

# **I. OVERVIEW OF THE FUNDING OPPORTUNITY**

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Spinal Cord Injury Research Program**

**Qualitative Research Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-18-SCIRP-QRA**

**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), July 9, 2018
- **Invitation to Submit an Application:** August 2018
- **Application Submission Deadline:** 11:59 p.m. ET, October 15, 2018
- **End of Application Verification Period:** 5:00 p.m. ET, October 18, 2018
- **Peer Review:** December 2018
- **Programmatic Review:** February 2019

*This Program Announcement must be read in conjunction with the General Application Instructions, version 20180329. The General Applications Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”*

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## **II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY**

***New for 2018: Application submission by extramural organizations through Grants.gov requires use of the Workspace interface, which separates the application package into individual forms. Applicants must create a Workspace in Grants.gov, complete the required forms, and submit their application Workspace package.***

### **II.A. Program Description**

Applications to the Fiscal Year 2018 (FY18) Spinal Cord Injury Research Program (SCIRP) are being solicited for the Defense Health Agency (DHA) J9, Research and Development Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 2358 (10 USC 2358). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The execution management agent for this Program Announcement is the Congressionally Directed Medical Research Programs (CDMRP). The SCIRP was initiated in 2009 to provide support for research of exceptional scientific merit 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 spinal cord injury (SCI). Appropriations for the SCIRP from FY09 through FY17 totaled \$217.85 million (M). The FY18 appropriation is \$30M.

The FY18 SCIRP challenges the scientific community to design research that will foster new directions for and address neglected issues in the field of SCI-focused 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. Though the SCIRP supports groundbreaking research, all projects must demonstrate solid scientific rationale.

#### **II.A.1. FY18 SCIRP Qualitative Research Award (QRA) Focus Areas**

To meet the intent of the award mechanism, all applications must address at least one or more of the FY18 SCIRP QRA Focus Areas.

- Bladder dysfunction, bowel dysfunction, and neuropathic pain:
  - Clinical studies are supported in this FY18 SCIRP QRA Focus Area. Preclinical animal studies are not supported.
  - Includes studies of bladder dysfunction, bowel dysfunction, and/or neuropathic pain in individuals with SCI, provided that the application demonstrates a clear path from increased understanding to advancing treatments and/or improving quality of life.
  - Includes interventions such as drugs, devices, and rehabilitation strategies.

- Studies addressing the needs of and treatments for individuals with SCI across the full lifespan and from acute to chronic injury are encouraged.
- Psychosocial issues relevant to SCI for individuals with SCI and their caregivers.
  - Clinical studies are supported in this FY18 SCIRP QRA Focus Area. Preclinical animal studies are not supported.
  - Studies may address the causes of psychosocial issues and/or interventions designed to relieve the impact of SCI and improve quality of life.
  - Applications focusing on the needs of Service members and Veterans are very highly encouraged. Applications including other populations must show clear relevance to Service members and/or Veterans.
  - Applications addressing the needs of caregivers are encouraged.
  - Studies of depression and of resilience and positive self-management, particularly in the first year following injury, are especially encouraged.
- Rehabilitation and regeneration: Maximizing the function of the residual spinal cord neurons, including harnessing neuroplasticity and neuromodulation to improve patient function.
  - Clinical studies are supported in this FY18 SCIRP QRA Focus Area. Preclinical animal studies are not supported.

Principal Investigators (PIs) are encouraged to integrate and/or align their research projects with Department of Defense (DoD) and/or VA research laboratories and programs. Collaboration with the DoD and/or VA is also encouraged. A list of websites that may be useful in identifying additional information about ongoing DoD and VA areas of research interest or potential opportunities for collaboration can be found in Appendix II.

### **II.A.2. Award History**

The SCIRP QRA mechanism was first offered in FY10. Since then, 52 QRA applications have been received, and 17 have been recommended for funding.

### **II.B. Award Information**

The intent of the QRA is to support *qualitative research studies* that will help researchers and clinicians better understand the experiences of individuals with SCI and thereby identify the most effective path(s) for adjusting to disability and/or improving overall quality of life, health, and functional status after SCI. This mechanism is specifically focused on military and Veteran populations in the years after SCI, examining the issues, barriers, and promoters of success for Service members during the transition from initial injury and acute care through rehabilitation and community reintegration; therefore, collaboration with military and VA researchers and clinicians is encouraged. Factors that may affect the rehabilitation and reintegration of spinal

cord-injured Service members include, but are not limited to, age, gender, ethnicity, family members/caregivers, psychological health, severity of injury, type of medical care (e.g., civilian, VA, or military facility), and comorbid conditions.

**A key feature of the QRA is the relevance to military and/or Veteran populations in the years after SCI. Inclusion of military and/or Veteran populations is highly encouraged. Applicants should clearly describe how their study design, including recruitment strategies and access to appropriate populations, as applicable, will enable them to meet this intent. Applicants proposing studies in non-military and/or Veteran populations must justify the relevance of the proposed research to the military and/or Veteran communities.**

Qualitative research is a form of social inquiry that focuses on understanding how people interpret and make sense of their experiences and the world in which they live (i.e., seek to understand the human experience). Observations that drive a research idea may be derived from basic discovery, population-based studies or first-person experience of clinicians, researchers, individuals with SCI or their family and/or caregivers. *Appropriate qualitative research topics include, but are not limited to, the explorative, descriptive, predictive, or explanatory study of the:*

- Barriers preventing Service members with SCI from returning to active duty, returning home, or reintegrating into the community.
- Impact of personal factors and comorbid medical conditions that influence or mediate a patient's health or quality of life during hospitalization following SCI.
- Impact of cultural values and beliefs on the success of rehabilitation and community reintegration.
- Impact of medical care decisions (e.g., choice of civilian, VA, or military facility, treatment type) on the success of rehabilitation and community reintegration.

