

# Program Announcement

for the

Defense Health Program

Department of Defense

Congressionally Directed Medical Research Programs

## Ovarian Cancer Research Program

**Ovarian Cancer Academy Dean and  
Assistant Dean (Leadership) Award**

**Funding Opportunity Number: W81XWH-14-OCRP-OCADEAN**

**Catalog of Federal Domestic Assistance Number: 12.420**

### SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Deadline:** 5:00 p.m. Eastern time (ET), June 3, 2014
- **Invitation to Submit an Application:** July 2014
- **Application Submission Deadline:** 11:59 p.m. ET, August 20, 2014
- **End of Application Verification Period:** 5:00 p.m. ET, August 25, 2014
- **Peer Review:** October 2014
- **Programmatic Review, Stage 1:** November 2014
- **Invitation for Oral Presentation:** Mid-November 2014
- **Programmatic Review, Stage 2:** December 2014

***Change for FY14:*** *The CDMRP eReceipt System has been replaced with the Electronic Biomedical Research Application Portal (eBRAP). Principal Investigators and organizational representatives should register in eBRAP as soon as possible. All pre-applications must be submitted through eBRAP. In addition, applications submitted through Grants.gov will now be available for viewing, modification, and verification in eBRAP prior to the end of the application verification period.*

***This Program Announcement/Funding Opportunity 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 2014 (FY14) 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). The OCRP was initiated in FY97 to provide support for research of exceptional scientific merit. Appropriations for the OCRP from FY97 through FY13 totaled \$216.45 million (M). The FY14 appropriation is \$20M. The overall goal of the FY14 OCRP is to eliminate ovarian cancer by supporting innovative, high-impact research.

### **B. Award Information**

The OCRP Ovarian Cancer Academy, which was initially created in FY09, is intended to be a unique, interactive virtual academy providing intensive mentoring, national networking, and a peer group for junior faculty. The overarching goal of the Ovarian Cancer Academy is to develop successful, highly productive ovarian cancer researchers in a collaborative research training environment. The Ovarian Cancer Academy is a virtual career development and research training platform that currently consists of nine Early-Career Investigator/Designated Mentor pairs from different institutions and one Academy Dean. Two additional Early-Career Investigator/Designated Mentor pairs are pending FY13 awards, and the OCRP expects to fund an additional two Early-Career Investigator/Designated Mentor pairs in FY14. Information about the Academy is available in the FY12 and FY13 Ovarian Cancer Program Booklets at <http://cdmrp.army.mil/ocrp/pbks/pbks>. The Academy Dean and Assistant Dean catalyze the growth and professional development of the Early-Career Investigators in collaboration with their Designated Mentors, assess the progress of the Early-Career Investigators, and facilitate communication and collaboration among all of the Academy members.

This FY14 Funding Opportunity is soliciting applications for an Academy Dean and Assistant Dean to lead the Ovarian Cancer Academy starting no later than October 2015. The Academy Dean and Assistant Dean (referred to as Academy Leadership) must be established ovarian cancer researchers. Designated Mentors on FY14 Ovarian Cancer Academy Early-Career Investigator applications and Designated Mentors of current Ovarian Cancer Academy Early-Career Investigators are eligible to apply for this award. The Academy Leadership must demonstrate a strong record of mentoring and training junior investigators, a commitment to leadership, and the ability to objectively assess the progress of all of the Early-Career Investigators in the Ovarian Cancer Academy.

Responsibilities of the Academy Leadership include, but are not limited to:

- Act as a resource for all Early-Career Investigators and Designated Mentors in the Academy over the 5-year period of performance as Academy Leadership.
- Facilitate communication and collaboration among all of the Early-Career Investigators and Designated Mentors (including periodic interactive communication among all Academy members).

- Develop assessment criteria to evaluate the research progress made by all of the Early-Career Investigators, as well as their career progression and sustainment as independent investigators in ovarian cancer research.
- Provide constructive critiques with the goal of advancing the research and professional careers of the Early-Career Investigators and strengthening the mentorship of the Designated Mentors.
- Provide avenues to increase the visibility of Early-Career Investigators within the ovarian cancer research and advocacy communities (e.g., peer review, conferences, editorial boards).
- Support the professional development of the Early-Career Investigators into leading researchers through invited presentations by experts outside of the Ovarian Cancer Academy.
- Plan and host an annual 1-day and biennially, a multi-day workshop for all Early-Career Investigator/Designated Mentor pairs to present their research, share knowledge, and develop collaborative efforts within the Ovarian Cancer Academy.

