

# **Program Announcement**

**for the**

**Defense Health Program**

**Defense Medical Research and Development Program**

**Department of Defense**

**Congressionally Directed Medical Research Programs**

## **Peer Reviewed Cancer Research Program**

### **Career Development Award**

**Funding Opportunity Number: W81XWH-13-PRCRP-CDA**

**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), July 16, 2013
- **Invitation to Submit an Application:** September 2013
- **Application Submission Deadline:** 11:59 p.m. ET, October 22, 2013
- **Peer Review:** December 2013
- **Programmatic Review:** February 2014

*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.*

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Description**

Applications to the Fiscal Year 2013 (FY13) Peer Reviewed Cancer Research Program (PRCRP) 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). The PRCRP was initiated in 2009 to provide support for cancer research of exceptional scientific merit not addressed by the breast cancer, prostate cancer, lung cancer, and ovarian cancer research programs executed and managed by the Office of the Congressionally Directed Medical Research Programs (CDMRP). Appropriations for the PRCRP from FY09 through FY12 totaled \$59.8 million (M). The FY13 appropriation is \$15M.

The goal of the PRCRP is to improve quality of life by decreasing the impact of cancer on service members, their families, and the American public. As such, the PRCRP will foster the next generation of cancer researchers by providing new and early career investigators opportunities to successfully pursue high-impact research for the prevention, detection, and treatment of cancer.

### **B. FY13 PRCRP Congressionally Directed Topic Areas**

To be considered for funding, applications for the PRCRP Career Development Award ***must*** address at least one of the Topic Areas as directed by Congress. Research applications in the areas of breast, prostate, lung (excluding mesothelioma), or ovarian cancer will not be accepted. The FY13 PRCRP Topic Areas are listed below.

- Blood cancers
- Colorectal cancer
- Genetic cancer research
- Kidney cancer
- *Listeria* vaccine for cancer
- Melanoma and other skin cancers
- Mesothelioma
- Neuroblastoma
- Pancreatic cancer
- Pediatric brain tumors

### **C. FY13 PRCRP Military Relevance Focus Areas**

In addition to the required Congressionally Directed Topic Areas in Section I.B. above, applications for the PRCRP Career Development Award are ***strongly encouraged*** to address at least one of the FY13 PRCRP Military Relevance Focus Areas. Military relevance in medical research focuses on critical health issues of the military experienced by service members, their families, and other military beneficiaries. To address the cancer health needs of both deployed

and non-deployed personnel, their dependents, retirees, and Veterans, the FY13 PRCRP seeks to support studies that are responsive to the Military Relevance Focus Areas listed below:

- Susceptibility to developing cancers due to exposure to militarily relevant environmental or chemical carcinogens (including transgenerational effects)
- Identification of predictive and prognostic biomarkers of developing cancers due to exposure to militarily relevant environmental or chemical carcinogens
- Molecular mechanisms by which environmental influences associated with military exposures alter gene structure, stability, and expression
- Examination of cancer diagnosis and prognosis effects on the psychosocial well-being of military beneficiaries

#### **D. Award Information**

The PRCRP Career Development Award mechanism was first offered in FY12. Since then, 105 Career Development Award applications have been received, and 20 have been recommended for funding.

The Career Development Award supports independent, early-career investigators to conduct innovative research with the mentorship of an experienced cancer researcher (i.e., the Designated Collaborator) as an opportunity to obtain the funding, guidance, and experience necessary for productive, independent careers at the forefront of cancer research. This award supports innovative and impactful research projects with an emphasis on discovery. Under this award mechanism, the early-career investigator is considered the Principal Investigator (PI), and the application should focus on the PI's research and career development. It should be clear that the proposed research is intellectually designed by the PI and not a product of the established, experienced cancer researcher. ***Preliminary data are not required. However, logical reasoning and a sound scientific rationale for the proposed research must be demonstrated.***

Key elements of the award are as follows:

