eradicate deaths from lung cancer to better the health and welfare of military Service members, Veterans, their families, and the American public. As such, the LCRP will support and integrate research from multiple disciplines for risk assessment, prevention, early detection, diagnosis, and treatment for the control and cure of lung cancer.

### **B. FY16 LCRP Areas of Emphasis**

To be considered for funding, applications for the FY16 LCRP Clinical Exploration Award must address at least one of the seven Areas of Emphasis listed below:

- Identify or develop noninvasive or minimally invasive tools to improve the detection of the initial stages of lung cancer.
- Identify, develop, and/or build upon already existing tools for screening or early detection of lung cancer. Screening may include, but is not limited to, imaging modalities, biomarkers, genetics/genomics/proteomics/metabolomics/transcriptomics, and assessment of risk factors.
- Understand the molecular mechanisms of initiation and progression to clinically significant lung cancer.
- Identify innovative strategies for prevention and treatment of early and/or localized lung cancer.
- Understand predictive and prognostic markers to identify responders and nonresponders.
- Understand susceptibility or resistance to treatment.
- Understand contributors to lung cancer development other than tobacco.

### **C. Award Information**

The Clinical Exploration Award (CEA) mechanism supports rapid execution of early-phase, proof-of-principle clinical trials to examine hypothesis-based, innovative interventions that have

the potential to resolve current clinical barriers and result in a profound impact on the clinical management of lung cancer. While therapeutic approaches proposed for testing through the CEA must represent novel, hypothesis-based, “outside-the-box” approaches for treating lung cancer, they may include therapies already in clinical use, or undergoing clinical testing for other diseases, provided that the proposed use for lung cancer would lead to a major advancement for treating the disease. Outcomes from studies funded by this award are anticipated to provide scientific rationale for subsequent development of larger, efficacy-based clinical trials of interventions that will transform lung cancer clinical care. **Submissions from and partnerships with investigators at military treatment facilities, military labs, and Department of Veterans Affairs (VA) medical centers and research laboratories are *strongly encouraged*.**

***Clinical Trials:*** The CEA supports clinical trials encompassing Phase 0, Phase I, or pilot Phase II for drug or drug combinations, Class II or III devices, or other types of trials that conduct early clinical testing of innovative approaches for lung cancer. Information on clinical trials and phases/classes of study is provided in the “Human Subject Resource Document” available for download from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.

**Projects that only propose correlative studies from ongoing or completed clinical trials are not allowed.** Investigators wishing to apply for funding for correlative studies should consider submitting an application to the FY16 LCRP Investigator-Initiated Translational Research Award mechanism (Funding Opportunity Number: W81XWH-16-LCRP-IITRA).

Because the CEA seeks to support highly innovative, high-impact early-phase clinical trials with near-term clinical relevance, it is the responsibility of the PI to clearly articulate how the proposed study represents research that is beyond conventional therapeutic approaches for lung cancer. Studies in a broad range of areas related to lung cancer clinical management will be considered under the CEA, including but not limited to, evaluation of drugs, biologics, devices, surgical procedures, behavior modifications, or other types of therapeutic approaches.

Key elements of this award are as follows:

- The application should clearly specify the type of clinical study, including phase or class designation (if applicable), that is being proposed.
- ***The application must include documentation of an existing Investigational New Drug (IND) or Investigational Device Exemption (IDE), if applicable.***
- The proposed intervention must be based on sound scientific rationale that is established through logical reasoning, critical review and analysis of the literature, and preliminary data.
- The application should demonstrate availability and accessibility of a suitable human subject population that will support a meaningful outcome for the study.
- ***The application must demonstrate documented availability and accessibility of the drug/compound, device, and/or other materials needed, e.g., a letter from the manufacturer assuring an adequate supply of the agent (and placebo, if necessary).***
- The proposed study should include clearly defined and appropriate endpoints.

- The application should include a detailed statistical analysis plan, including a power analysis reflecting sample size projections that will clearly answer the objectives of the study.
- The proposed study is expected to begin no later than 12 months after the award date.
- The application should include a Transition Plan that describes a clear path for further clinical development.
- **Relevance to Military Beneficiaries:** The application should clearly articulate how the proposed research is relevant to military Service members, Veterans, and their families.