*Preliminary and/or published data relevant to SCI and the proposed research project are encouraged, but not required.*

*Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this funding opportunity.* Applications including a clinical trial as any part of the application will be [administratively withdrawn](#). A clinical trial is defined as a prospective accrual of patients (human subjects) in whom an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested for a measurable outcome with respect to safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction.

*Investigators wishing to apply for funding for a clinical trial should utilize the FY18 SCIRP Clinical Trial Award mechanism (Funding Opportunity Number: W81XWH-18-SCIRP-CTA) or the FY18 SCIRP Translational Research Award mechanism (Funding Opportunity Number: W81XWH-18-SCIRP-TRA).*

The anticipated direct costs budgeted for the entire period of performance for an FY18 SCIRP QRA will not exceed **\$500,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

The proposed research must be relevant to active duty Service members, Veterans, military beneficiaries, and/or the American public.

The types of awards made under the Program Announcement will be assistance agreements (grants or cooperative agreements). The level of involvement on the part of the DoD during project performance is the key factor in determining whether to award a grant or cooperative agreement.

***Extramural Organizations:*** An assistance agreement (grant or cooperative agreement) is appropriate when the Federal Government transfers a “thing of value” to a “state, local government,” or “other recipient” to carry out a public purpose of support or stimulation authorized by a law of the United States, instead of acquiring property or service for the direct benefit and use of the U.S. Government. An assistance agreement can take the form of a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305) and the award will identify the specific substantial involvement. Substantial involvement may include collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All 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.*** Additional time for regulatory reviews may be needed for clinical studies taking place in international settings. When possible, protocols should be written for research with human subjects and/or human anatomical substances that are specific to the DoD-supported effort outlined in the submitted application as a stand-alone study. Submission to HRPO of protocols involving more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol (DoD and non-DoD funded). DoD human subjects protection requirements may be applied to non-DoD funded work and necessitate extensive revisions to the protocol. Refer to the General Application Instructions, Appendix 1, and the Human Subject Resource Document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

**Use of DoD or VA Resources:** If the proposed research involves access to active duty military patient populations and/or DoD resources or databases, the PI is responsible for demonstrating such access at the time of application submission and should develop a plan for maintaining access as needed throughout the proposed research. Access to target active duty military patient population(s) and/or DoD resource(s) or database(s) should be confirmed by including a letter of support, signed by the lowest-ranking person with approval authority.

If the proposed research involves access to VA patient populations, VA study resources and databases, and/or VA research space and equipment, VA PIs must have a plan for obtaining and maintaining access throughout the proposed research. Access to VA patients, resources, and/or VA research space should be confirmed by including a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief. If appropriate, the application should identify the VA-affiliated non-profit corporation (NPC) as the applicant institution for VA PIs. If the VA NPC is not identified as the applicant institution for administering the funds, the application should include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.

Access to certain DoD or VA patient populations, resources, or databases may only be obtained by collaboration with a DoD or VA investigator who has a substantial role in the research and may not be available to a non-DoD or non-VA investigator if the resource is restricted to DoD or VA personnel. Investigators should be aware of which resources are available to them if the proposed research involves a non-DoD or non-VA investigator collaborating with the DoD and/or VA. If access cannot be confirmed at the time of application submission, the Government reserves the right to withdraw or revoke funding until support for and access to the relevant population(s) and/or resource(s) has been demonstrated. Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for detailed information.

**Use of Common Data Elements (CDEs):** Use of the SCI CDEs developed through the collaboration of the International Spinal Cord Society, the American Spinal Injury Association, and the National Institute of Neurological Disorders and Stroke (NINDS) CDE team, as referenced at <http://www.commondataelements.ninds.nih.gov/SCI.aspx>, is strongly encouraged for all human subjects research. Additionally, the Government reserves the right to identify repositories for submission of data for archive. Any costs associated with submission of data to such repositories will be addressed during award negotiations.

The CDMRP intends that information, data, and research resources generated under awards funded by this Program Announcement 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 2, Section K.

Awards will be made no later than September 30, 2019. For additional information refer to [Section II.F.1, Federal Award Notices](#).

## **II.C. Eligibility Information**

### **II.C.1. Eligible Applicants**

**II.C.1.a. Organization:** All organizations, including international organizations, are eligible to apply.

**Government Agencies Within the United States:** Local, state, and Federal Government agencies are eligible to the extent that applications do not overlap with their fully funded internal programs. Such agencies are required to explain how their applications do not overlap with their internal programs.

As applications for this Program Announcement may be submitted by extramural and intramural organizations, these terms are defined below.

**Extramural Organization:** An eligible non-DoD organization. Examples of extramural organizations include academic institutions, biotechnology companies, foundations, Government, and research institutes.

**Intramural DoD Organization:** A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center.

**Note:** Applications from an intramural DoD organization or from an extramural Federal organization may be submitted through a research foundation.

The USAMRAA makes awards to eligible organizations, not to individuals.