- **Principal Investigator:** The PI must be an independent, early-career research- or physician-scientist within 7 years of his/her first faculty appointment (or equivalent). The PI's record of accomplishments will be evaluated regarding his/her potential for contributing to the FY13 PRCRP Topic Area(s) the proposed research addresses.
- **Designated Collaborator:** The Designated Collaborator, who will serve as the PI's mentor, must be an experienced cancer researcher as demonstrated by a strong record of funding and publications. In addition, the Designated Collaborator must demonstrate a commitment to advancing the PI's career in cancer research. The Designated Collaborator's record of accomplishments should include documentation on significant contribution to at least one of the FY13 PRCRP Topic Areas.
- **Career Development Plan:** A career development plan is required and should be prepared with appropriate guidance from the Designated Collaborator. The application should include a clearly articulated strategy for acquiring the necessary skills, competence, and expertise to advance an independent career at the forefront of cancer research in at least one of the FY13 PRCRP Topic Areas. Because career development

is the focus of this award, the PI's organization must demonstrate a commitment to the PI through a minimum of 30% protected time for the proposed research, though more protected time is highly desirable.

- **PRCRP Topic Areas:** The proposed research must address at least one of the FY13 PRCRP Topic Areas.
- **Innovation:** The proposed research must be highly innovative. Innovative research may introduce new paradigms, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other uniquely creative qualities. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies. Research that represents an incremental advance on previously published work is not considered innovative.
- **Impact:** The application must articulate the potential impact the proposed work will have on cancer research and/or patient care. Impactful research will, if successful, accelerate the movement of promising ideas in cancer research into clinical applications.
- **Relevance to Military Beneficiaries:** The application must clearly articulate how the proposed research is relevant to service members, their families, and other military beneficiaries.

**Use of Military and Department of Veterans Affairs (VA) Populations:** If applicable, access to target military or VA patient population(s) should be confirmed at the time of application submission. A letter of support, signed by the lowest ranking person with approval authority, should be included for studies involving active duty military, Veterans, military and/or VA-controlled study materials, and military and/or VA databases. Inclusion of military treatment or research facilities is encouraged but not required.

**Use of Human Subjects and Human Anatomical Substances:** All Department of Defense (DoD)-funded research involving new and ongoing research with human subjects and human anatomical substances must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), in addition to the local Institutional Review Board (IRB) of record. Local IRB approval at the time of submission is NOT required. The HRPO is mandated to comply with specific laws and directives governing all research involving human subjects that is supported by the DoD. These laws and directives will require information in addition to that supplied to the IRB. Allow a minimum of 2-3 months for regulatory review and approval processes. Refer to the General Application Instructions, Appendix 5, for more information.

***Clinical trials are not allowed.*** A clinical trial is defined as a prospective accrual of patients where an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested on a human subject for a measurable outcome with respect to exploratory information, safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction. The FY13 PRCRP is not offering an award mechanism that will support clinical trials; PIs seeking funding for a clinical trial are encouraged to investigate other funding agencies for support. Refer to the General Application Instructions, Appendix 5, for additional information about studies involving

human subjects, human subjects' data, or human anatomical substances. Definitions of human subject use may be accessed at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/](https://cdmrp.org/Program_Announcements_and_Forms/) and [https://cdmrp.org/files/forms/generic/Human\\_Subject\\_Research.pdf](https://cdmrp.org/files/forms/generic/Human_Subject_Research.pdf).

**New for FY13 — Optional Nested Postdoctoral Fellow Traineeship:** The Career Development Award offers opportunities for training highly motivated postdoctoral fellows interested in pursuing a cancer research career. This option primarily provides salary support for the trainee. ***The designated mentor of the Postdoctoral Fellow Trainee must be the PI of the Career Development Award application.*** An individualized training program in cancer research must be described and may include coursework, laboratory techniques, conference, seminars, journal clubs, teaching responsibilities, clinical responsibilities, and/or other activities that will provide the trainee with experience in key areas relevant to the proposed work and foster the trainee's development as an independent cancer researcher. An environment appropriate for the proposed training must be clearly described. ***Only one traineeship may be requested per application. Plans for training and mentorship must be well-developed and clearly described by the PI for the Career Development Award application.***

The PRCRP reserves the right to fund a submission for a Career Development Award that includes a proposed Nested Postdoctoral Fellow Traineeship, but ***not fund*** the traineeship.