***The Ovarian Cancer Academy Dean and Assistant Dean (Leadership) award is structured to support two PIs; the Academy Dean and Assistant Dean will each receive a separate award.***

The Academy Dean will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The Assistant Dean will be identified as a Partnering PI. Initiating and Partnering PIs each have different submission requirements as described in Section II. The collaboration between the Academy Dean and the Assistant Dean should be supported by complementary expertise and experience. The application should clearly demonstrate that both PIs have equal levels of input on the proposed Academy Leadership and clearly define the components to be addressed by each to continue the success of Early-Career Investigators. While it is up to the Academy Dean and the Assistant Dean to define their roles, both Academy Leaders should have interactions with the Early-Career Investigators; acting as administrative support does not fulfill the intent of the Assistant Dean.

***The Congressionally Directed Medical Research Programs (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 L.***

### **C. Eligibility Information**

- Academy Dean and Assistant Dean
  - Must be an independent, established ovarian cancer researcher.
  - Must have ovarian cancer research funding (past and present).
  - Must have a record of ovarian cancer publications in peer reviewed journals.

- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. Organizations eligible to apply include national, international, for-profit, non-profit, public, and private organizations. Both intramural (i.e., DoD) and extramural investigators are encouraged to apply to this Program Announcement/Funding Opportunity.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

#### **D. Funding**

- The maximum period of performance is **5** years.
- The combined total funding for the Initiating PI (Academy Dean) and the Partnering PI (Assistant Dean) awards may not exceed **\$1,200,000** for direct costs for the 5-year period of performance, plus indirect costs 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.
- 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.
- A separate award will be made to each PI's organization.
- The PIs are expected to be partners in the Academy Leadership, and direct cost funding should reflect their roles.

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:

Must be requested for:

- Costs associated with planning and holding the annual 1-day workshop with Academy members, including costs associated with external speakers
- Costs associated with planning and holding the biennial multi-day workshop in coordination with the OCRP Program staff, including costs associated with external speakers
- Travel to an Academy Pre-Award Planning Meeting in the Baltimore-Washington, DC area to be held after notification of award status and prior to disbursement of funds

May be requested for (not all-inclusive):

- Salary
- Salary for Administrative Assistants

- Costs associated with establishing and maintaining a “virtual” academy (e.g., hardware and/or software for audio- or video-teleconferencing or web-based communications)
- Support for multidisciplinary collaborations
- Travel between institutions participating in the Academy
- Travel to 1-day and biennial multi-day workshops
- Travel costs of up to \$1,800 per Academy Leader per year to attend scientific/technical meetings in addition to the required meetings described above

Shall not be requested for:

- Research supplies
- Tuition

Intramural (DoD) and extramural investigators are encouraged to apply to this Program Announcement/Funding Opportunity. An intramural investigator is defined as a DoD military or civilian employee working within a DoD laboratory or medical treatment facility, or working in a DoD activity embedded within a civilian medical center. Extramural investigators are defined as all those not included in the definition of intramural investigators. As required of all applicants to this Program Announcement, if PIs from federal agencies submit full applications, they must submit through Grants.gov. Therefore, federal applicants must be familiar with Grants.gov requirements, including the need for System for Award Management (SAM) and a Data Universal Numbering System (DUNS) number. Refer to Appendix 3 of the General Application Instructions for further information regarding Grants.gov requirements.

Awards to extramural organizations will consist solely of assistance agreements (Cooperative Agreements and Grants). Awards to intramural agencies and other federal agencies will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Direct transfer of funds from the recipient to a federal agency is not allowed except under very limited circumstances. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective resource managers. It is permissible for an intramural investigator to be named as a collaborator on an application submitted by an extramural investigator. ***In such cases, the extramural investigator must include a letter from the intramural collaborator’s Commander or Commanding Officer that authorizes the involvement of the intramural collaborator.*** Refer to Appendix 4 of the General Application Instructions for additional information.

***The CDMRP expects to allot approximately \$1.92M of the \$20M FY14 OCRP appropriation to fund approximately one Ovarian Cancer Academy Dean and Assistant Dean (Leadership) 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 electronic Biomedical Research Application Portal (eBRAP) (<https://eBRAP.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>).

