

Program Announcement

for the

Defense Health Program

Department of Defense

Congressionally Directed Medical Research Programs

Ovarian Cancer Research Program

Resource Development Award

Funding Opportunity Number: W81XWH-13-OCRP-RDA

Catalog of Federal Domestic Assistance Number: 12.420

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), June 21, 2013
- **Invitation to Submit an Application:** July 2013
- **Application Submission Deadline:** 11:59 p.m. ET, September 11, 2013
- **Peer Review:** October 2013
- **Programmatic Review:** December 2013

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

TABLE OF CONTENTS

I. Funding Opportunity Description	3
A. Program Description	3
B. Award Information.....	3
C. Eligibility Information	4
D. Funding	4
II. Submission Information	5
A. Where to Obtain the Application Package.....	5
B. Pre-Application Submission Content and Form	5
C. Application Submission Content and Form	7
D. Submission Dates and Times	10
E. Other Submission Requirements.....	10
III. Application Review Information	11
A. Application Review and Selection Process.....	11
B. Application Review Criteria	11
C. Recipient Qualification	13
D. Application Review Dates	13
E. Notification of Application Review Results	13
IV. Administrative Actions	13
A. Rejection	13
B. Modification.....	13
C. Withdrawal.....	14
D. Withhold	14
V. Award Administration Information	14
A. Award Notice	14
B. Administrative and National Policy Requirements.....	14
C. Reporting.....	15
D. Award Transfers.....	15
VI. Agency Contacts	15
A. CDMRP Help Desk.....	15
B. Grants.gov Contact Center	15
VII. Application Submission Checklist	16

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

Applications to the Fiscal Year 2013 (FY13) Ovarian Cancer Research Program (OCRP) are being solicited for the Assistant Secretary of Defense for Health Affairs, Defense Health Program (DHP), by the U.S. Army Medical Research Acquisitions Activity (USAMRAA). Appropriations for the OCRP from FY97 through FY12 totaled \$196.45 million (M). The FY13 appropriation is \$20M. The overall goal of the FY13 OCRP is to eliminate ovarian cancer by supporting innovative, high-impact research. The OCRP's long-term priorities are as follows:

- Understand precursor lesion/stem cell, microenvironment, and pathogenesis/progression of ovarian cancer;
- Improve performance and reliability of disease markers and imaging toward screening and selecting the best therapeutic approaches;
- Address issues in survivorship;
- Enhance pool of ovarian cancer scientists; and
- Investigate tumor response to therapy including tumor survival, dormancy, cell death, clonal evolution, and tumor heterogeneity.

B. Award Information

The OCRP Resource Development Award mechanism is being offered for the first time in FY13.

The OCRP recognizes the critical need for improved human-based resources to advance the field of ovarian cancer research. Consequently, the Resource Development Award has been established to support product-driven research aimed at developing well-annotated tools for use by the ovarian cancer research community to facilitate research in this disease. Specifically, this includes either developing a human-based resource or increasing the utility of an existing human-based resource. For example, human-based resources include, but are not limited to, biorepositories of clinical specimens, existing tissue banks, large transcriptome or proteome datasets, and databases of clinical data and/or metadata. Applicants must clearly articulate how the proposed resource addresses a high-impact opportunity or an unmet need in ovarian cancer research. Applicants should also explain why this human-based resource would be superior to existing resources, methodologies, or techniques.

Due to the developmental nature of this award, preliminary data are not required but may be included, if available, to address the feasibility of the human-based resource to be developed or advanced in its utility. Whether or not preliminary data are included, submissions must apply solid scientific rationale and logical reasoning based on existing knowledge to the development of the proposed resource.

Included in the submission must be a plan describing the means by which the fully developed human-based resource will be made available to the scientific community at reasonable administrative and production costs, such as costs required for producing, packaging and

shipping the resource. The Government intends to advertise the fully developed resource for use by the research community.

Please note that the Resource Development Award mechanism is designed to support the development of a well-annotated human-based resource for ovarian cancer research. Investigators interested in pursuing research studies that are adjunct or correlative to clinical trials are encouraged to apply for the OCRP FY13 Clinical Translational Leverage Award.

Reviewers WILL be blinded to the identity of the Principal Investigator (PI), collaborators, and their organizations at the pre-application phase. However, reviewers WILL NOT be blinded to these identities during the peer and programmatic reviews.