***The CDMRP intends that data and research resources generated under awards funded by this Program Announcement/Funding Opportunity be made available to the research community (which includes both scientific and consumer advocacy communities) and to the public at large. For additional guidance, refer to the General Application Instructions, Appendix 4, Section K.***

## **E. Eligibility Information**

- **Principal Investigator**

- The PI must be an independent, early-career investigator within 7 years of his/her ***first*** faculty appointment (or equivalent) by the time of the application submission deadline. Lapses in research time or appointments as denoted in the biographical sketch may be articulated in the application.
- Institutional commitment to the PI's independent career should be demonstrated, including a confirmation of the laboratory space, and at least 30% of protected time for the proposed research supported by this award.

- **Designated Collaborator**

- The Designated Collaborator must hold a position at or above the level of an Associate Professor (or equivalent).
- The Designated Collaborator must have a proven publication and funding record in at least one of the FY13 PRCRP Topic Areas; and
- The Designated Collaborator must not have a major research focus in breast, prostate, lung (excluding mesothelioma), or ovarian cancer.

- *The PI and the Designated Collaborator do not need to be located at the same organization.*
- **Nested Postdoctoral Fellow Traineeship Option**
  - A candidate must be identified.
  - The postdoctoral fellow must have successfully completed the requirements for a doctoral or medical degree, and
  - Have a total of less than 4 years of postdoctoral research experience (excluding clinical residency training) by the time of application submission deadline.
  - Only postdoctoral fellows are eligible for this award. Faculty members, instructors, and all other non-postdoctoral positions are not eligible.
  - *The PI and the Nested Postdoctoral Fellow Trainee must be located at the same organization.*
- 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.

## **F. Funding**

- The maximum period of performance is **2** years.
- The maximum allowable direct costs for the entire period of performance are **\$240,000** plus indirect costs.
  - If requesting the Nested Postdoctoral Fellow Traineeship Option, the maximum allowable direct costs for the entire period of performance are **\$360,000**, plus indirect costs. An application requesting a higher level of funding to support this option that does not have the option recommended for funding during programmatic review will have its budget reduced as appropriate.
- 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 **2** 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 of non-government personnel
- Research supplies
- Clinical research costs (other than costs for clinical trials, which are not allowed)
- Publication costs
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

Shall not be requested for:

- Clinical trial costs

For an application including the Nested Postdoctoral Fellow Traineeship Option, additional costs must be clearly identified as such in the requested budget and budget justification. To support this option, direct costs:

May be requested for (not all-inclusive):

- Salary/stipend for the trainee only
- Tuition for coursework, seminars, and workshops (including textbooks and/or related materials)
- Travel costs up to \$1,800 per year to attend scientific/technical meetings

***The CDMRP expects to allot approximately \$4.8M of the \$15M FY13 PRCRP appropriation to fund approximately 10 Career Development Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of federal funds for this program.***

## **II. SUBMISSION INFORMATION**

Submission 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-PRCRP-CDA.



## 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.

The PI, Designated Collaborator, 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](mailto:help@cdmrp.org) or 301-682-5507.

A change in organization after submission of the pre-application will be allowed only at the discretion of the US Army Medical Research Acquisition Activity (USAMRAA) Contracting/ Grants Officer.

Changes in PI or Designated Collaborator are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

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 PRCRP Integration Panel (IP) members should not be involved in any preapplication or application. A list of the FY13 PRCRP IP members can be found at <http://cdmrp.army.mil/prcrp/panels/panels13>. 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](mailto:help@cdmrp.org) or 301-682-5507.

- **Required Files – Tab 4**

**Preproposal Narrative (three-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 and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

***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:

- **Principal Investigator:** Describe the PI's potential for a career at the forefront of cancer research in at least one of the FY13 PRCRP Topic Areas. Describe the PI's

career goals and how they are consistent with a commitment to pursue a career in cancer research.

- **Designated Collaborator:** Describe how the Designated Collaborator has demonstrated a record of accomplishments in at least one of the FY13 PRCRP Topic Areas, such as a track record of publications, grants, patents, or other.
- **Career Development:** Briefly describe the PI's Career Development Plan and how it will contribute to the overall professional development of the PI as a productive, independent researcher at the forefront of cancer research in the relevant FY13 PRCRP Topic Area(s). Detail any unique features of the training program and environment in cancer research.
- **Postdoctoral Fellow Traineeship (if applicable):** If requesting the Nested Postdoctoral Fellow Traineeship Option, describe the candidate's career goals and how they are consistent with a commitment to pursue a career in cancer research. Briefly describe the candidate's role in the proposed research project and how the PI will provide mentorship. Detail any unique features of the training program and environment in cancer research.
- **Research Idea:** State the ideas and reasoning on which the proposed work is based and how the application addresses at least one of the FY13 PRCRP Topic Areas. Concisely state the project's objective and specific aims.
- **Innovation:** Describe how the research is innovative and represents more than an incremental advance on published data.
- **Impact:** Briefly describe the potential impact of the proposed project on cancer research and/or patient care.
- **Military Relevance:** Briefly explain how the proposed project is relevant to service members, their families, and other military beneficiaries. Describe the medical and societal impact of the research and how it will benefit military members and their families.