### **II.C.1.b. Principal Investigator**

Independent investigators at all academic levels (or equivalent) are eligible to submit applications.

An eligible PI, regardless of ethnicity, nationality, or citizenship status, must be employed by, or affiliated with, an eligible organization.

The CDMRP encourages all PIs to participate in a digital identifier initiative through Open Researcher and Contributor ID, Inc. (ORCID). Registration for a unique ORCID identifier can be done online at <http://orcid.org/>.

### **II.C.2. Cost Sharing**

Cost sharing/matching is not an eligibility requirement.

### **II.C.3. Other**

Organizations must be able to access **.gov** and **.mil** websites in order to fulfill the financial and technical deliverable requirements of the award and submit invoices for payment.

There are no limitations on the number of applications for which an investigator may be named as a PI.

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 3.

Refer to [Section II.H.2, Administrative Actions](#), for a list of administrative actions that may be taken if a pre-application or application does not meet the administrative, eligibility, or ethical requirements defined in this Program Announcement.

## **II.D. Application and Submission Information**

*Extramural Submission* is defined as an application submitted by an organization to Grants.gov.

*Intramural DoD Submission* is defined as an application submitted by a DoD organization to eBRAP.

### **II.D.1. Address to Request Application Package**

eBRAP is a multifunctional web-based system that allows applicants 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.

*Extramural Submissions:* Pre-application content and forms must be accessed and submitted at [eBRAP.org](http://eBRAP.org). Full application packages must be accessed and submitted at Grants.gov.

*Intramural DoD Submissions:* Pre-application content and forms and full application packages must be accessed and submitted at [eBRAP.org](http://eBRAP.org).

Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section II.G, Federal Awarding Agency Contacts](#).

### **II.D.2. Content and Form of the Application Submission**

Submission is a two-step process requiring both *pre-application* and *full application* as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods.

**Pre-Application Submission:** All pre-applications for both extramural and intramural organizations must be submitted through eBRAP (<https://eBRAP.org/>).

**Full Application Submission:** Full applications must be submitted through the online portals as described below.

*Submitting Extramural Organizations:* Full applications from extramural organizations must be submitted through a Grants.gov Workspace. Applications submitted by extramural organizations (e.g., research foundations) on behalf of intramural DoD or other Federal

organizations or investigators will be considered extramural submissions. Applications from extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

***Submitting Intramural DoD Organizations:*** Intramural DoD organizations may submit full applications to either eBRAP or Grants.gov. Intramural DoD organizations that are unable to submit to Grants.gov should submit through eBRAP. Intramural DoD organizations with the capability to submit through Grants.gov may submit following the instructions for extramural submissions through Grants.gov or may submit to eBRAP.

***For Both Extramural and Intramural Applicants:*** A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the full application submissions associated with them. eBRAP will validate full application files against the specific Program Announcement 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.

***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent throughout the entire pre-application and full application submission process.*** Inconsistencies may delay application processing and limit or negate 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 submission deadline.

#### **II.D.2.a. Step 1: Pre-Application Submission Content**

**During the pre-application process, each submission is assigned a unique log number by eBRAP. This unique eBRAP log number is required during the full application submission process.**

To begin the pre-application process, first select whether the submitting organization is extramural or intramural, then confirm your selection or cancel. **Incorrect selection of extramural or intramural submission type will delay processing.**

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 to request a change in designation.

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.

PIs with an ORCID identifier should enter that information in the appropriate field in the “My Profile” tab in the “Account Information” section of eBRAP.

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**

Submission of application information includes assignment of primary and secondary research classification codes, which may be found at <https://ebrap.org/eBRAP/public/Program.htm>. Note that the codes have recently been revised. Applicants are strongly encouraged to review and confirm the codes prior to making their selection.

- **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 be either 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 be either 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.

[FY18 SCIRP 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 II.H.2.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 pre-application or application preparation, research, or other duties for submitted pre-applications or applications. For FY18, 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>). Pre-applications or 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 Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.

- **Tab 4 – Conflicts of Interest**

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 the General Application Instructions, Appendix 3, Section C, 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.*

- **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:

- **Background/Research Problem:** Describe the research problem to be addressed. State the ideas and reasoning on which the proposed research project is based. Clearly demonstrate that there is sufficient rationale for the proposed research.
- **Specific Aims and Study Design:** Concisely state the project’s specific aims and describe the scientific approach and how the project meets the definition of qualitative research as described in this Program Announcement. Describe how the study will involve spinal cord-injured military Service members and/or Veterans and any planned involvement of military or VA researchers, clinicians, or institutions.
- **Impact:** Describe the impact of this study on the field of SCI research, patient care, and/or quality of life, including the impact on one or more of the FY18 SCIRP QRA Focus Areas.
- **Military Relevance:** Describe how the proposed research project is applicable to spinal cord-injured military Service members, Veterans, and/or their family members and caregivers. If a non-military population will be used for some of the proposed research project, explain how the population simulates the targeted population.
- **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 the following:

- 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, reference title, and reference source, including 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 (six-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 SCIRP, pre-applications will be screened based on the following criteria:

- **Background/Research Problem:** How well the background and scientific rationale demonstrate sufficient evidence to support the proposed research project.
- **Specific Aims and Study Design:** How well the specific aims and proposed methodology will address the research problem to be explored. How well the project meets the definition of qualitative research.
- **Impact:** How well the proposed research project addresses one or more FY18 SCIRP QRA Focus Area(s) and will make important contributions toward the goals of advancing SCI research, patient care, and/or improving quality of life.
- **Military Relevance:** How well the proposed research project involves and directly or indirectly benefits spinal cord-injured military Service members, Veterans, and/or their family members and caregivers.

