

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Prostate Cancer Research Program

Prostate Cancer Training Award

Funding Opportunity Number: W81XWH-10-PCRP-PCTA

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Prostate Cancer Research Program (PCRP) was established in fiscal year 1997 (FY97) to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY09 totaled \$970 million (M). The FY10 appropriation is \$80M.

The overall goal of the FY10 PCRP is to find and fund innovative, high-impact research that will eliminate death and suffering from prostate cancer. Specifically, the PCRP seeks to:

- Support innovative high-risk, high-gain research with potential near-term impact;
- Sponsor multidisciplinary synergistic research;
- Fund translational studies to promote the fluid transition of knowledge between bedside and bench;
- Invest in research on patient survivorship (quality of life);
- Foster the next generation of prostate cancer investigators through mentored research; and
- Promote research into prostate cancer health disparities.

New for FY10: PCRP Overarching Challenges

The goals of the FY10 PCRP are aimed towards eliminating death and suffering from prostate cancer. Applications for the PCRP Prostate Cancer Training Award are ***encouraged but not required*** to address at least one of the following PCRP overarching challenges:

- Develop effective treatments for advanced prostate cancer
- Distinguish lethal from indolent disease

PCRP Focus Areas (*revised for FY10*)

Applications for the PCRP Prostate Cancer Training Award ***must*** address at least one of the following focus areas:

Biomarkers: Discovery and validation of biomarkers for the detection, prognosis, and progression of prostate cancer.

Genetics: Understanding the genetics and epigenetics responsible for susceptibility, disease progression, and treatment outcomes for clinically significant prostate cancer.

Imaging: Development of new imaging technology for the detection and prognosis of prostate cancer, including progression to systemic disease.

Survivorship: Studies on the impacts of treatment, nutrition, metabolism, and exercise on the well being of prostate cancer patients and their families.

Therapy: Identification of new targets, pathways, and therapeutic modalities or molecules for the treatment of prostate cancer.

Tumor Biology: Understanding the heterogeneity and microenvironment for the prognosis and progression of prostate cancer.

B. Award Description

The PCRP Prostate Cancer Training Award mechanism was introduced in FY06. Since then, 671 applications have been received, and 220 have been recommended for funding.

The Prostate Cancer Training Award supports predoctoral or postdoctoral training opportunities focused on prostate cancer research or patient care for individuals in the early stages of their careers. The trainee will be considered the Principal Investigator (PI) and author of the proposal. These awards primarily provide salary support for the PI and require the active involvement of a mentor who is an established prostate cancer researcher, as evidenced by a demonstrated record of funding and publications in prostate cancer research. The focus of these awards is on the PI, the mentor, and the training program and environment.

All applications for the Prostate Cancer Training Award are to be written by the proposed trainee, with appropriate direction from the mentor. The PCRP seeks applications from the wide spectrum of basic to clinical research, that are responsive to at least one of the PCRP focus areas. It is encouraged, although not required, that Prostate Cancer Training Award applications also be responsive to at least one of the PCRP overarching challenges.

It is the responsibility of the PI to clearly and explicitly articulate how the project addresses the following important aspects of the Prostate Cancer Training Award:

- 1. Principal Investigator and Mentor:** The PI must demonstrate strong qualifications for and a commitment to pursuing a career as a prostate cancer researcher or clinician. Submission to this funding opportunity requires a mentor, appropriate to the proposal, who has experience in prostate cancer research as demonstrated by a record of funding and publications. The selected mentor should be well qualified to significantly contribute to the development of the PI toward a career in prostate cancer research.
- 2. Training Program and Environment:** The PI must outline an individualized training program designed to prepare him/her for an independent career in prostate cancer research or patient care. An environment appropriate to the proposed training and research project must be clearly described.

C. Eligibility

Applicants must meet the eligibility requirements for one of the following categories:

- **Predocctoral 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, 2010.
- **Postdoctoral Ph.D. PIs**
 - Must have successfully defended a doctoral thesis by October 1, 2010; and
 - Must have 3 years or less of postdoctoral fellowship experience by October 1, 2010.

- **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 award; and
 - By August 1, 2010:
 - 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 General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

- **Predoctoral Ph.D. and M.D./Ph.D. PIs**
 - The maximum period of performance is **3** years.
 - The maximum allowable funding for the entire period of performance is **\$92,500** in direct costs.
- **Postdoctoral Ph.D. and M.D. PIs**
 - The maximum period of performance is **2** years.
 - The maximum allowable funding for the entire period of performance is **\$115,000** in direct costs.