**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).
- **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
- **Key Personnel Biographical Sketches (four-page limit per individual).**
- **Key Personnel Previous/Current/Pending Support (including Designated Collaborator's; no page limit).**

**List of Individuals Providing Confidential Letters of Recommendation (required if requesting the Nested Postdoctoral Fellow Traineeship Option):** The proposed trainee *must* request confidential letters of recommendation through the PI's pre-

application. The letters must be provided by the trainee's mentor (i.e., the PI of the Career Development Award application) and up to two other individuals. Requests for confidential letters of recommendation are made by entering into the appropriate CDMRP eReceipt System data fields the name, position title, email address, and phone number for each individual from whom a letter is being requested. The total number of requested letters must not exceed three.

Each individual providing a letter of recommendation will receive an email generated from the CDMRP eReceipt System containing specific instructions on how to upload his/her letter. The PI should monitor via eReceipt as to whether the letter(s) have been received; however, neither the PI nor the proposed trainee will be able to view the content of the letter(s). The confidential letter(s) 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](mailto: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 "Application Submission Content and Form" below.

- **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 PRCRP, pre-applications will be screened by the PRCRP IP based on the following criteria:

- **Principal Investigator:** Whether the PI is eligible and demonstrates the potential for a career at the forefront of cancer research. How the PI's career goals are consistent with a commitment in advancing his/her independent career in cancer research in at least one of the PRCRP Topic Areas.
- **Designated Collaborator:** How strong the Designated Collaborator's record of accomplishment is in at least one of the FY13 PRCRP Topic Areas.
- **Career Development Plan:** How well the career development plan will contribute to the overall professional development of the PI. How the Designated Collaborator will contribute to the PI's career development.
- **Postdoctoral Fellow Traineeship (if applicable):** Whether the proposed candidate is eligible. How the candidate's career goals are consistent with a commitment to pursue a career in cancer research. Whether the candidate's

proposed role in the research project and the nature of the mentorship are appropriate.

- **Research Idea:** How the rationale and specific aims support the project's objectives. Whether the proposed research addresses at least one of the FY13 PRCRP Topic Areas.
- **Innovation:** To what degree the proposed research is highly creative and represents more than an incremental advance upon published data.
- **Impact:** Whether the proposed project has the potential to significantly improve the current state of cancer research and/or patient care.
- **Military Relevance:** Whether the PI clearly articulates the research project's relevance to service members, their families, and other military beneficiaries. How well the proposed research answers relevant issues in cancer care for military beneficiaries.
- **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 Career 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 (eight-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.

Describe the proposed project in detail using the outline below:

- **Principal Investigator:** State how the PI is eligible. Describe the PI's potential for a career at the forefront of cancer research in at least one of the FY13 PRCRP Topic Areas, including qualifications and achievements that make the PI an ideal candidate for this award. Describe the PI's career goals as a cancer researcher and how the proposed training will advance his/her career. Discuss the appropriateness of the level of effort of the PI for successful conduct of the proposed research.
- **Designated Collaborator:** Describe the qualifications of the Designated Collaborator including record of research accomplishments, publications, patents, and funding in at least one of the FY13 PRCRP Topic Areas. Describe the Designated Collaborator's track record for training early-career investigators. If the Designated Collaborator and PI are located at different organizations, describe how appropriate direction and oversight will be accomplished.
- **Research:**
  - Background: Present the ideas and reasoning behind the proposed research; include relevant literature citations and preliminary data that led to the development of the proposed study. Any preliminary data provided should be from the laboratory of the PI, Designated Collaborator, or member(s) of the collaborating team. Preliminary data are not required; however, logical reasoning and a sound scientific rationale for the proposed research must be demonstrated.
  - 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.
  - 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. ***This award cannot be used to conduct clinical trials.***
  - Data and Statistical Analysis Plan: Describe how data will be collected and analyzed in a manner that is consistent with the study objectives. If applicable, include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study.
- **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:** 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/copies of the published manuscript(s) must be included in Attachment 2. Extra items will not be reviewed.
- **Letters of Organizational Support:** Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, support for 30% or more protected time for the PI, and other resources available for the project.
- **Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual (other than the Designated Collaborator) 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.
- **Data and Research Resources Sharing Plan:** Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 4, for more information about the CDMRP expectations for making data and research resources publicly available.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”  
Technical abstracts should be written using the outline below.
  - **Personnel:** Describe the PI’s potential for career at the forefront of cancer research in at least one of the FY13 PRCRP Topic Areas. Describe the Designated Collaborator’s background and experience in at least one of the FY13 PRCRP Topic Areas. Describe the Designated Collaborator’s