**New for FY14: *The CDMRP has replaced its eReceipt System with eBRAP.*** Submission remains a two-step process requiring both pre-application and application submission.

PIs must be registered in eBRAP in order to submit a pre-application and receive notification of the status of a pre-application or application. A key feature of eBRAP is that an organization's representatives and PIs are able to view and modify the Grants.gov application submissions associated with them, but only if the organization, Business Officials, and PIs are registered and affiliated to the organization in eBRAP (see *eBRAP User Guide* at <https://ebrap.org/eBRAP/public/UserGuide.pdf>). Upon completion of an organization's registration in eBRAP and approval by the CDMRP Help Desk, the organization name will be displayed in eBRAP to assist the organization's business officials and PIs as they register.

**Note:** Submission of either the pre-application to eBRAP or application to Grants.gov does not require registering an organization and affiliating its Business Officials and PIs in eBRAP; however, the ability to view and modify the Grants.gov application in eBRAP is contingent upon the registration and affiliation. ***Application viewing, modification, and verification in eBRAP is strongly recommended, but not required. The Project Narrative and Budget cannot be changed after the application submission deadline. Any other application component cannot be changed after the end of the application verification period.*** If verification is not completed by the end of the application verification period, the application will be reviewed as submitted through Grants.gov, provided there is no cause for administrative rejection of the application (see [Section IV.A, Rejection](#)).

The Ovarian Cancer Academy Dean and Assistant Dean (Leadership) Award mechanism is structured to accommodate two PIs. The Academy Dean will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The Assistant Dean will be identified as a Partnering PI. Initiating and Partnering PIs each have different submission requirements; however, all PIs should contribute significantly to the development of the proposed Academy Leadership including the Project Narrative, Statement of Work, and other required components. The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified of the pre-application submission separately by email. The Partnering PI must follow the link in this email and register with eBRAP in order to associate his/her grant application package with that of the Initiating PI. If an application is invited, only the Initiating PI will receive notification of invitation via email from CDMRP.

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-14-OCRP-OCADEAN.

## B. Pre-Application Submission and Content Form

All pre-application components must be submitted by the Initiating PI (Academy Dean) through eBRAP (<https://eBRAP.org/>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or 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. A change in PI or 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. If a change is necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

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

- **Application Information – Tab 1**
- **Application Contacts – Tab 2**
  - It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.
- **Collaborators and Conflicts of Interest (COI) – Tab 3**

FY14 OCRP Integration Panel (IP) 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@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

The Initiating PI must enter the contact information for the Partnering PI in the Partnering PI section.

- **Required Files – Tab 4**

*Notes: Files for all of these components must be submitted in PDF format unless otherwise noted. eBRAP will not allow a file to be uploaded if the number of pages exceeds the limit specified below.*

**Preproposal Narrative (three-page limit):** The Preproposal Narrative page limit 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 Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in

administrative withdrawal of the pre-application.

The Preproposal Narrative should include the following:

- **Background and Experience:** Describe the background of the Academy Dean and Assistant Dean and their experiences as established ovarian cancer researchers.
- **Vision:** Describe the Academy Leadership's vision of the Ovarian Cancer Academy and how it will continue to serve as a non-traditional, non-conventional, virtual training platform, including intensive mentoring and networking for the Early-Career Investigators.
- **Management of the Academy:** Describe the different roles envisioned for the Academy Dean and the Assistant Dean and how they will synergistically facilitate the professional development of the Early-Career Investigators into leading ovarian cancer researchers.

**Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files*, and are limited to:

- 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.
- Academy Dean Biographical Sketch (four-page limit).
- Assistant Dean Biographical Sketch (four-page limit).
- **Submit Pre-Application – Tab 5**

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

## Pre-Application Screening

- **Pre-Application Screening Criteria**

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

- **Background and Experience:** To what extent the Academy Dean and Assistant Dean are established ovarian cancer researchers.
- **Vision:** To what degree the proposed vision for the Academy will maintain it as a non-traditional, non-conventional training platform, including intensive mentoring and networking in a virtual environment for the Early-Career Investigators.
- **Management of the Academy:** To what extent the Academy Dean and Assistant Dean have separate roles in managing the Academy. To what extent the distinct

leadership roles synergistically facilitate the professional development of the Early-Career Investigators into leading ovarian cancer researchers.