**Military Relevance:** The LCRP seeks to support research that is relevant to the healthcare needs of military Service members, Veterans, and their families. *Military relevance will be considered in determining relevance to the mission of the DHP and FY16 LCRP during programmatic review.* Investigators are *strongly encouraged* to consider the following characteristics as examples of how a project may demonstrate military relevance:

- Use of military or Veteran populations or data in the proposed research.
- Collaboration with Department of Defense (DoD) or VA investigators.
- Involvement of military consultants (Army, Air Force) or specialty leaders (Navy, Marine Corps) to the Surgeons General in a relevant specialty area.
- Description of how the knowledge, information, products, or technologies gained from the proposed research could be implemented in a dual-use capacity to address a military need that also benefits the civilian population.
- Explanation of how the project addresses an aspect of lung cancer that has direct relevance to military Service members, Veterans, or other military health system beneficiaries, including environmental exposures other than tobacco.

**Use of Active Duty Military and VA Populations:** If the proposed research plan involves access to active duty military and/or VA patient populations or resources, the PI is responsible for establishing and demonstrating such access. If possible, access to target active duty military and/or VA patient populations/resources should be confirmed at the time of application submission by inclusion of a letter of support, signed by the lowest ranking person with approval authority, for studies involving active duty military Service members, Veterans, military and/or VA-controlled study materials, and military and/or VA databases. If access cannot be confirmed at the time of application submission, the Government reserves the right to withhold or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resources. Note that access to a Veteran population for clinical studies may only be obtained by either collaboration with a VA investigator where the VA investigator has a substantial role in the research or by advertising to the general public.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All Department of Defense (DoD)-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers 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) prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DoD. These laws and requirements will necessitate information in addition to that supplied to the IRB/EC. ***Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.*** Refer to the General Application Instructions, Appendix 6, and the Human Subject Resource Document available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

All investigators applying to FY16 LCRP funding opportunities are encouraged to consider leveraging resources available through the LCRP-funded Lung Cancer Biospecimen Resource Network (LCBRN) (<http://lungbio.sites.virginia.edu/>) if retrospectively collected human anatomical substances and correlated data are relevant to the proposed studies.

***The CDMRP intends that information, 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.***

#### **D. Eligibility Information**

- PI must be at or above the level of Assistant Professor (or equivalent).
- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. Organizations eligible to apply include Federal agencies, national, international, for-profit, nonprofit, public, and private organizations.
- Applications with intramural (DoD) investigators named as the PI be submitted as an “Extramural Submission” through an extramural (non-DoD) organization (e.g., non-profit foundation). An intramural investigator is defined as a DoD military or civilian employee working within a DoD laboratory or medical treatment facility, or working in a DoD activity embedded within a civilian medical center. Submissions from intramural (DoD) organizations are allowed and encouraged for this Program Announcement/Funding Opportunity. Applicants submitting through their intramural organizations are reminded to coordinate receipt and commitment of funds through their respective resource managers. ***If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator's Commander or Commanding Officer at the intramural organization that authorizes the collaborator's involvement.***
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

## E. Funding

- The maximum period of performance is **3** years.
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$550,000**. Indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$550,000** direct costs or using an indirect rate exceeding the organization's negotiated rate.
- 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.

For this award mechanism, direct costs may be requested for (not all-inclusive):

- Salary
- Research supplies
- Clinical trial costs
- Support for multidisciplinary collaborations, including travel
- Travel costs for up to 2 investigators to travel to 1 scientific/technical meeting per year.