background and experience in at least one of the FY13 PRCRP Military Relevance Focus Areas or conducting research addressing a critical problem faced by military beneficiaries in cancer prevention, detection, diagnosis, and treatment.

- **Career Development:** Describe how the award will provide the PI with the opportunity to advance his/her career at the forefront of cancer research.
- **Research**
  - Background: Present the ideas and reasoning behind the proposed project.
  - Objective/Hypothesis: State the hypotheses/study questions and overall objective(s) to be reached.
  - Specific Aims: State the specific aims of this study.
  - Study Design: Briefly describe the study design including appropriate controls.
  - Innovation: Briefly describe how the proposed project is innovative.
  - Impact: Summarize the proposed project’s potential impact on advancing the current state of cancer research and/or patient care.
  - Military Relevance: Summarize how the proposed research addresses at least one of the FY13 PRCRP Military Relevance Focus Areas or a critical problem faced by military beneficiaries in cancer prevention, detection, diagnosis, and treatment.
- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf.”

Lay abstracts should be written using the outline below. Do not duplicate the technical abstract. Avoid overuse of acronyms and abbreviations, if possible. Describe the proposed research project by including the following elements in plain language.

- Describe the scientific objective and rationale for the proposed project in a manner that will be ***readily understood by readers without a background in science or medicine***.
- Describe the PI’s career goals in cancer research.
  - How will the award advance the PI’s career in one of the FY13 PRCRP Topic Areas?
  - How does the research and career development plan support the PI in attaining these goals?
- 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? If the research is too basic for clinical applicability, describe the interim outcomes expected and their applicability to the field.

- What is the projected time it may take to achieve a clinically relevant outcome?
  - What are the likely contributions of this study to advancing the field of cancer research and/or patient care?
- Summarize how the proposed research is relevant to service members, their families, and the American public.
- Summarize how the proposed research addresses at least one of the FY13 PRCRP Military Relevance Focus Areas or a critical problem faced by military beneficiaries in cancer prevention, detection, diagnosis, and treatment.
- **Attachment 5: Statement of Work (SOW) (three-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 explicitly how the proposed work addresses a critical problem in at least one of the FY13 PRCRP Topic Areas. Describe the pathway to making an impact on cancer research and/or patient care and explain how the PI’s specific research goals, if achieved, would fit into that pathway.
- **Attachment 7: Innovation Statement (one-page limit):** Upload as “Innovation.pdf.” Describe how the proposed research is innovative. For example, state how the research examines a new paradigm, challenges existing paradigms, or looks at existing problems from new perspectives.
- **Attachment 8: Career Development Plan (one-page limit):** Upload as “CareerDev.pdf.”
  - Clearly describe and outline the individualized career development plan that focuses on at least one of the FY13 PRCRP Topic Areas.
  - Highlight the unique features of this career development plan as it pertains specifically to cancer research in the relevant FY13 PRCRP Topic Area(s).
  - Indicate specifically how the individualized career development plan will provide the PI with an opportunity to advance his/her independent career in cancer research.
  - Describe how the career development plan is supported by the research environment and mentorship, including a description of ongoing cancer research at the institution in the relevant FY13 PRCRP Topic Area(s). Include information on collaborations with other investigators.
- **Attachment 9: PI’s Eligibility Statement (one-page limit):** Upload as “PIEligibility.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 to verify that the eligibility requirements will be met.