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

Following the pre-application screening, Initiating 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 weakness) 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 Forms**

***Applications will not be accepted unless the Initiating 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/>). For the Ovarian Cancer Academy Leadership Award, additional application components are also required and should be submitted as directed below.

***New for FY14: Applications submitted through and validated by Grants.gov will be retrieved and processed by eBRAP to allow for review, modification, and verification.*** The PI and organizational representatives will receive an email request from eBRAP to review, modify, and verify the application submitted to Grants.gov. During this verification period, the PI may upload missing files (excluding those listed in [Section IV.A., Rejection](#)), replace files, and re-categorize files. These modifications must be completed by the end of the verification period.

***Note: Changes to either the Project Narrative or Budget are not allowed in eBRAP;*** if such changes are required, the entire application package must be submitted through Grants.gov as a “Changed/Corrected Application” with the Previous Grants.gov Tracking ID ***prior to the application submission deadline (which occurs earlier than the end of the application verification period).***

***The CDMRP requires separate Grants.gov application package submissions for the Initiating PI and the Partnering PI, even if the PIs are located within the same organization. Initiating and Partnering PIs will each be assigned unique log numbers by eBRAP. Each Grants.gov application package must be submitted using the unique log number.***

#### **Application Components for the Initiating PI:**

**Grants.gov application package components:** For the Ovarian Cancer Academy Dean and Assistant Dean (Leadership) 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 (10-page limit):** Upload as “ProjectNarrative.pdf.” The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, 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.

- **Vision** (one-page limit recommended): Describe the Academy Leadership’s (Academy Dean and Assistant Dean) vision of the continued Ovarian Cancer Academy and how it will serve as a non-traditional, non-conventional training platform, including intensive mentoring and networking for the Early-Career Investigators in a virtual environment. Describe the roadmap as to how the Academy will develop highly productive ovarian cancer researchers who will be recognized as leading researchers through a collaborative and interactive research training environment within the 5-year period of performance.
- **Background and Experience** (two-page limit recommended): Describe the Academy Leadership’s background and experience as established ovarian cancer researchers. Describe the record of mentoring and training junior investigators and how this mentorship contributed significantly to the junior investigators’ careers. Explain how the complementary experience of both candidates makes for ideal leadership of the Academy.
- **Management of the Academy** (six-page limit recommended): Clearly define the roles that will be filled by the Academy Dean and Assistant Dean in leading the Ovarian Cancer Academy. Describe how the Academy Leadership will facilitate communication and collaboration among all of the Early-Career Investigators and their Designated Mentors (including periodic virtual interactive meetings and annual and biennial in-person workshops), as well as the ovarian cancer research and advocacy communities. Explain how the Academy Leadership will develop and communicate the criteria that will be used to evaluate the research progress made by all of the Early-Career Investigators, as well as their career progression and sustainment as independent investigators in ovarian cancer research. Identify measurable outcomes for the Early-Career Investigators that are expected to be achieved by the end of the 5-year period of performance and how they will contribute to the professional development of the Academy members. Explain how the Academy Leadership will help the Early-Career Investigators overcome the barriers in initiating and sustaining a career in ovarian cancer research (e.g., grant writing, research and laboratory management, publications, professional networking, and committee memberships).

- **Commitment to the Ovarian Cancer Academy** (one-page limit recommended): Describe the Academy Leadership’s commitment to leading the Ovarian Cancer Academy, and to the success of this unique, interactive virtual academy in providing collaborative mentoring of Early-Career Investigators with the goal of developing sustainable, independent careers as leaders in ovarian cancer research at their institutions, nationally, and internationally.
- **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.
  - **Letters of Organizational Support:** Provide a letter (or letters, if applicable), signed by the appropriate organization official, confirming the space, equipment, and other resources are available for the project.
  - **Intellectual Property**
    - **Background and Proprietary Information (if applicable):** All software and data first produced under the award are subject to a federal purpose license in accordance with applicable DoD Grant and Agreement Regulations (DoDGAR) requirements. Provide a list of all background intellectual property to be used in the project. If applicable, state and identify the proprietary information that will be provided to the Government and indicate whether the applicant will require a waiver of the federal purpose license.
    - **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.”

The technical abstract is used by all reviewers. Of particular importance, programmatic reviewers typically do not have access to the full application and therefore rely on the technical abstract for appropriate description of the project’s key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important.