- **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 in [Section I, Overview of the Funding Opportunity](#). Invitations to submit a full application are based on the Pre-Application Screening Criteria listed above.

**II.D.2.b. Step 2: Full Application Submission Content**

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

*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 full application package for this Program Announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<http://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

**II.D.2.b.i. Full Application Guidelines**

Extramural organizations must submit full applications through Grants.gov. Applicants must create a Grants.gov Workspace for submission, which allows the application components to be completed online and routed through the applicant organization for review prior to submission. Applicants may choose to download and save individual PDF forms rather than filling out webforms in the Workspace. A compatible version of Adobe Reader **must** be used to view, complete, and submit an application package consisting of PDF forms. If more than one person is entering text into an application package, the **same version** of Adobe Reader software should be used by each person. Check the version number of the Adobe software on each user’s computer to make sure the versions match. Using different versions of Adobe Reader may cause submission and/or save errors – even if each version is individually compatible with Grants.gov. Refer to the General Application Instructions, Section III, and the “Apply For Grants” page of Grants.gov (<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>) for further information about the Grants.gov Workspace submission process. Submissions of extramural applications through eBRAP may be withdrawn.

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Location</b>	
Download application package components for W81XWH-18-SCIRP-QRA from Grants.gov ( <a href="http://www.grants.gov/">http://www.grants.gov/</a> ) and create a Grants.gov Workspace. The Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-18-SCIRP-QRA from eBRAP ( <a href="https://ebrap.org/">https://ebrap.org/</a> ).

Extramural Submissions	Intramural DoD Submissions
<b>Full Application Package Components</b>	
<p><b>SF424 (R&amp;R) Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.</p>	<p><b>Tab 1 – Summary:</b> Provide a summary of the application information.</p> <p><b>Tab 2 – Application Contacts:</b> This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.</p>
<p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Personal Data</a></li> <li>• <a href="#">Research &amp; Related Senior/Key Person Profile (Expanded)</a></li> <li>• <a href="#">Research &amp; Related Budget</a></li> <li>• <a href="#">Project/Performance Site Location(s) Form</a></li> <li>• <a href="#">R&amp;R Subaward Budget Attachment(s) Form</a> (if applicable)</li> </ul>	<p><b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to the Workspace, complete all required forms, and check for errors before submission.</p> <p><b>Submit a Grants.gov Workspace Package.</b> An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package <b>at least 24-48 hours prior to the close date</b> to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p>Note: If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget 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.</p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b></p> <p><b>Tab 5 – Submit/Request Approval Full Application:</b> After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official by email.</p>

Extramural Submissions	Intramural DoD Submissions
<u><a href="#">Application Verification Period</a></u>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, <b><i>with the exception of the Project Narrative and Budget Form</i></b>, may be modified.</p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and applicant will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, <b><i>with the exception of the Project Narrative and Budget Form</i></b>, may be modified. Your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b> After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

Application viewing, modification, and verification in eBRAP are 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. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period. After the end of the application verification period, the full application cannot be modified.

***Material submitted after the end of the application verification period, unless specifically requested by the Government, will not be forwarded for processing.***

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

## II.D.2.b.ii. Full Application Submission Components

- **Extramural Applications Only**

**SF424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section III.A.1, for detailed information.

- **Extramural and Intramural Applications**

**Attachments:**

*Each attachment to the full application components must be uploaded as an individual file in the format specified and in accordance with the formatting guidelines listed in the General Application Instructions, Appendix 4.*

For all attachments, ensure that the file names are consistent with the guidance. Attachments will be rejected if the file names are longer than 50 characters or have incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, there are file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB, and the file size for the entire full application package may not exceed 200 MB.

- **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) 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.

Describe the proposed project in detail using the outline below.

*Preliminary and/or published data relevant to SCI and the proposed research project are encouraged, but not required.*

- **Background:** Identify the major research problem to be addressed. Describe the ideas and reasoning on which the proposed research project is based. Clearly demonstrate that there is sufficient scientific evidence to support the proposed stage of research. Cite relevant literature, and describe previous experience most pertinent to this project, including data from pilot studies, if applicable.
- **Research Problem:** Discuss the research problem and why it is important. Explain why a qualitative, rather than a quantitative, approach is more appropriate to address the research problem.
- **Specific Aims:** Concisely explain the project’s specific aims. If the proposed research project is part of a larger study, present only tasks that this SCIRP award would fund.

- **Study Design:** Describe the specific theoretical perspective of qualitative research on which the study is based, as well as the overall study design. Address potential problem areas and present alternative methods and approaches. The following important components of qualitative study design and methods should be addressed:
  - **Data collection:** Describe the proposed methods for sampling, collection, interviewing, and recording/documentation, in sufficient detail for analysis. Discuss how these methods are systematic and rigorous, and appropriate to address the qualitative research questions. If methods will evolve from and be informed by the research itself, describe how the rigor of these processes will be maintained. Describe and articulate specific benchmarks that will be utilized to assess whether the research progresses in an efficient, timely, and thorough manner.
  - **Subject recruitment (if applicable):** Include a detailed plan for the recruitment of subjects or the acquisition of samples and demonstrate access to the targeted population. Specifically describe any plans for involvement of military Service members, Veterans, and/or their family members or caregivers.
  - **Data analysis:** Describe the analysis plan for the research proposed, as well as the plan for developing the rules for coding, if applicable, and discuss how these methods are appropriate to the qualitative approach. Describe how the analyses are systematic, rigorous, and appropriate to address the qualitative research questions.
  - **Credibility:** Describe how the plan for documenting procedures, interviewing, developing the rules for coding, making decisions, and rationale for decisions made supports consistency, dependability, and duplicability of results. Describe the steps taken to control biases and preconceptions. Explain how the project’s proposed design and analyses will yield trustworthy, credible, and confirmable results.
- **Attachment 2: Supporting Documentation:** Combine and upload as a single file named “Support.pdf.” Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative.