C. Eligibility Information

- Investigators at all levels are eligible to submit applications.
- Cost sharing/matching is not an eligibility requirement.
- Organizations eligible to apply include national, international, for-profit, non-profit, public, and private organizations.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

- The maximum period of performance is **3** years.
- The maximum allowable direct costs for the entire period of performance are **\$400,000** plus indirect costs.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **3** years.
- Regardless of the period of performance proposed, the applicant may not exceed the maximum allowable direct costs. Indirect costs shall be proposed in accordance with the organization's negotiated rate agreement

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

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

- Salary
- Supplies
- Research-related subject costs

- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

The Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$0.664M of the \$20.00M FY13 OCRP appropriation to fund approximately one Resource Development Award application, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of federal funds for this program.

II. SUBMISSION INFORMATION

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

Submission of applications that are essentially identical or propose essentially the same research project to different funding opportunities within the same program and fiscal year is prohibited and will result in administrative withdrawal of the duplicative application.

A. Where to Obtain the Application Package

To obtain the complete application package, including all required forms, perform a Grants.gov (<http://www.grants.gov/>) basic search using the Funding Opportunity Number: W81XWH-13-OCRP-RDA.

B. Pre-Application Submission Content and Form

All pre-application components must be submitted by the PI through the CDMRP eReceipt System (<https://cdmrp.org/>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

PIs and organizations identified in the pre-application should be the same as those intended for the subsequent application submission. If any changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

Pre-applications will be screened based on the merits of the proposed research. Therefore, reviewers will be blinded to the identity of the PI, collaborators, and their organizations(s). ***Due to the blinded nature of the review process, identifying or making references to the PI, collaborators, or their organization(s) within the Preproposal Narrative is prohibited and will result in administrative rejection of the pre-application and preclude invitation to submit a full application.*** In addition, the use of “I,” “we,” “our,” “this organization,” or similar wording in phrases that refer to the PI, collaborators, or their organization(s) through the references listed will also result in administrative rejection of the pre-application and preclude invitation to submit a full application.

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

- **Application Information – Tab 1**
- **Application Contacts – Tab 2**
- **Collaborators and Conflicts of Interest (COI) – Tab 3**

FY13 OCRP Integration Panel (IP) (<http://cdmrp.army.mil/ocrp/panels/panels13>) members should not be involved in any pre-application or application. For questions related to IP members and pre-applications or applications, refer to Section IV.C., Withdrawal, or contact the CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

- **Required Files – Tab 4**

Preproposal Narrative (two-page limit): The Preproposal Narrative page limit applies to text and any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons. Inclusion of URLs that provide additional information to expand the Preproposal Narrative is prohibited. *Note: At this time, eReceipt is unable to read files made with Adobe Acrobat PDFMaker version 9.0 and higher.*

The Preproposal Narrative should include the following:

- **Resource Description:** Describe the human-based resource to be developed or advanced in its utility and provide a rationale that supports the need for this resource. Describe how the resource addresses a high-impact opportunity or addresses an unmet need in ovarian cancer research.
- **Impact:** State how the proposed human-based resource will significantly impact the field of ovarian cancer research. Provide a comparison and explain the advantage of the proposed human-based resource over existing resources, methodologies, or techniques.

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

- **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate). Do not include publication URLs that identify of the PI, collaborators, or their organization(s).
 - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
- **Submit Pre-Application – Tab 5**

This tab must be completed for the pre-application to be accepted and processed by CDMRP.

- **Other Documents Tab** No additional documents are required.

Pre-Application Screening

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the DHP and the OCRP, pre-applications will be screened based on the following criteria:

- **Resource:** To what extent the rationale provided supports the need for this human-based resource. How well the resource addresses a high-impact opportunity or addresses an unmet need in ovarian cancer research.
- **Impact:** To what extent the proposed human-based resource will significantly impact the field of ovarian cancer research. How the proposed human-based resource is advantageous over existing resources, methodologies, or techniques.

- **Notification of Pre-Application Screening Results**

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application.

The estimated timeframe for notification of invitation to submit an application is indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

C. Application Submission Content and Form

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

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

Grants.gov application package components: For the Resource Development Award, the Grants.gov application package includes the following components (refer to the General Application Instructions, Section II.C., for additional information on application submission):

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

2. **Attachments Form**

- **Attachment 1: Project Narrative (six-page limit):** Upload as “ProjectNarrative.pdf.” The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and will result in administrative withdrawal of the application.

Due to the developmental nature of this award, preliminary data are not required but may be included, if available, to address the feasibility of the human-based resource

to be developed or advanced in its utility. In either case, submissions must apply sound scientific rationale and logical reasoning based on existing knowledge to the development or advancement of the proposed resource.