- **Attachment 10: Letter from Designated Collaborator (two-page limit):** Upload as “CollaboratorLetter.pdf.” Provide a signed letter from the Designated Collaborator indicating recommendation, support, and planned interaction with the PI for the proposed work. Include information on the Designated Collaborator’s record of preparing early-career investigators for careers in cancer research.
- **Attachment 11: Relevance to Military Beneficiaries Statement (one-page limit):** Upload as “MilBen.pdf.”
  - Describe how the proposed project is responsive to at least one of the FY13 PRCRP Topic Areas in a *militarily* relevant manner. If applicable, describe how the proposed project is responsive to one of the FY13 PRCRP Military Relevance Focus Areas or a critical problem faced by military beneficiaries in cancer prevention, detection, diagnosis, and treatment.
  - Describe *the impact*, either short-term or long-term, of the proposed research on the basic health, welfare and/or psychosocial wellness of service members, their families, and other military beneficiaries.
  - Describe how the study design will replicate field conditions, if appropriate. If active duty military, military families, or U.S. Veteran population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed study, and the feasibility of using the population.
  - If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population (i.e., Armed Forces, their family members, and/or the U.S. Veteran population).
- **Attachment 12: Statement of Postdoctoral Fellow Traineeship (required if requesting the Nested Postdoctoral Fellow Traineeship Option):** Upload as “Traineeship.pdf.” Start each document on a new page. *Although there is no overall page limit for this attachment, some components have page limits that must be followed.*
  - **Training Narrative (three-page limit):** *Failure to adhere to the page limitation for the Training Narrative will result in administrative removal of the traineeship option from the application.*

The trainee must describe his/her career goals and his/her role in the PI’s proposed research project. *The Training Narrative must be written by the trainee while also showing evidence of appropriate direction from the PI of the Career Development Award application, who will serve as the trainee’s mentor.*

    - **Trainee’s Career Goals:** Describe the trainee’s career goals and how the proposed training and research experience will promote his/her career development in cancer research. Discuss the trainee’s career/research plans after the completion of this award.

- **Training Program and Environment:** Clearly outline the training program and environment including a timeline, coursework, laboratory techniques, conferences, seminars, journal clubs, and/or teaching responsibilities. Describe how the training program will enhance the trainee’s career and situate the trainee to an independent career in cancer research. Describe how the PI will interact with the trainee to provide a complete and overall training environment. Detail any unique features of the training program and environment in cancer research.
- **Mentoring Plan:** Explain how the mentoring plan will assist the trainee throughout the period of performance in developing toward independence in cancer research. Provide details on the amount and types of interaction between the mentor and the trainee.
- **Research Project:** Describe the trainee’s role in the PI’s proposed research project.
- **Transcripts (no page limit):** Include a copy of the proposed trainee’s transcripts from all graduate institutions attended. All foreign language transcripts must be accompanied by a certified English translation. The Government reserves the right to request official transcripts during award negotiations. Diplomas are not acceptable in lieu of academic transcripts.  
  
If an institution does not provide academic transcripts (i.e., a record of courses completed, grades and credit earned, and indication of completion of degree), complete and submit the Academic Statement form in place of the transcript. The Academic Statement form is available for download on the Full Announcement page in Grants.gov.
- **Statement of Work (one-page limit):** Outline the specific portions of the PI’s SOW for which the trainee will be involved. Also include specific tasks for both the training plans and mentoring plans. Refer to the General Application Instructions, Section II.C., for detailed information.
- **Trainee Eligibility Statement (one-page limit):** 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 to verify that the eligibility requirements will be met.
- **Attachment 13: Letters Confirming Access to Target Military or VA Patient Population(s) or Human/Animal Anatomical Substances, Databases, if applicable:** Upload as “Access.pdf.”  
  
If applicable, provide a letter(s) of support, signed by the lowest ranking person with approval authority, for studies involving active duty military and/or Veteran populations, military and/or VA-controlled study materials, and military and/or VA databases.

- **Attachment 14: Use of Hazardous Chemical or Biological Agents, if applicable (no page limit):** Upload as “Hazardous.pdf.”

