

Program Announcement

Department of Defense (DOD) Congressionally Directed Medical Research Programs

Prostate Cancer Research Program (PCRP)

Health Disparity Training Award

Funding Opportunity Number: W81XWH-08-PCRP-HDTA

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I. HELPFUL INFORMATION

A. Contacts

1. Program announcement, proposal format, or required documentation: To view all funding opportunities offered by the Congressionally Directed Medical Research Programs (CDMRP), perform a Grants.gov basic search using the CFDA Number 12.420. Submit questions as early as possible. Response times will vary depending upon the volume of inquiries. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079

Fax: 301-619-7792

Email: cdmrp.pa@amedd.army.mil

2. eReceipt system: Questions related to pre-application components through the CDMRP eReceipt system should be directed to the eReceipt help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time.

Phone: 301-682-5507

Website: <https://cdmrp.org>

Email: help@cdmrp.org

3. Grants.gov contacts: Questions related to submitting applications through the [Grants.gov](http://www.grants.gov/) (<http://www.grants.gov/>) portal should be directed to Grants.gov help desk. Deadlines for proposal submission are 11:59 p.m. Eastern time on the deadline date. Therefore, there is an approximate 3-hour period during which the Grants.gov help desk will NOT be available. Please plan ahead accordingly, as the CDMRP help desk is not able to answer questions about Grants.gov submissions.

Phone: 800-518-4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. Eastern time

Email: support@grants.gov

Grants.gov will notify Principal Investigators (PIs) of changes made to this Program Announcement and/or Application Package ONLY if the PI clicks on the “send me change notification emails” link and subscribes to the mailing list on the Opportunity Synopsis Page for this announcement. If the PI does not subscribe and the Application Package is updated or changed, the original version of the Application Package may not be accepted.

B. National Technical Information Service

The technical reference facilities of the National Technical Information Service (www.ntis.gov) are available for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. All other sources should also be consulted to the extent practical for the same purpose.

C. Commonly Made Mistakes

- Not obtaining or confirming the organization's DUNS number well before the proposal submission deadline.
- Not obtaining or confirming the organization's registration with the Central Contractor Registry well before the proposal submission deadline.
- Failing to request "send me change notification emails" from Grants.gov.
- Not contacting HELP DESKS until just before or after deadlines.
- Not completing the pre-application submission before the mandatory pre-application deadline (i.e., pre-application remains in draft status).
- Using an incorrect Grants.gov application package to submit a proposal through Grants.gov. Each Program Announcement/Funding Opportunity requires a specific application package.
- Uploading attachments into incorrect Grants.gov forms.
- Attaching files in the wrong location on Grants.gov forms.
- Submitting attachments that are not PDF documents, except for the R&R Subaward Budget Attachment(s) Form.
- Exceeding page limitations.
- Failing to submit a proposal 48-72 hours before the deadline so that Grants.gov can provide notification of errors and allow for resubmission of application package.
- Failing to submit proposal by submission deadline.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History and Objectives

The PCRP was established in fiscal year 1997 (FY97) to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY07 totaled \$810 million (M). The FY08 appropriation is \$80M.

The overall goal of the FY08 PCRP is to find and fund innovative, high-impact research relevant to the prevention, detection, diagnosis, and/or treatment of human prostate cancer. Specifically, the PCRP seeks to:

- Support innovative research by individual investigators in multiple disciplines;

- Sponsor multidisciplinary team science to bring together diverse expertise and approaches that will accelerate the conquest of prostate cancer;
- Fund translational research to promote the bench-to-bedside-to-bench transition between basic and clinical science;
- Foster the next generation of prostate cancer investigators through mentored research and training; and
- Promote research into prostate cancer health disparities, including, but not limited to, race and ethnicity, socioeconomic status, access to health care, insurance status, age, geography, and cultural beliefs.

B. Award Description

The PCRP Health Disparity Training Award was introduced in FY01. Since then, 24 proposals have been received and 12 have been recommended for funding.