Reviewers will NOT be blinded to the identity of the PI, collaborators, or their institutions during the peer and programmatic reviews.

Describe the proposed project in detail using the outline below.

- **Background and Resource Description:** Present the ideas and reasoning behind the proposed work. Describe previous experience most pertinent to the proposed project. Cite relevant literature. Clearly articulate how the proposed human-based resource fills an essential need in ovarian cancer research. Provide a comparison and explain the advantages of the proposed resource over existing resources, methodologies, or techniques.
- **Objective:** State the objective to be reached.
- **Specific Aims:** Concisely explain the specific aims.
- **Strategy:** Describe the design, methods, and analyses proposed for developing a human-based resource or increasing the utility of an existing human-based resource in sufficient detail for analysis, including appropriate controls if necessary. Address potential problem areas and present alternative methods and approaches.
- **Resource Distribution Plan:** State concisely how the human-based resource, once fully developed and characterized, will be made available to the scientific community at reasonable production and administrative costs, and/or through the use of an accessible material transfer agreement such as the Uniform Biological Materials Transfer Agreement (http://www.autm.net/Technology_Transfer_Resources/8395.htm).
- **Impact:** Provide rationale that reflects how the proposed human-based resource will significantly impact the field of ovarian cancer research. State how the resource addresses a high-impact opportunity or addresses an unmet need in ovarian cancer research.
- **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named “Support.pdf.” If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested may result in the removal of those items or administrative withdrawal of the application.***
 - References Cited (no page limit): List the references cited (including URLs if available) in the project narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
 - List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.
 - Facilities, Existing Equipment, and Other Resources: Describe the facilities and equipment available for performance of the proposed project and any additional

facilities or equipment proposed for acquisition at no cost to the award. Indicate whether or not Government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present Government award under which the facilities or equipment items are now accountable. There is no form for this information.

- Publications and/or Patent Abstracts (five-document limit): Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then a copy of each manuscript must be included in Attachment 2. Extra items will not be reviewed.
- Letters of Organizational Support (no page limit per letter): Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the proposed work.
- Letters of Collaboration (if applicable) (no page limit per letter): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work.
- 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.”
 - Background: Present the ideas and reasoning behind the proposed work.
 - Resource Description: State the human-based resource to be developed or advanced in its utility. Provide evidence or rationale that the proposed resource addresses a high-impact opportunity or addresses an unmet need in ovarian cancer research.
 - Specific Aims: State the specific aims of the study.
 - Impact: State how the proposed human-based resource will significantly impact the field of ovarian cancer research. Explain the advantage of the proposed resource over existing resources, methodologies, or techniques.

- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf.”

The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community.

Lay abstracts should be written using the outline below:

- Clearly describe, in a manner readily understood by lay persons, the rationale and objective for the proposed work.
 - Do not duplicate the technical abstract.
- Describe the ultimate applicability of the proposed human-based resource:
 - What high-impact opportunity or unmet need is addressed?

- What is the advantage of the proposed human-based resource over existing resources, methodologies, or techniques?
 - What are the likely contributions of this proposed human-based resource to advancing the field of ovarian cancer research?
 - **Attachment 5: Statement of Work (SOW) (two-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C., for detailed information, including guidance on appropriate SOW formats.
 - **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.” State how the proposed human-based resource will significantly impact the field of ovarian cancer research. Provide a comparison and explain the advantage of the proposed resource over existing resources, methodologies, or techniques.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C., for detailed information. *Note: Some of the items in this attachment may be made available for programmatic review.*
- PI Biographical Sketch (four-page limit): Upload as “Biosketch_LastName.pdf.”
 - PI Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
 - Key Personnel Biographical Sketches (four-page limit each): Upload as “Biosketch_LastName.pdf.”
 - Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
- 4. Research & Related Budget:** Refer to the General Application Instructions, Section II.C., for detailed information.
- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”
- 5. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C., for detailed information.
- 6. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C., for detailed information.

D. Submission Dates and Times

All submission dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity. Pre-application and application submissions are required. Failure to meet any one of the deadlines will result in application rejection.

E. Other Submission Requirements

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

All applications must be submitted through Grants.gov. Applicant organizations and all subrecipient organizations must have a Data Universal Numbering System (DUNS) number to

submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the System for Award Management (SAM) with an “Active” status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Appendix 3, for information on Grants.gov requirements.