Shall not be requested for:

- Preclinical research studies

Awards to extramural organizations will consist solely of assistance agreements (Cooperative Agreements and Grants). Awards to intramural (DoD) agencies and other Federal agencies may be managed through a direct fund transfer (e.g., the Military Interdepartmental Purchase Request [MIPR]; Funding Authorization Document [FAD] process; or DD Form 1144 Interservice Support Agreement). Direct transfer of funds from the recipient to a DoD agency is not allowed except under very limited circumstances. Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. ***For Federal agencies or organizations collaborating with Federal agencies, budget restrictions apply as are noted in Section II.C.4. of the General Application Instructions.***

***The CDMRP expects to allot approximately \$1.76M of the \$12M FY16 LCRP appropriation to fund approximately 2 Clinical Exploration Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.***

## II. SUBMISSION INFORMATION

***Submission 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(s).***

Submission is a two-step process requiring both (1) pre-application submission through the electronic Biomedical Research Application Portal (eBRAP) (<https://eBRAP.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>). Refer to the General Application Instructions, Section II.A., for registration and submission requirements for eBRAP and Grants.gov.

The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Federal applicants must be familiar with Grants.gov requirements, including the need for an active System for Award Management (SAM) registration and a Data Universal Numbering System (DUNS) number. Refer to Appendix 3 of the General Application Instructions for further information regarding Grants.gov requirements.

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance. A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the Grants.gov application submissions associated with them. eBRAP will validate Grants.gov application files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in an email to the PI and in the Full Application Files tab in eBRAP. It is the applicant's responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement/Funding Opportunity.

***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-application and application submission process. Inconsistencies may delay application processing and limit the ability to view, modify, and verify the application in eBRAP. If any changes need to be made, the applicant should contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 prior to the application deadline.***

Application viewing, modification, and verification in eBRAP is strongly recommended, but not required. ***The Project Narrative and Budget cannot be changed after the application submission deadline.*** Prior to the full application deadline, a corrected or modified full application package may be submitted. Other application components may be changed until the end of the [application verification period](#). After the end of the application verification period, the full application cannot be modified.

## A. Where to Obtain the Grants.gov Application Package

To obtain the Grants.gov application package, including all required forms, perform a basic search using the Funding Opportunity Number W81XWH-16- LCRP-CEA in Grants.gov (<http://www.grants.gov/>).

## B. Pre-Application Submission Content

*The pre-application process should be started early to avoid missing deadlines. There are no grace periods. During the pre-application process, each submission is assigned a unique log number by eBRAP. This unique eBRAP log number will be needed during the application process on Grants.gov.*

All pre-application components must be submitted by the PI through eBRAP (<https://eBRAP.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@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

The pre-application consists of the following components, which are organized in eBRAP by separate tabs (refer to the General Application Instructions, Section II.B., for additional information on pre-application submission):

- **Tab 1 – Application Information**
- **Tab 2 – Application Contacts**
  - Enter contact information for the PI. Enter the organization’s Business Official responsible for sponsored program administration (the “person to be contacted on matters involving this application” in Block 5 of the Grants.gov SF424 (R&R) Form). The Business Official must either be selected from the eBRAP list or invited in order for the pre-application to be submitted.
  - Select the performing organization (site at which the PI will perform the proposed work) and the contracting organization (organization submitting on behalf of the PI, which corresponds to Block 5 on the Grants.gov SF424 (R&R) Form), and click on “Add Organizations to this Pre-application.” The organization(s) must either be selected from the eBRAP drop-down list or invited in order for the pre-application to be submitted.
  - It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.
- **Tab 3 – Collaborators and Key Personnel**
  - Enter the name, organization, and role of all collaborators and key personnel associated with the application.

- [FY16 LCRP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to Panel members and pre-applications or applications, refer to [Section IV.C., Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in application preparation, research, or other duties for submitted applications. For FY16, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess.shtml>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage conflicts of interest (COIs) are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, for detailed information.
- **Tab 4 – Conflicts of Interest (COIs)**
  - List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship). Refer to Appendix 1, Section C of the General Application Instructions for further information regarding COIs.