As Academy Leadership, describe your vision for the successful continuation of the Academy as a non-traditional, non-conventional training platform in which the Early-Career Investigators will develop partnerships, collaboration, and career growth to ensure their dedication and productivity as leading ovarian cancer researchers.

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

Not required at this time. Leave Attachment 4 space blank.

- **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C.2., for detailed guidance on creating the SOW.

The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Program Announcement and Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Ovarian Cancer Academy Dean and Assistant Dean (Leadership) Award mechanism, use the SOW format example titled “SOW for Collaborative PI projects.” The SOW must be in PDF format prior to attaching.

*Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.*

- **Attachment 6: Sample Agenda (two-page limit):** Upload as “SampleAgenda.pdf.” Provide a sample agenda for the first annual workshop to be led by the FY14 Academy Leadership. Explain how the format for the workshop is designed to stimulate the professional growth of the Early-Career Investigators in both leadership and research skills.

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

- Academy Dean Biographical Sketch (four-page limit): Upload as “Biosketch\_LastName.pdf.”
- Academy Dean 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 biographical sketch for the Assistant Dean.

- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
    - Include previous/current/pending support for the Assistant Dean.
- 4. Research & Related Budget:** Refer to the General Application Instructions, Section II.C.4., for detailed information.
- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”
- Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Initiating PI should not include budget information for the Partnering PI, even if they are located within the same organization. The combined total direct costs for the Initiating and Partnering PIs’ budgets cannot exceed \$1,200,000.*
- 5. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.5., for detailed information.
- 6. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.6., for detailed information.

**Additional Application Components:** In addition to the complete Grants.gov application package of forms and attachments, Ovarian Cancer Academy Leadership Award applications also require the following components:

### **1. Oral Presentation**

Applicants for Academy Dean and Assistant Dean selected to participate in Stage 2 Programmatic Review will be required to give an oral presentation (see [Section III.B.2., Programmatic Review](#)) in the Baltimore/Washington, DC area in early December 2014. In the event a PI is invited to the Programmatic Review, Stage 2 (see [Section III.B.2., Programmatic Review](#)), but is unable to attend, CDMRP Staff and the Grants Officer will consider alternative arrangements on a case-by-case basis.

Each presentation will include a 10-minute talk by the applicants (Academy Dean/Assistant Dean pairs), followed by a 20-minute question and answer session with IP members. The following questions will be the topics for discussion during the PI’s talk and the question and answer session. PIs who are selected to participate should prepare a presentation consisting of no more than five slides that specifically address:

- What conceptual or intellectual barriers do you consider as important to overcome in the career development and sustainment of investigators dedicated to ovarian cancer research?
- How do you envision leading the Academy as it continues its non-traditional, non-conventional training of the Early-Career Investigators in a virtual environment?
- How will you use your leadership skills to encourage partnerships, collaborations, resource sharing, and career growth for the Early-Career Investigators?

- What do you envision as the agenda for and outcomes from the first 1-day Academy annual workshop in which you are the leadership?
- What are the proposed milestones and outcomes for the Early-Career Investigators during the 5 years in the Academy?

### **Application Components for the Partnering PI:**

*The Partnering PI MUST follow the link in the email from eBRAP and complete the registration process prior to the application submission deadline in order to associate his/her grant application package with that of the Initiating PI.*

The application submission process for the Partnering PI uses an abbreviated application package of forms and attachments from Grants.gov that includes:

- 1. SF 424 (R&R) Application for Federal Assistance Form**
- 2. Attachments Form**
  - **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C.2., for detailed information on completing the SOW. *Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.*
- 3. Research & Related Budget: Refer to the General Application Instructions, Section II.C, for detailed information.**

- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”

*Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are at the same organization. The combined total direct costs for the Initiating and Partnering PIs’ budgets cannot exceed \$1,200,000.*

- 4. Project/Performance Site Location(s) Form: Refer to the General Application Instructions, Section II.C.5., for detailed information.**
- 5. R & R Subaward Budget Attachment(s) Form (if applicable): Refer to the General Application Instructions, Section II.C.6., for detailed information.**

### **D. Verification of Grants.gov Application in eBRAP**

For FY14, a new process has been initiated whereby organizational representatives and PIs can view their applications as submitted through Grants.gov and prior to peer review of the application. This will enable applicants to make modifications prior to scientific and programmatic evaluation of applications, provided the modifications are made by either the end

of the application verification period or, for changes to the Project Narrative or Budget, by the application submission deadline.