The Health Disparity Training Award supports training opportunities focused on prostate cancer disparity for individuals in the early stages of their careers. The award funds research under the guidance of a mentor who is an experienced prostate cancer health disparity researcher. PIs may apply for predoctoral and postdoctoral traineeships through this award mechanism.

Appropriate disparity focus areas can include, but are not limited to:

- Race and ethnicity,
- Socioeconomic status,
- Access to health care,
- Insurance status,
- Age,
- Geography, and
- Cultural beliefs.

The mentor must demonstrate a connection to, or effectiveness in working with, the affected population or community. Such connection(s) may include:

- Being a member of the affected population or community with a demonstrated commitment to the affected population or community;
- Having experience working with the affected population or community; or
- Having interactions with and/or active membership in organizations such as the Urban League, National Medical Association, National Alliance for Hispanic Health, American Indian Health Care Association, National Rural Health Association, Patient Advocate Foundation National African American Outreach Program, or Prostate Health Education Network (PHEN).

The proposal must explicitly state how the proposed research is related to a health disparity focus area in prostate cancer.

The focus of these awards is on the PI, the mentor, and the training program and environment. These awards primarily provide salary support for the PI and require the active involvement of a mentor who is an established prostate cancer health disparity researcher, as evidenced by a demonstrated record of funding and publications in prostate cancer health disparity research. All Health Disparity Training Award proposals are to be written with appropriate direction from the mentor and signed by the trainee as the PI and author of the proposal.

C. Eligibility

Health Disparity Training Awards provide research traineeship opportunities to individuals in the early stages of their careers under the guidance of an experienced prostate cancer health disparity researcher. PIs must have a *designated* mentor. Other eligibility requirements for the different levels of achievement are as follows:

- **Predoctoral Ph.D. and M.D./Ph.D. PIs**
 - Must be graduate students enrolled full time in an accredited doctoral program; and
 - Must have successfully completed comprehensive examinations or otherwise met predissertation requirements by October 1, 2008.
- **Postdoctoral Ph.D. PIs**
 - Must have successfully defended a doctoral thesis by October 1, 2008; and
 - Must have 3 years or less of postdoctoral fellowship experience by October 1, 2008.
- **Postdoctoral M.D. PIs**
 - Must hold an M.D. degree;
 - Must be able to participate at a minimum of 40% level of effort for the performance period of the traineeship; and
 - By August 1, 2008:
 - Must be enrolled in an accredited intern training program; *or*
 - Must be enrolled in an accredited residency or fellowship training program with at least 2 years of training remaining; *or*
 - If not enrolled in an accredited intern, residency, or fellowship training program, must be within 3 years of the last formal training.

Refer to the Application Instructions, Appendix 1, for general eligibility information.

D. Funding

Funding for a Health Disparity Training Award can be requested for each category of PI as indicated below. Indirect costs will not exceed 8% of the direct costs for these proposals.

Category	Maximum Funding (direct costs)	Maximum Duration
Predoctoral Ph.D. and M.D./Ph.D. PIs	\$92,500	3 years
Postdoctoral Ph.D. PIs	\$115,000	2 years
Postdoctoral M.D. PIs	\$60,000 for 1 year or \$120,000 for 2 years	1-2 years

Within the guidelines provided in the Application Instructions, funds can cover:

- Salary
- Stipends
- Tuition
- Seminars and courses
- Travel to scientific/technical meetings for the PI only
- Travel between collaborating institutions

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

Funds may not be used for supplies, equipment, or research with animals, human subjects, or human biological substances.

In addition, funding must be requested for the PI to travel to the next PCRCP IMPaCT (Innovative Minds in Prostate Cancer Today) Meeting (tentatively scheduled for 2010).

The CDMRP expects to allot approximately \$0.7M of the \$80M FY08 PCRCP appropriation to fund approximately six Health Disparity Training Award proposals, depending on the quality and number of proposals received. Funding of proposals received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.

E. Award Administration

A change in PI is not allowed for the Health Disparity Training Award mechanism. A change in mentor will not be allowed for this award except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer, provided that the intent of the award mechanism is met.