- **Tab 5 – Pre-Application Files**

*Note: Upload documents as individual PDF files unless otherwise noted. eBRAP will not allow a file to be uploaded if the number of pages exceeds the limit specified below.*

**Pre-Application Relevance Questions:** Provide responses in the appropriate data fields for the following in eBRAP:

1. Is the applicant currently affiliated with the military and/or VA? (Yes/No)
2. Does the proposed research include collaborations with a current military and/or VA investigator/institutions? (Yes/No)
3. Does the proposed research include the use of military and/or VA resources (e.g., data, patient samples)? (Yes/No) If yes, specify the resource and how the resource will be accessed to conduct the proposed research. (500 character limit, including spaces)
4. Briefly explain how the proposed research addresses at least one of the LCRP Areas of Emphasis. Clearly articulate how the proposed research is relevant to military Service members, Veterans, and their families; include supporting evidence as applicable to the proposed research. (1,000 character limit, including spaces)

**Preproposal Narrative (two-page limit):** The Preproposal Narrative page limit applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. 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 pre-application.

The Preproposal Narrative should include the following:

- **Research**
  1. **Background/Rationale:** Clearly present the ideas and reasoning behind the proposed research; include relevant literature citations and preliminary studies that led to the development of the proposed clinical trial. Clearly describe the proposed intervention including its target and mechanism of action in lung cancer.
  2. **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
  3. **Study Design:** Describe the design of the clinical trial. The description should include:
    - The type of study to be performed (e.g., Phase/Class, prospective, randomized, controlled, etc.) and proposed methodology.
    - The study variables and proposed measurement.
    - The research team's capabilities in conducting clinical trials, including discussion of key coordinating activities.
    - The feasibility of initiating the clinical trial within 12 months of the award date. *Note: Invited applications must provide proof of an existing IND/IDE, if applicable.*
- **Innovation:** Describe how the proposed study is an innovative, unconventional approach that has the potential to resolve current clinical barriers in lung cancer.
- **Clinical Impact:** Describe how the proposed study, if successful, will have a profound impact toward improving lung cancer management and contribute to the eradication of deaths from lung cancer.

**Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and 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 (five-page limit per individual).** *All biographical sketches should be uploaded as a single combined file.* Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **Tab 6 – Submit Pre-Application**
  - This tab must be completed for the pre-application to be accepted and processed.

## **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 and the LCRP, pre-applications will be screened based on the following criteria:

- **Relevance:** To what degree the proposed project is relevant to at least one of the LCRP Areas of Emphasis; to what degree the proposed project is relevant to military Service members, Veterans, and their families.
- **Research:** To what degree the experimental approach for accomplishing the study is feasible, will accomplish the objectives, and is based on sound rationale.
- **Innovation:** To what degree the proposed study represents hypothesis-based, innovative clinical research that has the potential to resolve current clinical barriers in lung cancer.
- **Clinical Impact:** To what degree the proposed study may lead to a profound impact on the clinical management of lung cancer.

- **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. Invitations to submit a full application are based on the Pre-Application Screening Criteria as published above.

## **C. Full Application Submission Content**

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

The application process should be started early on Grants.gov to avoid missing deadlines. There are no grace periods. Verify the status of your organization’s Entity registration in the SAM well in advance of the application submission deadline. Allow 3 to 4 weeks to complete the entire SAM registration process. Refer to the General Application Instructions, Section II, for additional information.

*All contributors and administrators to the application must use matching compatible versions of Adobe software when editing and preparing application components. The use of different software versions will result in corruption of the submitted file. See Section II.C. of the General Application Instructions for details on compatible Adobe software.*

*The CDMRP cannot make allowances/exceptions to its policies for submission problems encountered by the applicant organization using system-to-system interfaces with Grants.gov.*

Each application submission must include the completed Grants.gov application package for this Program Announcement/Funding Opportunity. The Grants.gov application package is submitted by the Authorized Organizational Representative through the Grants.gov portal (<http://www.grants.gov/>).

***Note: The Project Narrative and Budget Form cannot be changed after the application submission deadline.***

If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or Budget Form needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID ***prior to the application submission deadline.***

The Grants.gov application package must be submitted using the unique eBRAP log number to avoid delays in application processing.

**Grants.gov application package components:** For the Clinical Exploration 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. SF424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section II.C., for detailed information.

**2. Attachments Form**

Each attachment to the Grants.gov application forms must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in Appendix 2 of the General Application Instructions. For all attachments, ensure that the file names are consistent with the guidance. Grants.gov will reject attachments with file names longer than 50 characters or incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire Grants.gov application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (15-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 may result in administrative withdrawal of the application.