III. APPLICATION REVIEW INFORMATION

A. Application Review and Selection Process

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a peer review of applications against established criteria for determining technical merit. The second tier is a programmatic review that makes recommendations for funding to the Commanding General, U.S. Army Medical Research and Materiel Command (USAMRMC), based on technical merit, the relevance to the mission of the DHP and the OCRP and the specific intent of the award mechanism. The highest-scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP can be found at <http://cdmrp.army.mil/about/fundingprocess>.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a non-disclosure statement that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations are prohibited from contacting persons involved in the review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization’s application. Violations by panel members or applicants that compromise the confidentiality of the review process may also result in suspension or debarment from federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with Title 18 United States Code 1905.

B. Application Review Criteria

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

- **Strategy**
 - How well the scientific rationale supports the objective and the need for the human-based resource to be developed or advanced in its utility, as demonstrated by a review and analysis of the literature.
 - How well the objectives, experimental design, methods, and analyses have been developed and how well they support completion of the aims.
 - How well the PI identifies potential problems and addresses alternative approaches.
 - How well the preliminary data, if included, support the development of or increased utility of the proposed human-based resource.

- **Impact**
 - How appropriate and thorough the plan for public distribution of the fully developed human-based resource is.
 - To what extent the proposed resource addresses a high-impact opportunity or an unmet need in ovarian cancer research.
 - To what extent the proposed human-based resource will impact and contribute to the field of ovarian cancer research.

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

- **Personnel**
 - How the research team’s background, experience, and expertise are appropriate to execute the proposed work.
 - To what degree the levels of effort by the PI and other key personnel will ensure success of the proposed work.
- **Environment**
 - How the scientific environment is appropriate for the proposed project.
 - How the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements, if applicable).
 - How the quality and extent of institutional support are appropriate for the proposed research.
- **Budget**
 - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **Application Presentation**
 - To what extent the writing, clarity, and presentation of the application components influenced the review.

2. **Programmatic Review:** To make funding recommendations, the following criteria are used by programmatic reviewers:

- a. **Ratings and evaluations of the peer reviewers**
- b. **Relevance to the mission of the DHP and the OCRP, as evidenced by the following:**
 - Relative innovation
 - Relative impact on ovarian cancer
 - Program portfolio balance
 - Adherence to the intent of the award mechanism

C. Recipient Qualification

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

D. Application Review Dates

All application review dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

E. Notification of Application Review Results

Each PI and organization will receive notification of the funding recommendation. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

IV. ADMINISTRATIVE ACTIONS

After receipt of pre-applications from the CDMRP eReceipt System or applications from Grants.gov, the following administrative actions may occur:

A. Rejection

The following will result in administrative rejection of the pre-application:

- Preproposal Narrative is missing.
- Blinding of pre-application is not followed.

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- Submission of an application for which a letter of invitation was not received.

B. Modification

- 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, the PI may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed in Section IV.A., Rejection). The missing documents must be provided by 5:00 p.m. ET on the second full business day following the date the email was sent. Otherwise, the application will be reviewed as submitted.

C. Withdrawal

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

- A FY13 OCRP IP member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY13 OCRP IP members can be found at <http://cdmrp.army.mil/ocrp/panels/panels13>.
- 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 Research & Related Budget exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- Inclusion of any employee of CDMRP review contractors in applications for funding without adequate plans to mitigate conflicts of interest. Refer to the General Application Instructions, Section II.B., for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review process to gain protected evaluation information or to influence the evaluation process.
- The proposed research is, or requests funding for, a clinical trial.
- The PI does not meet the eligibility criteria.

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be required to provide the findings of the investigation to the USAMRAA Grants Officer for a determination of the final disposition of the application.

V. AWARD ADMINISTRATION INFORMATION

A. Award Notice

Awards will be made no later than September 30, 2014. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

B. Administrative and National Policy Requirements

Refer to the General Application Instructions, Appendix 4, Section D, for general information regarding administrative and national policy requirements.

C. Reporting

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

D. Award Transfers

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

VI. AGENCY CONTACTS

A. CDMRP Help Desk

Questions related to Program Announcement/Funding Opportunity content or submission requirements as well as questions related to the submission of the pre-application through the CDMRP eReceipt System should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquiries.

Phone: 301-682-5507

Email: help@cdmrp.org

B. Grants.gov Contact Center

Questions related to application submission through the Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. federal holidays). Note that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

Phone: 800-518-4726

Email: support@grants.gov

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

VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed.	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1.	
	Upload Supporting Documentation (Support.pdf) as Attachment 2.	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3.	
	Upload Lay Abstract (LayAbs.pdf) as Attachment 4.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
	Upload Impact Statement (Impact.pdf) as Attachment 6.	
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 (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R & R Subaward Budget Attachment(s) Form	Complete form as instructed.	