The applicant must submit a plan for acquiring, using, and maintaining hazardous agents if such agents are to be used in the study. The plan must contain all applicable information such as Centers for Disease Control and Prevention (CDC) registration, an approved organizational safety plan to use the agent(s), and letters of collaboration, agreement, or approval from government sites issuing any agent(s). Indicate if agents used are purchased commercially, and if so, confirm that the amount is under regulated limits. Include a statement addressing this requirement along with accompanying letters of collaboration, approvals, and certifications.

**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.”
  - Include Designated Collaborator’s biographical sketch.
  - Include the Postdoctoral Fellow Trainee’s biographical sketch (if applicable).
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - Include Designated Collaborator’s previous/current/pending support.
  - Include the Postdoctoral Fellow Trainee’s previous/current/pending support (if applicable).

**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.

**Additional Application Components (required if requesting the Nested Postdoctoral Fellow Traineeship Option):** In addition to the completed Grants.gov application package of forms and attachments, inclusion of the Nested Postdoctoral Fellow Traineeship Option also requires the submission of confidential letters of recommendation to support the trainee. One letter must be submitted by the mentor (i.e., the PI of the Career Development Award application) and up to

two additional letters of recommendations may be submitted by other individuals. The maximum number of letters is three. 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 PI*, describing his/her commitment to the candidate's training, career development, and mentorship in cancer research. The PI's letter should address the following:

- The candidate's potential to become a successful and independent investigator at the forefront of cancer research;
- The individualized training plan and how it will facilitate the trainee's development as a successful cancer researcher;
- The degree to which the trainee participated in the project development and application preparation and the degree to which the trainee will participate in the execution of the research if funded;
- The commitment of the PI to the training, career development, and mentorship of the trainee, including details of the proposed interactions of the PI with the trainee during his/her training;
- The training environment, including ongoing cancer research in the PI's laboratory (or laboratories) and in the organization as a whole, resources available, and how this environment will promote the development of the trainee as a cancer researcher;
- The PI's record in training pre- or postdoctoral fellows, if any.

***Up to two additional letters of recommendation:*** Additional letters should describe the candidate's unique qualifications and accomplishments that highlight his/her potential for success in pursuing a career in cancer research. Specifically, each letter should offer the writer's perspective on:

- The trainee's qualifications, characteristics, and achievements;
- The trainee's potential for productivity and desire for establishing a successful career in cancer research;
- The relevance of the proposed research project to training the trainee in cancer research; and
- The suitability of the PI and training environment for providing the trainee with a solid foundation in cancer research.

**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, USAMRMC, based on technical merit, the relevance to the mission of the DHP and PRCRP 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:
  - **Principal Investigator**
    - How the PI’s career goals demonstrate a strong personal commitment to advancing an independent career at the forefront of cancer research.
    - To what degree the PI’s record of accomplishments and letters of support demonstrates his/her potential for advancement as a productive, independent investigator in cancer research in at least one of the FY13 PRCRP Topic Areas.

- **Designated Collaborator**
  - How the Designated Collaborator's background, qualifications, research program, committed resources, and available time support the PI's career advancement needs.
  - Whether the Designated Collaborator is an independent, established researcher in at least one of the FY13 PRCRP Topic Areas as demonstrated by a record of publications, patents, and/or funding history.
  - To what degree the Designated Collaborator's track record in mentoring early-career investigators indicates the potential for successful mentorship and advancement of the PI's independent research career.
- **Career Development Plan and Environment**
  - How well the PI has outlined a detailed, individualized career development plan that will effectively advance his/her independent career as a cancer researcher in at least one of the FY13 PRCRP Topic Areas.
  - Whether the proposed training (such as workshops, seminars, etc.) is appropriate and will prepare the PI for a successful independent career at the forefront of cancer research.
  - How well the PI's career development is supported by the research environment, such as ongoing cancer research at the institution and collaborations with other investigators.
  - To what extent unique features of the research environment are integrated into the career development program and how appropriate the features are to advance the independent career of the PI.
  - Appropriateness of the levels of effort by the PI, Designated Collaborator, and other key personnel to ensure the success of this research effort. Whether there is a clear organizational commitment to allow protection of at least 30% of the PI's time for the proposed research.
  - How the training and research requirements are adequately supported by the availability and accessibility to facilities and resources (including collaborative arrangements).
- **Research Strategy and Feasibility**
  - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, relevant preliminary data, and logical reasoning.
  - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
  - Whether the research project is appropriate for advancing the PI's independent career at the forefront of cancer research and/or patient care.
  - How well the PI acknowledges potential problems and address alternative approaches.