***Note: The Project Narrative is NOT the formal clinical trial protocol. Instead, all elements of the proposed clinical trial necessary for peer review must be described as indicated below.***

Describe the proposed project in detail using the outline below.

- **Background:** Present the ideas and reasoning behind the proposed research; include relevant literature citations, preliminary data, and/or preclinical data that led to the development of the proposed clinical trial. Any preliminary data provided should be from the laboratory of the PI or member(s) of the collaborating team.
  - Clearly support the choice of study variables and explain the basis for the study questions and/or study hypotheses. Establish the relevance of the study and explain the applicability of the proposed findings.
  - *Clearly articulate how the proposed study represents research that moves beyond conventional therapeutic approaches for lung cancer.*
- **Hypotheses/Objectives:** State the hypotheses/study questions and overall objective(s) to be reached.
- **Specific Aims:** Concisely explain the project's specific aims. If this application is part of a larger study, present only tasks that this award would fund.
- **Study Design:** Describe the type of study to be performed (e.g., Phase/Class, prospective, randomized, controlled) and outline the proposed methodology in sufficient detail to show a clear course of action.
  - Identify and describe the hypothesis/intervention to be studied and how it will be applied.
  - Describe the projected outcomes of the study.
  - Define the study variables and describe how they will be measured. Include a description of appropriate controls and the endpoints to be tested.
  - Describe the study population, criteria for inclusion/exclusion, and the methods that will be used for recruitment/accrual of human subjects and/or samples (i.e., convenience, simple random, stratified random). Address any potential barriers to accrual and plans for addressing potential delays. Describe how the subject-to-group assignments process will be conducted (e.g., randomization, block randomization, stratified randomization, age-matched controls, alternating group, or other procedures), if applicable. Include a discussion of risk/benefit considerations. Include a clear and detailed description of the potential ethical issues raised by the proposed study and provide a detailed plan for how the ethical issues will be addressed.
  - Document the availability and accessibility of the drug/compound, device, or other materials needed.
- **Data and Statistical Analysis Plan:** Describe how data will be collected and analyzed in a manner that is consistent with the study objectives. If applicable, include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study. Specify the approximate number of human subjects/samples that will be accrued. If multiple study sites are involved, state the approximate number to be enrolled at each site.

- **Study Personnel:** Identify the key members of the study team and describe their roles on the project. If applicable, a medical monitor (external to the study and not reimbursed by the study) and study coordinator(s) should be included.
- **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 will result in the removal of those items or may result in 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 Patents:** Include a list of relevant publication URLs and/or patent abstracts. If publications are not publicly available, then copies of up to five published manuscripts may be included in Attachment 2. 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, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the Program Announcement/Funding Opportunity, such as those from members of Congress, do not impact application review or funding decisions.
  - **Letters of Collaboration:** Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. **If the application indicates proprietary material(s) will be utilized for the proposed work, a letter of support confirming the PI will have access to the required material(s) is necessary.**
  - **Intellectual Property**
    - Intangible property acquired, created or developed under this award will be subject to all rights and responsibilities established at 2 CFR 200.315.

Should the applicant intend to use, in the performance of this program, pre-existing, legally protected and perfected intangible property and for which no Federal funds had been used in the development of said property, the applicant must:

- Clearly identify all such property;
  - Identify the cost to the Federal government for use or license of such property, if applicable; or
  - Provide a statement that no property meeting this definition will be used on this project.
- 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: 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, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.

- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf.”** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Of particular importance, programmatic reviewers typically do not have access to the full application and therefore rely on the technical abstract for appropriate description of the project’s key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important. Technical abstracts should be written using the outline below.

- Relevance: State the LCRP Area(s) of Emphasis the project addresses. Describe how the project is relevant to military Service members, Veterans, and their families.
  - 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.
  - Clinical Impact: Briefly describe how the proposed project may lead to a major impact on lung cancer clinical management.
- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf.”** The lay abstract is used by all reviewers. Abstracts of all funded research projects will

be posted publicly. **Do not include proprietary or confidential information.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

**Do not duplicate the technical abstract.** Minimize the use of acronyms and abbreviations, where appropriate. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer community. Lay abstracts should be written using the outline below.