Regardless of the period of performance proposed, the applicant may not exceed the maximum direct cost in the applicable category of PI listed above. In addition to the direct costs, indirect costs may be proposed in accordance with the organization's negotiated rate agreement, up to a maximum rate of 8%.

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

- Salary/stipends for the PI
- Tuition
- Seminars, courses, and textbooks
- Publication costs
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings
- Other direct costs as described in the General Application Instructions for the Detailed Budget and Justification

In addition, funding must be requested for the PI to travel to one 3½-day PCRIP IMPaCT (Innovative Minds in Prostate Cancer Today) Meeting.

Funds may not be used for equipment, research materials/supplies/consumables, or research costs for studies on animals, human subjects, or human biological substances.

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$3.5M of the \$80M FY10 PCRFP appropriation to fund approximately 30 Prostate Cancer Training Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.

E. Award Administration

Changes in PI or mentor are not allowed for the Prostate Cancer Training Award mechanism except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2011. Refer to the General Application Instructions, Appendix 4, for general award administration information.

II. TIMELINE FOR SUBMISSION AND REVIEW

- **Pre-application Submission Deadline: 5:00 p.m. Eastern time (ET), May 5, 2010**
- **Confidential Letters of Recommendation Deadline: 5:00 p.m. ET, May 26, 2010**
- **Application Submission Deadline: 11:59 p.m. ET, May 26, 2010**
- **Scientific Peer Review: July/August 2010**
- **Programmatic Review: October 2010**

Application submissions will not be accepted unless the pre-application process is completed by the pre-application deadline.

III. SUBMISSION PROCESS

Submission is a two-step process requiring both (1) pre-application submission through the CDMRP eReceipt system (<https://cdmrp.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>).

Submission of the same research project to different funding opportunities within the same program and fiscal year is discouraged. The Government reserves the right to reject duplicative applications.

PIs and organizations identified in the application should be the same as those identified in the pre-application. If a change in PI or organization is necessary after submission of the pre-application, the PI must contact the eReceipt help desk at help@cdmrp.org or 301-682-5507.

A. Step 1 – Pre-Application Components

All pre-application components must be submitted through the CDMRP eReceipt system by **5:00 p.m. ET on the deadline.**

The pre-application consists of the following components, which are organized in the CDMRP eReceipt system by separate tabs (Refer to the General Application Instructions for additional information on pre-application submission.):

- **Proposal Information – Tab 1**
- **Proposal Contacts – Tab 2**
- **Collaborators and Conflicts of Interest – Tab 3**
- **Required Files – Tab 4**
 - **Letter of Intent (LOI) Narrative (one-page limit):** Provide a brief description of the research to be conducted. LOI Narratives are used for program planning purposes only (e.g., reviewer recruitment) and *will not be reviewed* during either the peer or programmatic review sessions.
 - **Contact Information for Confidential Letters of Recommendation**

The PI must request a confidential letter of recommendation from the mentor. Predoctoral trainees must request two additional letters of recommendation; this requirement is optional for postdoctoral trainees. The PI should indicate the individuals who will provide letters of recommendation by entering their names, position titles, email addresses, and phone numbers into the appropriate data fields.

Individuals named to provide a letter of recommendation will receive an email generated from the CDMRP eReceipt system containing specific instructions on how to upload their letters. The PI should monitor via eReceipt whether the letters have been received; however, the PI will not be able to view the content of the letters. The confidential letters of recommendation must be submitted through the CDMRP eReceipt system by 5:00 p.m. ET on the application deadline date.

The confidential letters of recommendation must be submitted by the individuals named in the pre-application. If this is not possible, the PI must contact the CDMRP eReceipt help desk for assistance at help@cdmrp.org or 301-682-5507. Specific points to address in the letters of recommendation that are unique to the award mechanism are described under “Submission Process” below. The letter should be provided on letterhead, signed, and uploaded as a PDF file.

- **Submit Pre-application – Tab 5**
- **Other Documents Tab (not applicable)**

B. Step 2 – Application Components

Applications will not be accepted unless the pre-application process is completed by the pre-application deadline.

Applications are submitted by the Authorized Organizational Representative (AOR) through Grants.gov (<http://www.grants.gov/>). Applications must be submitted **by 11:59 p.m. ET on the deadline.**

Each application submission must include the completed application package of forms and attachments identified in Grants.gov for this Program Announcement/Funding Opportunity.

The Grants.gov application package consists of the following components (Refer to the General Application Instructions, Section II.B., for additional information on application submission):

1. SF 424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section II.B., for detailed information.

2. Attachments Form

- **Attachment 1: Project Narrative (eight-page limit):** Upload as “ProjectNarrative.pdf.”