Refer to the Application Instructions, Appendix 5, for general award administration information.

III. TIMELINE FOR SUBMISSION AND REVIEW

Proposal submission is a two-step process consisting of (1) pre-application submission and (2) proposal submission. *Pre-application submission is a required first step.*

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time, June 11, 2008
- **Confidential Letters of Recommendation:** 5:00 p.m. Eastern time, July 2, 2008
- **Proposal Submission Deadline:** 11:59 p.m. Eastern time, July 2, 2008
- **Peer Review:** September 2008
- **Programmatic Review:** November 2008

Awards will be made approximately 4 to 6 months after receiving the funding notification letter, but no later than September 30, 2009.

IV. SUBMISSION PROCESS

Proposal submission is a two-step process consisting of (1) a pre-application submission through the [CDMRP eReceipt system \(https://cdmrp.org/\)](https://cdmrp.org/) and (2) a proposal submission through [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov/).

Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

A. Step 1 – Pre-Application Components and Submission

The pre-application consists of the components discussed below. All pre-application components must be submitted electronically through the [CDMRP eReceipt system](https://cdmrp.org/) by **5:00 p.m. Eastern time on the pre-application deadline**. Refer to the Application Instructions for detailed information.

1. Proposal Information
2. Proposal Contacts
3. Collaborators and Conflicts of Interest
4. Letter of Intent Narrative
5. List of Individuals Providing Confidential Letters of Recommendation

B. Step 2 – Proposal Components and Submission

Proposal submission will not be accepted unless a pre-application was submitted by the pre-application deadline. Proposals must be submitted electronically by the Authorized Organizational Representative through Grants.gov (www.grants.gov). No paper copies will be accepted.

Each proposal submission must include the completed Grants.gov application package of forms and attachments identified in www.grants.gov for the US Army Medical Research Acquisition Activity program announcement. In addition to the specific instructions below, please refer to the Application Instructions for detailed requirements of each component.

The package includes:

1. SF-424 (R&R) Application for Federal Assistance Form

2. Attachments Form

- Attachment 1: Project Narrative (8-page limit)

Describe the proposed project in detail using the outline below. *Preliminary data are not required but may be included.*

PI's Career Goals: Describe the PI's career goals and how the proposed training will promote the PI's career in the area of prostate cancer health disparity research. Discuss the PI's career plans after the completion of this award.

Training Program: Describe the training plan, which may include conferences, seminars, teaching responsibilities, and/or clinical responsibilities. Provide a timeline. Include a description of coursework, laboratory techniques, and journal clubs. Describe the mentor's background and experience in prostate cancer health disparity research and explain how the mentor will assist the PI in developing his or her career. Explain how the training program is supported by the environment; this should include a description of ongoing prostate cancer health disparity research at the institution. Include information on training or collaborations with other investigators.

Research Project: Describe the proposed project using the general outline provided below:

- **Background:** Briefly state the rationale and the purpose of the proposed research. Present published data relevant to prostate cancer health disparity and the proposed project (cite relevant literature). Emphasize experience pertinent to this proposal, including the mentor's (and the PI's, if applicable) connection to, or effectiveness in working with, the affected population or community.
- **Hypothesis or Objective.** State the hypothesis to be tested or the objective to be reached.

- **Specific Aims:** Concisely explain the project’s specific aims.
- **Research Strategy:** Describe the experimental design, methods, and analyses in sufficient detail for evaluation. Include appropriate controls and contingency plans.
- **Connection to Community:** Explicitly demonstrate how the proposed research is related to a health disparity focus area within an affected population or community.
- Attachment 2: Supporting Documentation
 - References Cited
 - Acronyms and Symbol Definitions
 - Facilities & Other Resources
 - Description of Existing Equipment
 - Publications and/or Patent Abstracts (five-document limit)
 - Transcripts
 - Letters of Institutional Support (if applicable)
 - Letter(s) of support from population/community-based organizations (if applicable)

In cases where the PI is affiliated with a designated population- or community-based organization (e.g., the Urban League, National Medical Association, National Alliance for Hispanic Health, American Indian Health Care Association, National Rural Health Association, Patient Advocate Foundation National African American Outreach Program, or Prostate Health Education Network (PHEN)), a letter of support from each organization is encouraged. Such letter(s) of support should explain the nature of the PI’s relationship to the organization, the involvement of the PI with the affected population or community, the importance of the project within the affected population or community, any long-term application of the project to the affected population or community, and the PI’s commitment to the affected population or community and health disparity.