- Describe the scientific objective and rationale for the proposed project in a manner that will be readily understood by readers without a background in science or medicine.
  - State the LCRP Area(s) of Emphasis the project addresses.
- 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 an impact on the standard of care for lung cancer?
  - What are the likely contributions of this study to advancing the field of lung cancer research?
  - How is the project relevant to military Service members, Veterans, and their families?
- **Attachment 5: Statement of Work (SOW) (three-page limit): Upload as “SOW.pdf.”** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Clinical Exploration Award mechanism, use the SOW format example titled “SOW for Clinical Research.” The SOW must be in PDF format prior to attaching. Refer to the General Application Instructions, Section II.C.2., for detailed guidance on creating the SOW.
- **Attachment 6: Clinical Impact Statement (one-page limit): Upload as “Impact.pdf.”**

Explain in detail why the proposed research project is important, as follows:

- **Describe the short-term impact:** Detail the anticipated outcomes that will be directly attributed to the results of the proposed research, including a description of the target population. Explain how these results/outcome(s)/product(s) will have the potential to transform lung cancer management and change clinical practice.
- **Describe the long-term impact:** Explain the long-term gains from the proposed research, including how the outcomes or products will ultimately contribute to eradicating deaths from lung cancer.

- **Attachment 7: Innovation Statement (one-page limit): Upload as “Innovation.pdf.”**

Describe how the proposed work is innovative, representing a novel, hypothesis-based, “outside-the-box” approach for treating lung cancer. Research that represents an incremental advancement on published data is not considered innovative.

- **Attachment 8: Transition Plan (two-page limit): Upload as “Transition.pdf.”**

Provide information on the methods and strategies proposed to move the product to the next level of clinical research or use after successful completion of the award. The transition plan may include the components listed below:

- Details of the funding strategy that will be used to bring the outcomes to clinical testing or the next level of clinical trial (e.g., specific potential commercial partners, specific funding opportunities to be applied for).
- A description of collaborations and other resources that will be used to provide continuity of development.

- **Attachment 9: IND/IDE Documentation Form: Upload as “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](http://Grants.gov).

- **Attachment 10: Relevance Statement (one-page limit): Upload as “Relevance.pdf.”**

- **Areas of Emphasis:** Describe how the proposed research is relevant to at least one of the LCRP Areas of Emphasis.
- **Military Relevance:** Describe how the proposed research is relevant to the healthcare needs and welfare of military Service members, Veterans, and their families in a way that is consistent with the program’s goals. If active duty military, military families, or U.S. 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 using 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., Armed Forces, their family members, and/or the U.S. Veteran population). If applicable, show how the proposed research project aligns with DoD and/or VA areas of research interest.

- **Attachment 11: Letters Confirming Access to Target Military or VA Patient Population(s) or Human/Animal Anatomical Substances, Databases, if applicable: Upload as “Access.pdf.”** If applicable, provide a letter(s) of support, signed by the lowest ranking person with approval authority, for studies involving active duty military and/or Veteran populations, military and/or VA-controlled study materials, and military and/or VA databases.

- **Attachment 12: Collaborating DoD Military Facility Budget Form(s), if applicable: Upload as “MFBudget.pdf.”** If a Military Facility (military health system facility, research laboratory, treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete the Collaborating DoD Military Facility Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each Military Facility as instructed. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C.4., for detailed information.
- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf.” The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The five-page National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in the portable document format (pdf) that is not editable.
- Biographical Sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.
- **PI Previous/Current/Pending Support (no page limit):** Upload as “Support\_LastName.pdf.”
  - **Key Personnel Biographical Sketches (five-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.4., for detailed information.
- **Budget Justification (no page limit):** Upload as “BudgetJustification.pdf.” The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.
- 5. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.5., for detailed information.
- 6. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.6., for detailed information.
- Collaborating DoD Military Facilities Form: A Military Facility collaborating in the performance of the project should be treated as a subaward for budget purposes. However, do not complete the Grants.Gov R & R Subaward Budget Attachment Form; instead, complete the Collaborating DoD Military Facility Budget Form (use

Attachment 12, Collaborating DoD Military Facility Budget Form) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.