***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested or viewed as an extension of the Project Narrative 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, such as those from members of Congress, do not impact application review or funding decisions.
  - Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. 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.
  - Intellectual Property: Information can be found in Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), "Intangible Property."
    - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
    - Commercialization Strategy (if applicable): Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
  - 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 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available. Include plans for utilizing the SCI CDEs developed through the collaboration of the International Spinal Cord Society, the American Spinal Injury Association, and the NINDS CDE team, as referenced at <http://www.commondataelements.ninds.nih.gov/SCI.aspx>. Additionally, the Government reserves the right to identify repositories for submission of data for archive. Any costs associated with submission will be addressed during award negotiations.

- Quad Chart: Provide a Quad Chart for the proposed project. The format for the quad chart is available on the eBRAP “Funding Opportunities & Forms” web page at <https://ebrap.org/eBRAP/public/Program.htm>.
- Use of DoD Resources (if applicable): Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active duty military patient populations and/or DoD resources or databases.
- Use of VA Resources (if applicable): Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the ACOS/R&D or Clinical Service Chief confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA NPC is not identified as the applicant institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.
- **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.

Technical abstracts should be written using the outline below. The technical abstract should provide an appropriate description of the project’s key aspects; clarity and completeness within the space limits of the technical abstract are highly important.

- Background: Present the ideas and reasoning behind the proposed research project, including sufficient scientific evidence to support the proposed stage of research.
- Research Problem: Discuss the research problem and why it is important.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design and type of analyses.
- Impact: Briefly describe the impact of this study on the field of SCI research, patient care, and/or quality of life, including the impact on one or more of the FY18 SCIRP QRA Focus Areas.

Military Relevance: Briefly describe the relevance of the proposed research project to spinal cord-injured military Service members, Veterans, and/or their family members and caregivers.

- **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.

Lay abstracts should be written using the outline below. Minimize 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. Do not duplicate the Technical Abstract.

- Describe the objectives and rationale for the proposed research in a manner that will be readily understood by readers without a background in science or medicine.
  - Describe the ultimate applicability of the research. What types of individuals will it help, and how will it help them?
  - What persons with SCI will it help, and how will it help them?
  - What are the potential clinical applications, benefits, and risks?
  - What is the projected timeline for achieving the desired outcome?
- Describe the likely contributions of the proposed research project to improving our understanding of individuals with SCI and/or identifying the most effective path(s) for adjusting to disability and/or improving overall quality of life, health, and functional status after SCI, and specifically describe the relevance to spinal cord-injured Service members, Veterans, and/or their family members and caregivers.
- **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 QRA mechanism, use the SOW format example titled, “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching.

The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of subtasks outlined related to the major tasks and milestones within the period of performance. The SOW should describe only the work for which funding is being requested by this application and, as applicable, should also:

Include the name(s) of the key personnel and contact information for each study site/subaward site.

Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.

For studies with prospective accrual of human subjects, indicate quarterly enrollment targets.

Identify cell line(s) and commercial or organizational source(s) to be used.

If applicable, indicate timelines required for regulatory approvals relevant to human subjects research (e.g., Investigational New Drug and Investigational Device Exemption applications) by the U.S. Food and Drug Administration or other Government agency.

- **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.” Describe the short- and long-term impact of this study on the field of SCI research, patient care, and/or quality of life, including an assessment of the likelihood that a successful outcome of the proposed research project will lead to a practical application in individuals living with SCI. Address the impact on one or more of the FY18 SCIRP QRA Focus Areas.
- **Attachment 7: Military Relevance Statement (one-page limit):** Upload as “Military.pdf.” Demonstrate how the proposed research project is applicable to the healthcare needs and quality of life of spinal cord-injured military Service members, Veterans, and/or their family members, as well as their caregivers. If active duty military, Veteran, or military family member populations will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed research project, 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.
- **Attachment 8: Surveys, Questionnaires, and Other Data Collection Instruments, if applicable (no page limit):** Upload as “Surveys.pdf.” The Surveys, Questionnaires, and Other Data Collection Instruments attachment should include a copy of the most recent version of surveys, questionnaires, data collection forms, rating scales, interview guides, or other instruments. For each instrument, describe how the information collected is related to the objectives of the study. Describe the PI’s prior experience using the proposed data collection tools and the psychometrics previously generated from their use.
- **Attachment 9: Representations, if applicable (extramural submissions only):** Upload as “MandatoryReps.pdf.” All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 10: DoD Military Budget Form(s), if applicable:** Upload as “MFBudget.pdf.” If a military facility (Military Health System facility, research laboratory, medical 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 DoD Military 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 III.A.7, for detailed information.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. A§1681 et seq.), the DoD is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in science, technology, engineering, or mathematics (STEM) disciplines. To enable this assessment, each application must include the following forms completed as indicated.