- **Innovation**
  - How well the research proposes new paradigms, challenges existing paradigms, or is otherwise highly creative in one or more of the following ways: concept or question, research methods or technologies, adaptations of existing methods or technologies, or other ways.
  - How the proposed research represents more than an incremental advance upon published data.
- **Impact**
  - How the proposed research addresses a critical problem and/or patient care in at least one of the FY13 PRCRP Topic Areas.
  - How the proposed research goals, if achieved, will contribute to advancing the field of cancer research and/or patient care in at least one of the FY13 PRCRP Topic Areas.

The following scored criterion evaluates only the merits of the proposed Nested Postdoctoral Fellow Traineeship, if applicable. This criterion is considered an independent component of the application evaluation and will be scored separately from the overall score:

- **Postdoctoral Fellow Traineeship (if applicable)**
  - To what extent the trainee's achievements (as reflected by academic performance, awards, honors, and/or previous publications and funding) indicate a potential for a successful career as a cancer researcher.
  - To what extent the trainee's stated career goals demonstrate a strong personal commitment to pursuing an independent career in cancer research in at least one of the FY13 PRCRP Topic Areas.
  - To what extent the letters of recommendation from the PI and others support the trainee's potential for a highly productive career.
  - Whether the proposed mentoring plan provides evidence of sufficient involvement in guiding the trainee toward a successful career as a cancer researcher.
  - How well the research training is structured and balanced to ensure that the trainee will acquire the knowledge and necessary skills relevant to the area of cancer being studied.

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

- **Military Relevance**
  - How the proposed research is relevant to service members, their families, and other military beneficiaries.
  - To what degree the proposed research in at least one of the FY13 PRCRP Topic Areas will have lasting effects on the health care of military beneficiaries in the short or long term.

- To what degree the application is responsive to one of the FY13 PRCRP Military Relevance Focus Areas or a critical problem faced by military beneficiaries in cancer prevention, detection, diagnosis, and treatment.
  - **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 determine the application's relevance to the mission of the DHP and PRCRP, as well as to make funding recommendations, the following equally considered criteria are used by programmatic reviewers:
- a. **Ratings and evaluations of the peer reviewers**
  - b. **Relevance to the mission of the DHP and FY13 PRCRP, as evidenced by the following:**
    - Adherence to the intent of the award mechanism
    - Program portfolio composition
    - Programmatic relevance in relation to military relevance
    - Relative impact and innovation

### **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 exceeds page limit.
- Preproposal Narrative is missing.

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 Preproposal Narrative and 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 PRCRP Integration Panel (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 PRCRP IP members can be found at <http://cdmrp.army.mil/prcrp/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 and/or Designated Collaborator do not meet the eligibility criteria.
- The application does not address at least one of the FY13 PRCRP Topic Areas.
- The pre-application or application proposes breast, prostate, lung (excluding mesothelioma) or ovarian cancer research.

#### **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**

Changes in PI are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

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](mailto: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](mailto:support@grants.gov)

***Sign up on Grants.gov for “send me change notification emails” by following the link on the Synopsis page for the Program Announcement/Funding Opportunity or by responding to the prompt provided by Grants.gov when first downloading the 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.	
	Upload Innovation Statement (Innovation.pdf) as Attachment 7.	
	Upload Career Development Plan (CareerDev.pdf) as Attachment 8.	
	Upload PI's Eligibility Statement (PIEligibility.pdf) as Attachment 9.	
	Upload Letter from Designated Collaborator (CollaboratorLetter.pdf) as Attachment 10.	
	Upload Relevance to Military Beneficiaries Statement (MilBen.pdf) as Attachment 11.	
	<b>Nested Postdoctoral Fellow Traineeship Option only:</b> Upload Traineeship Plan (Traineeship.pdf) as Attachment 12.	
	Upload Letters Confirming Access to Target Military or VA Patient Population(s) or Human/Animal Anatomical Substances, Databases (Access.pdf), <i>if applicable</i> , as Attachment 13.	
	Upload Use of Hazardous Chemical or Biological Agents (Hazardous.pdf), <i>if applicable</i> , as Attachment 14.	
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.	
Additional Application Components	Action	Completed
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System.	