#### **D. Applicant Verification of Grants.gov Submission in eBRAP**

Prior to the end of the application verification period, PIs and organizational representatives can review and modify in eBRAP certain components of an application submitted to Grants.gov. Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in both the email and in the Full Application Files tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant's responsibility to review all application components and ensure proper ordering as specified in the Program Announcement/Funding Opportunity. *If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a "Changed/Corrected Application" with the previous Grants.gov Tracking ID prior to the application submission deadline.* The Project Narrative and Budget Form cannot be changed after the application submission deadline.

#### **E. 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 either of these deadlines will result in submission rejection.

#### **F. Other Submission Requirements**

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

All extramural applications must be submitted through Grants.gov. Applicant organizations and all subrecipient organizations must have a DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the SAM with an "Active" status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Section II.A., for information on Grants.gov registration requirements.

### **III. APPLICATION REVIEW INFORMATION**

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

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is peer review of applications against established criteria for determining technical merit. Each application is evaluated for its own merit, independent of other applications. The second tier is a programmatic review that makes recommendations for funding to the DHA RDA Directorate and the OASD(HA), based on technical merit, the relevance to the

mission of the DHP and LCRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement/Funding Opportunity. Programmatic review is a comparison-based process in which applications with scientific and technical merit compete in a common pool. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section III.B.2., Programmatic Review](#).* Additional information about the two-tier 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. Panel members sign a 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 Process**

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

- **Clinical Impact**

- To what degree the proposed study could ultimately transform lung cancer clinical management far beyond current clinical practice, including its potential contribution to the eradication of deaths from lung cancer.
- How well the sample population represents the targeted patient population that might benefit from the proposed or potential intervention.
- To what degree an appropriate plan for transitioning the study outcomes into further development is present, including:
  - Whether appropriate collaborations and other resources for providing continuity of development are established and/or well described.
  - Whether the funding strategy described to bring the outcome(s) to the next level of clinical trial or development is appropriate.

- **Innovation**

- How well the research proposes to use a new intervention and/or existing intervention in a unique or creative way (e.g., first in lung cancer, new and unconventional therapeutic approach).
- To what degree the proposed research represents more than an incremental advance upon published data.

- **Study Design**
  - How well the scientific rationale for the proposed study is supported by the preliminary data, critical review and analysis of the literature, and/or laboratory and/or preclinical evidence.
  - To what extent the study aims, hypotheses or objectives, experimental design, methods, and analyses are designed to clearly answer the clinical objective.
  - To what degree the statistical plan, including sample size projections and power analysis, as applicable, is appropriate and adequate for the study.
  - How well the inclusion, exclusion, and randomization criteria meet the needs of the proposed clinical trial, and how well the level of risk to the human subjects is minimized.
  - To what degree the intervention addresses the clinical need(s) described.
  - Whether there is sufficient evidence of an existing IND/IDE (if applicable).
  - Whether there is sufficient evidence of availability and accessibility of the drug/compound, device, and/or materials needed.
- **Recruitment, Accrual, and Feasibility**
  - How well the PI addresses the availability, accessibility, and interest of human subjects for the clinical trial.
  - Whether there is evidence that a plan to address potential ethical issues raised by the proposed study has been appropriately considered and developed (if applicable).
  - How well the recruitment processes for human subjects are designed to meet the needs of the proposed study.
  - Whether there is evidence of an adequate contingency plan to resolve potential delays (e.g., slow accrual, attrition).
- **Personnel**
  - To what degree the composition of the study team (e.g., study coordinator, statistician) is appropriate.
  - To what degree the PI's and study team's backgrounds and expertise are appropriate to accomplish the proposed work (e.g., statistical expertise, expertise in the disease, and clinical trial experience).
  - Appropriateness of the levels of effort by the PI and other key personnel to ensure the success of this research effort.

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

- **Relevance**
  - How well the proposed research addresses at least one of the LCRP Areas of Emphasis.
  - How the proposed project is relevant to military Service members, Veterans, and their families in a way that is consistent with the program's goals.