**Research & Related Personal Data:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

**Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

- PI Biographical Sketch (six-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 National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in the PDF format that is not editable.
- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
- Key Personnel Biographical Sketches (six-page limit each): Upload as “Biosketch\_LastName.pdf.”
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”

**Research & Related Budget:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, 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.

**Project/Performance Site Location(s) Form:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.6, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

**Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov attachment form as Attachment 10. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Intramural DoD Collaborator(s) costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs.

### **II.D.3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

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. Verify the status of the applicant’s organization’s Entity registration in SAM well in advance of the application submission deadline. Allow several weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements at the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

**New Requirement:** In March 2018, the General Services Administration (GSA) implemented fraud prevention security measures in the SAM that require every *new* contractor registrant to provide a written (hard copy), notarized letter confirming the entity’s Administrator authorized to register the entity in the SAM database or to make changes to its registration. Effective April 29, 2018, the notarized letter process is now mandatory on all *current* registrants at SAM who have a requirement to update data on their SAM record. The notarized letter is mandatory and is required before the GSA Federal Service Desk (FSD) will activate the entity’s registration. The Office of the Secretary of Defense and GSA realize the length of time needed to transmit, receive, process, and approve the notarized letters presents a significant impact on the ability of the contracting activity to make timely awards, but these steps must be taken to mitigate fraud concern. *Notarized letters are required for all new and existing SAM-registered entities.* The

notarized letters must be postal service mailed (not emailed or faxed) to the “Federal Service Desk” and must contain the information outlined in the SAM-posted Frequently Asked Questions (FAQs) at: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Instructions for domestic entities and instructions for international entities with embedded templates for use are also provided within the SAM Update notice with frequently asked questions at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>.

#### **II.D.4. Submission Dates and Times**

All submission dates and times are indicated in [Section I, Overview of the Funding Opportunity](#). Pre-application and application submissions are required. The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Failure to meet either of these deadlines will result in submission rejection.

#### **Applicant Verification of Full Application Submission in eBRAP**

Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate retrieved files against the specific Program Announcement 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. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be submitted prior to the application submission deadline.*** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

***Extramural Submission:*** The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, ***with the exception of the Project Narrative and Budget Form***, may be modified.

***Intramural DoD Submission:*** After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and PI will receive email notification of the status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, ***with the exception of the Project Narrative and Budget Form***, may be modified. The Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.

***For All Submissions:*** Verify that subaward budget(s) with budget justification are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

## **II.D.5. Funding Restrictions**

The maximum period of performance is **3** years.

The anticipated direct costs budgeted for the entire period of performance will not exceed **\$500,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$500,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

All direct and indirect costs of any subaward or contract 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
- Equipment
- Clinical research costs (clinical trials are not allowed)
- Support for multidisciplinary collaborations, including travel
- Travel costs for up to one investigator to travel to one scientific/technical meeting per year. The intent of travel costs to scientific/technical meeting(s) is to present project information or disseminate project results from the FY18 SCIRP QRA.

Awards made to extramural organizations will consist solely of assistance agreements (grants and cooperative agreements). For extramural awards with an intragovernmental component, direct transfer of funds from an extramural award recipient to a DoD or other Federal agency is not allowed except under very limited circumstances. Funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intramural applicants are responsible for coordinating through their agency's procedures the use of contractual or assistance funding awards or other appropriate agreements to support extramural collaborators.

Refer to the General Application Instructions, Section III.A.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 the General Application Instructions, Section III.A.4.***

***The CDMRP expects to allot approximately \$1.6M of the \$30M FY18 SCIRP appropriation to fund approximately two QRA applications, depending on the quality and number of***

***applications received. Funding of applications received in response to this Program Announcement is contingent upon the availability of Federal funds for this program.***

Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. The time is considered when establishing the award's period of performance. It is anticipated that awards made from this funding opportunity will be funded with FY18 funds, which will expire for use on September 30, 2024.

## **II.D.6. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 4, for detailed formatting guidelines.

## **II.E. Application Review Information**

### **II.E.1. Criteria**

#### **II.E.1.a. Peer Review**

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

- **Research Problem**
  - How well the major research problem is identified and the relevance of the proposed research project to SCI is justified.
  - How well the selection of a qualitative approach, rather than a quantitative approach, is justified.
  - How clearly the specific theoretical basis for the study is stated and is shown to drive the framing of the research problems(s).
- **Study Design**
  - How appropriate the proposed design of the study, the sampling technique, and the data collection and recording method(s) are to address the research problem and to yield trustworthy, credible, robust, and confirmable results.
  - If methods will evolve from and be informed by the research itself, such as the use of snowball sampling techniques, how well the application describes the method(s) used to maintain the rigor of these processes.
  - As applicable to the proposed research, how well the application demonstrates access to, and ability to recruit, the appropriate population(s) (military, Veteran, and/or family/caregiver) or has demonstrated access to proposed resources/databases.