Describe the proposed project in detail using the outline below. The inclusion of preliminary data relevant to prostate cancer and the proposed project is encouraged but not required. Any preliminary data provided should be from the laboratory of the PI or mentor, or member(s) of the collaborating team.

PI’s Career Goals: The PI should describe his/her career goals and how the proposed training will promote a career in the area of prostate cancer research or patient care. Discuss 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 research, and explain how the mentor will assist the PI in developing his/her career. Explain how the training program is supported by the environment; this should include a description of ongoing prostate cancer research at the organization. Include information on training or collaborations with other investigators.

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

- **Background:** Present the ideas and reasoning behind the proposed research; include relevant literature citations. Describe previous experience most pertinent to this application.
- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.

- **Specific Aims:** Concisely explain the project’s specific aims. If this application is part of a larger study, present only tasks that this award would fund.
- **Research Strategy:** Describe the experimental design, methods, and analyses, including appropriate controls, in sufficient detail for analysis. Address potential problem areas and present alternative methods and approaches. If human subjects or human biological samples will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples. ***Funds may not be used for equipment, research materials/supplies/consumables, or research costs for studies on animals, human subjects, or human biological substances.***

Overarching Challenges and Focus Areas: Describe (a) how the proposal is responsive to at least one of PCRP focus areas and, ***if applicable***, (b) how the proposed research addresses at least one of the PCRP overarching challenges.

Integration of Training and Research: Describe how the training and research programs are integrated, and how they will contribute to preparing the PI for a career in prostate cancer research or patient care.

- **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named “Support.pdf.” If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***Each component has no page limit unless otherwise noted.***
 - **References Cited:** List all relevant references 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). The inclusion of Internet URLs to references is encouraged.
 - **List of Acronyms and Symbols:** Provide a list of acronyms and symbols (e.g., PCR = polymerase chain reaction).
 - **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 US Army Medical Research and Materiel Command (USAMRMC). Indicate if Government-owned facilities or equipment are proposed for use. Reference should be made to the original or present contract under which the facilities or equipment items are now accountable. There is no form for this information.
 - **Publications and/or Patent Abstracts (five-document limit):** Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then they must be included. Extra items will not be reviewed.
 - **Transcripts:** Include a copy of the PI’s transcripts from both undergraduate and graduate institutions. All foreign-language transcripts must be accompanied by a certified English translation. The Government reserves the right to request official transcripts during award negotiations.

- List of Dissertation Committee Members (if available): ***Predoctoral PIs only.*** Provide a list of the trainee’s dissertation committee members, including name, organization, degrees, position, and area(s) of expertise.
- Letters of Organizational Support: Provide a letter (or letters if applicable), signed by the Department Chair or appropriate organization official, reflecting the laboratory space, equipment, and other resources available for the project.
- Letters of Collaboration (if applicable) (two-page limit per letter): Provide a signed letter from each collaborator that describes how he/she will support the project, to include:
 - Unique expertise, and/or
 - Availability of and access to research resources
- Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”
 Technical abstracts should be written using the outline below.
 - Training Plan
 - Describe how the training plan supports the PI’s career goals in prostate cancer research or patient care.
 - Describe how the research plan supports the PI’s career goals in prostate cancer research or patient care.
 - Research Plan
 - Background: Present the ideas and reasoning behind the proposed work.
 - Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
 - Specific Aims: State the specific aims of the study.
 - Study Design: Briefly describe the study design including appropriate controls.
 - Impact: Summarize how the proposed project will have an impact on the elimination of death and suffering from prostate cancer.
 - Overarching Challenges and Focus Areas: Summarize how the proposed project addresses (a) at least one of the PCRFP focus areas and, ***if applicable***, (b) at least one of the PCRFP overarching challenges.
- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”
 Public abstracts should be written using the outline below. Do not duplicate the technical abstract.
 - Describe the PI’s career goals in prostate cancer research or patient care.

- How does the training program support the PI in attaining these goals?
 - How does the research plan support the PI in attaining these goals?
- Clearly describe, in a manner readily understood by lay persons, the rationale and objective for the proposed work.
- Describe the ultimate applicability of the research.
 - What types of patients will it help, and how will it help them?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a patient-related outcome?
- If the research is too basic for clinical applicability, describe the interim outcomes.
- What are the likely contributions of this study to advancing the field of research?
- **Attachment 5: Statement of Work (SOW) (two-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.B., for detailed information.
- **Attachment 6: Detailed Budget and Justification (no page limit):** Upload as “Budget.pdf.” Use the Detailed Budget and Justification form (available for download on the Full Announcement page in Grants.gov). Refer to the General Application Instructions, Section II.B., for detailed information.
- **Attachment 7: Subaward Detailed Budget and Justification (if applicable) (no page limit):** Use a separate Detailed Budget and Justification form for each subaward budget. Combine into a single file and upload as “SubBudgets.pdf.” Refer to the General Application Instructions, Section II.B., for detailed information.
- **Attachment 8: Impact Statement (one-page limit):** Upload as “Impact.pdf.”
 State explicitly how the proposed work will, if successful, have an impact on prostate cancer research and/or clinical care and how the expected results of the project will contribute to the goal of eliminating death and suffering from prostate cancer.
- **Attachment 9: Eligibility Statement (one-page limit):** Upload as “Eligibility.pdf.”
 Use the Eligibility Statement template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official verifying that the eligibility requirements will be met at the application submission deadline.