- **Environment**
    - To what degree the scientific environment, clinical setting, and the accessibility of institutional resources support the clinical trial (including collaborative arrangements).
    - Whether there is evidence for appropriate institutional commitment.
    - If applicable, to what degree the intellectual and material property plan is appropriate.
  - **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 influence the review.
- 2. Programmatic Review:** To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, the following equally considered criteria are used by programmatic reviewers:
- a. **Ratings and evaluations of the peer reviewers**
  - b. **Relevance to the mission of the DHP and FY16 LCRP, as evidenced by the following:**
    - Adherence to the intent of the award mechanism
    - Program portfolio composition
    - Relative impact, innovation, and military relevance

### **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 email notification of posting of the funding recommendation in eBRAP. 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 eBRAP 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 specific limits will be removed prior to review for all documents other than the Preproposal Narrative and Project Narrative.
- Documents not requested will be removed.

### C. Withdrawal

The following may result in administrative withdrawal of the pre-application or application:

- An FY16 LCRP Programmatic 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 documentation. *A list of the FY16 LCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/lcrp/panels/panels16.shtml>.*
- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.
- 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).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY16, the

identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess.shtml>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage COIs are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, 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 invited application does not propose the same research project described in the pre-application.
- The proposed research is, or is requesting funding for, a preclinical study.
- No evidence of an existing IND/IDE for the intervention, if applicable.
- An application submitted by a PI who does not meet the eligibility criteria will be withdrawn.
- An application that does not address at least one of the LCRP Areas of Emphasis will be withdrawn.
- A pre-application or application that proposes only mesothelioma research will be withdrawn.

#### **D. Withhold**

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending organizational investigation. The organization 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, 2017. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

Any assistance instrument awarded under this Program Announcement/Funding Opportunity will be governed by the award terms and conditions, which conform to DoD's implementation of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Terms and conditions of new awards made after December 26, 2014 may include revisions to reflect DoD implementation of new OMB guidance in the Code of Federal Regulations, Title 2, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR part 200).

## **B. Administrative Requirements**

Refer to the General Application Instructions, Appendix 4 for general information regarding administrative requirements.

## **C. National Policy Requirements**

Refer to the General Application Instructions, Appendix 5 for general information regarding national policy requirements.

## **D. Reporting**

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

## **E. Award Transfers**

The organization transfer of an award supporting a clinical trial is strongly discouraged and in most cases will not be allowed. Approval of a transfer request will be on a case-by-case basis at the discretion of the Grants Officer. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

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

## **VI. VERSION CODES AND AGENCY CONTACTS**

### **A. Program Announcement/Funding Opportunity and General Application Instructions Version**

Questions related to this Program Announcement/Funding Opportunity should refer to the Program name, the Program Announcement/Funding Opportunity name, and the Program Announcement/Funding Opportunity version code [20160210g]. The Program Announcement/Funding Opportunity numeric version code will match the General Applications Instructions version code [20160210].

### **B. 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 eBRAP 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@eBRAP.org](mailto:help@eBRAP.org)

### **C. Grants.gov Contact Center**

Questions related to application submission through 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; International 1-606-545-5035

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 Grants.gov application package. If the Grants.gov 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	Upload Order	Action	Completed
SF424 (R&R) Application for Federal Assistance		Complete form as instructed.	
Attachments Form	1	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."	
	2	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."	
	3	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."	
	4	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf."	
	5	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	6	Clinical Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."	
	7	Innovation Statement: Upload as Attachment 7 with file name "Innovation.pdf."	
	8	Transition Plan: Upload as Attachment 8 with file name "Transition.pdf."	
	9	IND/IDE Documentation Form: Upload as Attachment 9 with file name "IND.IDE.pdf".	
	10	Relevance Statement: Upload as Attachment 10 with file name "Relevance.pdf."	
	11	Letters Confirming Access to Military or VA Patient Populations or Human/Animal Anatomical Substances, Databases: Upload as Attachment 11 with file name "Access.pdf," if applicable.	
	12	Collaborating DoD Military Facility Budget Form(s): Upload as Attachment 12 with file name "MFBudget.pdf," if applicable.	
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.	