- How well the documentation of procedures, decisions, and rationale for decisions and conclusions supports consistency, dependability, and duplicability of results, and prevents biases and preconceptions.
- How consistent the data analysis plan is with the research problem and theoretical basis of the study.
- How well the project will obtain ongoing feedback from the participants, especially regarding interpretation of data and study conclusions.
- How well the application acknowledges potential problems and addresses alternative approaches.
- How well the application has described and articulated specific benchmarks that will be utilized to assess whether the research is progressing in an efficient, timely, and thorough manner.
- **Impact**
  - If successful, how the study will improve our understanding of individuals with SCI and/or identify the most effective path(s) for adjusting to disability and/or improving overall quality of life, health, and functional status after SCI.
  - How relevant is the proposed study to the healthcare needs and quality of life of spinal cord-injured military Service members, Veterans, and/or their family members, as well as their caregivers.
  - How well the proposed research addresses at least one of the FY18 SCIRP QRA Focus Areas.
- **Personnel**
  - How appropriate the relevant education, training, and experience of the PI and key personnel are to accomplish the proposed research project.
  - How the PI and key personnel levels of effort are appropriate for successful conduct of the proposed work.
  - How well the PI's record of accomplishments, particularly with the use of qualitative methods, demonstrates his/her ability to accomplish the proposed research project.

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

- **Environment**
  - To what extent the scientific environment is appropriate for the proposed research project.

- How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
- To what extent the quality and extent of institutional support are appropriate for the proposed research project.
- If applicable, to what degree the intellectual and material property plan is appropriate.
- **Budget**
  - Whether the maximum **direct** costs are equal to or less than the allowable maximum direct costs as published in the Program Announcement.
  - Whether the budget is appropriate for the proposed research.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influence the review.

#### **II.E.1.b. Programmatic Review**

To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, the following criteria are used by programmatic reviewers:

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY18 SCIRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Military relevance
  - Program portfolio composition
  - Relative impact

#### **II.E.2. 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 Commanding General, USAMRMC, on behalf of the DHA and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and SCIRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement. 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 II.E.1.b, Programmatic Review](#). Additional information about the two-tier 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 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 and approval 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 and approval 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 18 USC 1905.

### **II.E.3. Integrity and Performance Information**

Prior to making an assistance agreement award where the Federal share is expected to exceed the simplified acquisition threshold (currently \$150,000) over the period of performance, the Federal awarding agency is required to review and consider any information about the applicant that is available in the Federal Awardee Performance and Integrity Information System (FAPIS).

An applicant organization may review FAPIS, accessible through SAM, and submit comments to FAPIS on any information about the organization that a Federal awarding agency previously entered and is currently available in FAPIS.

The Federal awarding agency will consider any comments by the applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when determining a recipient's qualification prior to award, according to the qualification standards of the Department of Defense Grant and Agreement Regulations (DoDGARs), Section 22.415.

### **II.E.4. Anticipated Announcement and Federal Award Dates**

All application review dates and times are indicated in [Section I, Overview of the Funding Opportunity](#).

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.

## **II.F. Federal Award Administration Information**

### **II.F.1. Federal Award Notices**

Awards will be made no later than September 30, 2019. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

After email notification of application review results through eBRAP, and if selected for funding, a representative from the USAMRAA will contact the business official authorized to negotiate on behalf of the PI's organization.

Only an appointed USAMRAA Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government should be inferred from discussions with any other individual. The award document signed by the Grants Officer is the official authorizing document.

***Federal Organizations:*** Awards to Federal Government organizations (to include intramural DoD organizations) will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Transfer of funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective Resource Manager/Task Area Manager/Comptroller or equivalent Business Official.

After email notification of application review results through eBRAP, and if selected for funding, a representative from the CDMRP will contact the business official authorized to negotiate on behalf of the PI's organization.

#### **II.F.1.a. PI Changes and Award Transfers**

Unless otherwise restricted, changes in PI or organization will be allowed at the discretion of the USAMRAA Grants Officer, provided that the intent of the award mechanism is met. 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 2, Section B, for general information on organization or PI changes.

### **II.F.2. Administrative and National Policy Requirements**

Applicable requirements in the DoDGARs found in 32 CFR, Chapter 1, Subchapter C, and 2 CFR, Chapter XI, apply to grants and cooperative agreements resulting from this Program Announcement.

Refer to the General Application Instructions, Appendix 2, for general information regarding administrative requirements.

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

Refer to full text of the [USAMRAA General Research Terms and Conditions with Institutions of Higher Education, Hospitals, and Non-Profit Organizations](#): Addendum to the DoD R&D Terms and Conditions and the [USAMRAA General Research Terms and Conditions with For-Profit Organizations](#) for further information.

### **II.F.3. Reporting**

Refer to the General Application Instructions, Appendix 2, Section A, for general information on reporting requirements. *If there are technical reporting requirement delinquencies for any existing USAMRAA-sponsored awards at the applicant organization, no new awards will be issued to the applicant organization until all delinquent reports have been submitted.*

Annual progress reports as well as a final progress report will be required.

Quarterly technical progress reports and quad charts will be required.

In addition to written progress reports, in-person presentations may be requested.

Awards resulting from this Program Announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a Federal award. Recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as specified in the applicable Terms and Conditions (see General Application Instructions, Section III.A.4).

## **II.G. Federal Awarding Agency Contacts**

### **II.G.1. CDMRP Help Desk**

Questions related to Program Announcement content or submission requirements as well as questions related to the pre-application or intramural application submission 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)

### **II.G.2. Grants.gov Contact Center**

Questions related to extramural 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 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.

## **II.H. Other Information**

### **II.H.1. Program Announcement and General Application Instructions Versions**

Questions related to this Program Announcement should refer to the Program name, the Program Announcement name, and the Program Announcement version code 20180329g. The Program Announcement numeric version code will match the General Applications Instructions version code 20180329.