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

- PI Biographical Sketch (four-page limit): Upload as “Biosketch_LastName.pdf.”
- PI Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
- Key Personnel Biographical Sketches (four-page limit each): Upload as “Biosketch_LastName.pdf.”

A biographical sketch of the PI’s mentor is required.

- Key Personnel Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”

Current/Pending Support for the PI’s mentor is required.

4. Project/Performance Site Location(s) Form: Refer to the General Application Instructions, Section II.B., for detailed information.

Additional Application Components: In addition to the completed Grants.gov application package of forms and attachments, Prostate Cancer Training Award applications also require the submission of a confidential letter of recommendation from the mentor, which must be uploaded by the mentor to the CDMRP eReceipt System. *Predoctoral trainees must request two additional letters of recommendation; this requirement is optional for postdoctoral trainees.* The PI should monitor via eReceipt whether the letters have been received; however, the PI is not able to view the content of the 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. All letters of recommendation should be provided on letterhead, signed, and uploaded as PDF files.

Confidential Letters of Recommendation (two-page limit per letter recommended):

The confidential letters should include the following:

- *A confidential letter of recommendation from the mentor*, describing his/her commitment to the PI’s training, career development, and mentorship in prostate cancer research. The mentor should address the following in his/her letter of recommendation:
 - The PI’s potential to become a prostate cancer researcher;
 - The mentor’s proposed interactions with the PI during the PI’s training;
 - The training environment, including ongoing prostate cancer research, at the organization, and how this training environment will promote the development of the PI as a prostate cancer 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;

- How the mentor will assist in training the PI for a career in prostate cancer 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 (required for predoctoral trainees; optional for postdoctoral trainees).*** The remaining two letters should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success in pursuing a career in prostate cancer research or patient care. Specifically, each letter should offer the writer's perspective on:
 - The PI's qualifications, characteristics, and achievements;
 - The PI's potential for productivity and desire for establishing a successful career in prostate cancer research or patient care;
 - The relevance of the proposed research project to training the PI in prostate cancer research; and
 - The suitability of the mentor and training environment for providing the PI with a solid foundation in prostate cancer research.

IV. INFORMATION FOR APPLICATION REVIEW

A. Application Review and Selection Overview

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of applications against established criteria for determining scientific merit. The second tier is a programmatic review that compares applications to each other and makes recommendations for funding to the Commanding General, USAMRMC, based on scientific merit, the overall goals of the program, and specific intent of the award mechanism. The highest scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess>

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Each level of review requires panelists to sign a nondisclosure statement attesting that application and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other corrective actions. Organizational personnel and PIs are prohibited from contacting persons involved in the review process to gain protected

evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization's application. Violations by panelists or PIs that compromise the confidentiality of the review process may also result in suspension or debarment of their employing organizations from Federal awards. Furthermore, it is a crime for Federal officials to disclose confidential information of one party to another third party (Title 18 United States Code 1905).

B. Review Criteria

1. Peer Review: All applications 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**

- Whether the PI meets the appropriate eligibility requirements.
- To what extent the PI's achievements (as reflected by academic performance, awards, honors, and previous funding) indicate a potential for successful training in prostate cancer research.
- To what extent the PI's stated career goals demonstrate a commitment to pursuing a career as a prostate cancer researcher or clinician.
- To what extent the letters of recommendation from the mentor and others, if applicable, support the PI's potential for a productive career in prostate cancer research.
- Whether the proposed levels of effort are appropriate for successful conduct of the proposed work.

- **Mentor**

- To what extent the mentor's training experience, as reflected by his/her previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in prostate cancer research.
- Whether the mentor is an established prostate cancer researcher, as evidenced by a demonstrated record of funding and publications in prostate cancer research.
- To what extent the mentor's research experience, research program, committed resources, and level of effort are appropriate for the proposed training program.
- Whether the quality of the proposal suggests that the mentor provided appropriate guidance in its preparation.