- Letters of Collaboration (if applicable)
- Attachment 3: Technical and Public Abstracts

Both the training program and the research project should be emphasized.

- Attachment 4: Statement of Work
- Attachment 5: Impact Statement

State explicitly how the proposed work will have an impact on fostering the PI’s expertise and future career in prostate cancer health disparity research.

- Attachment 6: Statement of Eligibility
- Attachment 7: Federal Agency Financial Plan (if applicable)

3. Research & Related Senior/Key Person Profile (Expanded)

- PI Biographical Sketch
- PI Current/Pending Support
- Key Personnel Biographical Sketches
A biographical sketch of the PI's mentor is required.
- Key Personnel Current/Pending Support
Current/Pending Support for the PI's mentor is required.

4. Research & Related Budget Form

- Budget Justification

5. Research & Related Project/Performance Site Location(s) Form

6. R&R Subaward Budget Attachment(s) Form (if applicable)

Confidential Letters of Recommendation (two-page limit per letter): In addition to the completed Grants.gov application package of forms and attachments, Health Disparity Training Award proposals also require the submission of three confidential letters of recommendation by the individuals designated during the pre-application process. The PI should monitor whether the letters have been received; however, the PI is not permitted or able to view these letters. If confidential letters of recommendation cannot be submitted by the individuals named in the pre-application, the PI must contact the CDMRP eReceipt help desk at help@cdmrp.org or 301-682-5507.

The confidential letters should include the following:

- ***A confidential letter of recommendation from the mentor***, describing his or her commitment to the PI's training, career development, and mentorship in prostate cancer health disparity research. The mentor should address the following in his or her confidential letter of recommendation:
 - The PI's potential to become a prostate cancer health disparity researcher;
 - The mentor's proposed interactions with the PI during the PI's training;
 - The training environment, including ongoing prostate cancer research at the institution, and how this training environment will support research in health disparity and promote the development of the PI as a prostate cancer health disparity researcher;
 - The research training program in which the PI will participate including descriptions of coursework, experience with laboratory techniques, conferences, and journal clubs;
 - Research being performed under the mentor's direction and how this research is relevant to prostate cancer health disparity;

- How the mentor will assist in training the PI for a career in prostate cancer health disparity research;
 - The mentor's history of training predoctoral students, postdoctoral fellows, residents, and fellows;
 - The resources available to adequately support the PI's project (specific details on existing support should be covered in the Current/Pending Support section); and
 - The degree to which the PI participated in idea development and proposal preparation, and the degree to which the PI will participate in the execution of the proposal if funded.
- ***Two additional confidential letters of recommendation.***

Refer to the Application Instructions for additional information regarding submission of the confidential letters of recommendation.

V. INFORMATION FOR PROPOSAL REVIEW

A. Proposal Review and Selection Overview

All proposals are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of proposals against established criteria for determining scientific merit. The second tier is a programmatic review that compares submissions to each other and recommends proposals for funding based on scientific merit and overall goals of the program. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess>

The peer review and program review processes are conducted confidentially and anonymously to maintain the integrity of the merit-based selection process. Each tier review requires panelists to sign a non-disclosure statement attesting that proposal and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other correcting actions. Correspondingly, institutional personnel and PIs are prohibited from contacting persons involved in the proposal review process to gain protected evaluation information or to influence the evaluation process. Violations of this prohibition will result in the administrative withdrawal of the institution's proposal. Violations by panelists or PIs that compromise the confidentiality or anonymity of the peer review and program review processes may also result in suspension or debarment of their employing institutions from Federal awards.