### **II.H.2. Administrative Actions**

After receipt of pre-applications or applications, the following administrative actions may occur:

#### **II.H.2.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.

#### **II.H.2.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.

### II.H.2.c. Withdrawal

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

- An FY18 SCIRP 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 FY18 SCIRP Programmatic Panel members can be found at <http://cdmrp.army.mil/scirp/panels/panels18>.***
- The application fails to conform to this Program Announcement 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 FY18, 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>). 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 Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review or approval process to gain protected evaluation information or to influence the evaluation process.
- Applications from extramural organizations, including non-DoD Federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DoD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds to extramural collaborators.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The invited application does not propose the same research project described in the pre-application.
- If a clinical trial is proposed, the application will be withdrawn.

- Applications may be administratively withdrawn from further consideration if evidence of access to the relevant study population or resources is not provided.

#### II.H.2.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.

#### II.H.3. Application Submission Checklist

Application Components	Action	Completed
SF424 (R&R) Application for Federal Assistance <b>(Extramural submissions only)</b>	Complete form as instructed.	
Summary (Tab 1) and Application Contacts (Tab 2) <b>(Intramural submissions only)</b>	Complete these tabs as instructed.	
Attachments	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."	
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."	
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."	
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf."	
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."	
	Military Relevance Statement: Upload as Attachment 7 with file name "Military.pdf."	
	Surveys, Questionnaires, and Other Data Collection Instruments: Upload as Attachment 8 with file name "Surveys.pdf," if applicable.	
	Representations (extramural submissions only): Upload as Attachment 9 with file name "MandatoryReps.pdf," if applicable.	
	DoD Military Budget Form(s): Upload as Attachment 10 with file name "MFBudget.pdf," if applicable.	

<b>Application Components</b>	<b>Action</b>	<b>Completed</b>
Research & Related Personal Data	Complete form as instructed.	
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 ( <b>Extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Budget ( <b>Intramural submissions only</b> )	Complete the DoD Military Budget Form and justification.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R&R Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed.	

## APPENDIX 1: ACRONYM LIST

ACOS(R&D)	Associate Chief of Staff for Research and Development
CDE	Common Data Elements
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
COI	Conflict of Interest
DHA	Defense Health Agency
DHP	Defense Health Program
DoD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FAQs	Frequently Asked Questions
FSD	Federal Service Desk
FY	Fiscal Year
GSA	General Services Administration
HRPO	Human Research Protection Office
IRB	Institutional Review Board
M	Million
MIPR	Military Interdepartmental Purchase Request
NINDS	National Institute of Neurological Disorders and Stroke
NPC	Non-Profit Corporation
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PI	Principal Investigator
QRA	Qualitative Research Award
RDT&E	Research, Development, Test, and Evaluation
SAM	System for Award Management
SCIRP	Spinal Cord Injury Research Program
SOW	Statement of Work
STEM	Science, Technology, Engineering, Mathematics
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code
VA	Department of Veterans Affairs

## APPENDIX II: DOD AND VA WEBSITES

Air Force Office of Scientific Research  
<http://www.wpafb.af.mil/afrl/afosr/>

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

Armed Forces Radiobiology Research  
Institute  
<http://www.usuhs.edu/afri/>

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

Combat Casualty Care Research Program  
<https://ccc.amedd.army.mil>

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

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

Defense Health Agency  
<https://health.mil/dha>

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

Defense Threat Reduction Agency  
<http://www.dtra.mil/>

Military Health System Research  
Symposium  
[https://mhsrs.amedd.army.mil/SitePages/Ho  
me.aspx](https://mhsrs.amedd.army.mil/SitePages/Home.aspx)

Military Infectious Diseases Research  
Program  
<https://midrp.amedd.army.mil>

Military Operational Medicine Research  
Program  
<https://momrp.amedd.army.mil>

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

Navy Bureau of Medicine and Surgery  
<http://www.med.navy.mil/>

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  
<https://www.onr.navy.mil/>

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

Telemedicine and Advanced Technology  
Research Center  
<http://www.tatrc.org/>

Uniformed Services University of the Health  
Sciences  
<http://www.usuhs.edu/research>

U.S. Army Aeromedical Research  
Laboratory  
[www.usaarl.army.mil](http://www.usaarl.army.mil)

U.S. Army Center for Environmental Health  
Research  
<http://usacehr.amedd.army.mil>

U.S. Army Institute of Surgical Research  
<http://www.usaisr.amedd.army.mil/>

U.S. Army Research Institute of  
Environmental Medicine  
<http://www.usariem.army.mil/>

U.S. Army Medical Research Institute of  
Infectious Diseases  
<http://www.usamriid.army.mil/>

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

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

U.S. Army Research, Development and  
Engineering Command  
[www.army.mil/rdecom](http://www.army.mil/rdecom)

U.S. Army Resiliency Directorate  
<http://www.army.mil/readyandresilient/>

U.S. Department of Defense Blast Injury  
Research Program  
<https://blastinjuryresearch.amedd.army.mil/>

U.S. Department of Veterans Affairs, Office  
of Research and Development  
<http://www.research.va.gov>

U.S. Naval Research Laboratory  
<http://www.nrl.navy.mil>

Walter Reed Army Institute of Research  
<http://www.wrair.army.mil/>