- **Training Program and Environment**

- To what extent the training program is described in sufficient detail to judge its merit and ability to augment the PI's expertise.
- How well the training program addresses issue(s) related to prostate cancer research or patient care.

- How well the training will prepare the PI for an independent career in prostate cancer research or patient care.
- How well the training program and research project are appropriately integrated.
- Whether the scientific environment is appropriate for the proposed training.
- To what extent the training requirements are adequately supported by the availability of facilities and resources (including collaborative arrangements).
- **Impact**
 - To what extent the research project and training, if successful, could contribute to the goal of eliminating death and suffering from prostate cancer.
- **Research Project**
 - To what extent the research project is appropriate for the training program and the level of training for the PI.
 - To what extent the research project addresses an issue related to prostate cancer research or patient care.
 - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, prostate cancer-relevant preliminary data (if included), and/or logical reasoning.
 - Whether the research project 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.

The following will not be individually scored, but may impact the overall evaluation of the application:

- **Responsiveness to Overarching Challenges and Focus Areas**
 - Whether the proposed project addresses at least one of the PCRP focus areas and, if applicable, at least one of the PCRP overarching challenges.
- **Budget**
 - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **Application Presentation**
 - How the writing and components of the application influenced the review.

2. Programmatic Review: The following criteria are used by programmatic reviewers to make funding recommendations.

- Adherence to the intent of the award mechanism
- Programmatic relevance in relation to the PCRCP overarching challenges and focus areas
- Ratings and evaluations of the peer reviewers
- Relative impact
- Program portfolio composition

V. ADMINISTRATIVE ACTIONS

After receipt of applications from Grants.gov, the following administrative actions may occur:

A. Rejection

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm)
- Pre-application is not submitted.

B. Modifications

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Project Narrative.
- Documents not requested will be removed.
- Following the application deadline, you may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed in Section V-A, Rejection). The missing documents must be provided by 5:00 p.m. ET on the second full business day following the date the email was sent. Otherwise, the application will be reviewed as submitted.

C. Withdrawal

The following may result in administrative withdrawal of the application:

- FY10 PCRCP Integration Panel (IP) member(s) is found to be involved in the preapplication or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY10 PCRCP IP members may be found at <http://cdmrp.army.mil/pcrp/panel10>
- Submission of the same research project to different funding opportunities within the same program and fiscal year.

- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Direct costs as shown on the detailed budget form exceed maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs with the exception of links to published references.
- The PI does not meet the eligibility criteria as described in this Program Announcement/Funding Opportunity.

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to provide the findings of the investigation to the US Army Medical Research Acquisition Activity (USAMRAA) Contracting/Grants Officer for a determination of the final disposition of the application.

VI. CONTACT INFORMATION

A. CDMRP Program Announcement Help Desk: Questions related to Program Announcement/Funding Opportunity content or submission requirements should be directed to the CDMRP Program Announcement help desk, which is available Monday through Friday from 7:30 a.m. to 4:00 p.m. ET. 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
Email: cdmrp.pa@amedd.army.mil

B. CDMRP eReceipt System Help Desk: Questions related to the submission of the pre-application through the eReceipt system should be directed to the CDMRP eReceipt system help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET.

Phone: 301-682-5507
Email: help@cdmrp.org

C. Grants.gov Contact Center: Questions related to application submission through the Grants.gov portal should be directed to Grants.gov help desk, which is available 24 hours a day, 7 days a week. Please note that the CDMRP Program Announcement and eReceipt system help desks are unable to provide technical assistance regarding Grants.gov submissions.

Phone: 800-518-4726
Email: support@grants.gov

Sign up on Grants.gov for “send me change notification emails” by following the link on the Synopsis page for the Program Announcement/Funding Opportunity. If the application package is updated or changed, the original version of the application package may not be accepted by Grants.gov.

VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1	
	Upload Supporting Documentation (Support.pdf) as Attachment 2	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3	
	Upload Public Abstract (PublicAbs.pdf) as Attachment 4	
	Upload Statement of Work (SOW.pdf) as Attachment 5	
	Upload Detailed Budget and Justification (Budget.pdf) as Attachment 6	
	Upload Subaward Detailed Budget and Justification (SubBudgets.pdf) as Attachment 7	
	Upload Impact Statement (Impact.pdf) as Attachment 8	
	Upload Eligibility Statement (Eligibility.pdf) as Attachment 9	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field	
	Attach PI Current & Pending Support (Support_LastName.pdf) to the appropriate field	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field	
	Attach Current & Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field	
Project/Performance Site Location(s) Form	Complete form as instructed	
Additional Application Components	Action	Completed
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System	