The Government reserves the right to review all proposals based on one or more of the required attachments or supporting documentation (e.g., Impact Statement or Statement of Eligibility).

B. Review Criteria

- 1. Peer Review:** All proposals will be evaluated according to the following criteria. Of these, Principal Investigator, Mentor, and Training Program and Environment are equally the most important, with the remaining criteria listed in decreasing order of importance.

- **Principal Investigator**
 - How the PI's achievements (as reflected by academic performance, awards, honors, and previous funding) indicate his or her potential for successful training in prostate cancer health disparity research.
 - How the PI's stated career goals demonstrate a commitment to pursuing a career as a prostate cancer researcher or clinician addressing health disparity.
 - How the confidential letters of recommendation from the mentor and others support the PI's potential for a productive career in prostate cancer health disparity research.
 - To what degree the proposed levels of effort are appropriate for successful conduct of the proposed work.
 - Whether the PI has demonstrated a connection to, or effectiveness in working with, the affected population or community, or a plan to work with the mentor to develop these connections and skills.
 - Whether the PI meets the appropriate eligibility requirements.
- **Mentor**
 - How the mentor's research experience, research program, committed resources, and level of effort are appropriate for the proposed training program.
 - How the mentor's training achievements, as reflected by his or her previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in prostate cancer health disparity research.
 - Whether the quality of the proposal suggests that the mentor provided appropriate guidance in its preparation.
 - The extent to which the mentor demonstrates a connection to, or effectiveness in working with, the affected populations or communities.
- **Training Program and Environment**
 - How the training program addresses issue(s) related to prostate cancer health disparity in the affected population or community.
 - How the individualized training program augments the PI's expertise.
 - How well the training will prepare the PI for an independent career in prostate cancer health disparity research or patient care.
 - How the scientific environment is appropriate for the proposed training.
 - How the training requirements are adequately supported by the availability of facilities and resources (including collaborative arrangements).
 - How the quality and extent of institutional support are appropriate (M.D. PIs only).

- **Impact**
 - How the training program will have an impact on the PI's expertise and future career in prostate cancer health disparity research or patient care in affected populations or communities.
- **Research Strategy and Feasibility**
 - How the research project is appropriate for the training program and the level of training for the PI.
 - How well the research project addresses an issue related to prostate cancer health disparity in the affected population or community.
 - Whether the research requirements are supported adequately by the scientific environment, necessary resources, and any collaborative arrangements proposed.
 - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
 - How well the PI acknowledges potential problems and addresses alternative approaches.
- **Budget**
 - How the budget is appropriate for the proposed research.

2. Programmatic Review: Criteria used by programmatic reviewers to make funding recommendations that maintain the program's broad portfolio include:

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

Scientifically sound proposals that best fulfill the above criteria and most effectively address the unique focus and goals of the program will be identified by Integration Panel (IP) members and recommended for funding to the Commanding General, USAMRMC.

VI. COMPLIANCE GUIDELINES

Compliance guidelines have been designed to ensure the presentation of all pre-applications and proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format. Failure to adhere to formatting guidelines makes documents difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in pre-application or proposal rejection. **Pre-applications or proposals missing required components as specified in the Program Announcement/Funding Opportunity may be administratively rejected.**

The following will result in administrative rejection of the entire proposal:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Margins are less than specified in the formatting guidelines.
- Print area exceeds that specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.
- Budget and/or budget justification are missing.
- FY08 IP members are included in any capacity in the pre-application process, the proposal, budgets, and any supporting document. A list of the FY08 IP members may be found at <http://cdmrp.army.mil/research>

For any other sections of the pre-application or proposal with a defined page limit, pages exceeding the specified limit will be removed and not forwarded for peer review.

Material submitted after the submission deadline, unless specifically requested by the Government, will not be forwarded for peer review.

Proposals that appear to include plagiarized information will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to perform the investigation and provide those findings to the Grants Officer for a determination of the final disposition of the application.