After application submission to Grants.gov, eBRAP will retrieve and validate the application submission. eBRAP will notify the organizational representatives and PI via email and instruct them to log into eBRAP to review, modify, and verify the application. Files that fail eBRAP validation will be noted in both the email and in the Full Application Files tab. eBRAP does not validate the accuracy or completeness of content in the files. PIs are strongly encouraged to review all application components. If either the Project Narrative or the Budget fail eBRAP validation, an updated Grants.gov application package must be submitted via Grants.gov prior to the application submission deadline, which occurs earlier than the end of the application verification period. ***The Project Narrative and Budget cannot be changed after the application submission deadline. Any other application component cannot be changed after the end of the application verification period.***

#### **E. 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 either of these deadlines will result in application rejection.

#### **F. 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 applicants are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is 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 (a) technical merit and (b) the relevance to the mission of the DHP and OCRP and to the specific intent of the award mechanism. The highestscoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier process used by the CDMRP can be found at <http://cdmrp.army.mil/about/fundingprocess>.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a 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 Process**

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

- **Academy Leadership**
  - To what extent the Academy Dean's and Assistant Dean's background and experience in ovarian cancer demonstrates their potential for leadership of the Ovarian Cancer Academy.
  - To what extent the Academy Leadership's record of mentoring and training junior investigators in ovarian cancer research indicates the potential for successful mentorship and career development of the Early-Career Investigators from multiple institutions and disciplines, at different stages within the Academy.
  - To what extent the Academy Leadership is committed to leading the Ovarian Cancer Academy and ensuring that it provides collaborative mentoring of Early-Career Investigators with the goal of developing sustainable, independent careers as leaders in ovarian cancer research at their institutions and in their field.
- **Vision**
  - To what extent the vision of the Academy Leadership for the continuation of the Ovarian Cancer Academy meets the intent of this award mechanism to continue this unique, interactive virtual Academy that will provide intensive mentoring, networking, and a collaborative peer group for the development and sustainment of Early-Career Investigators.
  - To what degree the Academy roadmap will develop successful leaders in ovarian cancer research in a collaborative research training environment within the 5-year period of performance.

- **Management of the Academy**
  - To what degree the Academy Dean and Assistant Dean have clearly defined synergistic roles in their leadership.
  - To what extent the Academy Leadership has articulated a plan to facilitate communication and collaboration among all of the Early-Career Investigators and Designated Mentors, as well as the ovarian cancer research and advocacy communities.
  - To what extent the Ovarian Cancer Academy will provide a synergistic approach to the development of junior faculty and prepare each of the Early-Career Investigators for an independent and sustainable career in ovarian cancer research.
  - How well the Academy Leadership will assist the Early-Career Investigators in overcoming the barriers in initiating and sustaining a career in ovarian cancer research.
  - To what extent the Academy Leadership has outlined criteria that will be used to evaluate the research progress made by all of the Early-Career Investigators, as well as their career progression and sustainment as independent investigators in ovarian cancer research.
  - How well the measurable outcomes to be achieved by the Early-Career Investigators by the end of the 5-year period of performance have been described and will contribute to the professional development of the Academy members.
- **Impact**
  - To what degree the continued Ovarian Cancer Academy will provide intensive mentoring, networking, and a peer group for the Early-Career Investigators in a unique, interactive, collaborative virtual research training environment that will allow them to develop and sustain careers, becoming leading ovarian cancer researchers.

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

- **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 influence the review.
- **Intellectual Property and Material**
  - If applicable, to what degree the intellectual and material property plan is appropriate.

**2. Programmatic Review:** 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 FY14 OCRP, as evidenced by the following:**

**Stage 1:** During the first stage of programmatic review, applications will be selected for the second stage using the following criteria:

- Relative impact
- Program portfolio balance
- Programmatic relevance
- Adherence to the intent of the award mechanism

**Stage 2:** During the second stage of programmatic review, the following criteria will be used:

- Understanding the barriers important in initiating and sustaining a career in ovarian cancer research
- Articulating a vision for the Academy as a non-traditional, non-conventional training platform in a virtual environment
- Leadership skills to encourage partnerships, collaborations, resource sharing, and career growth for the Early-Career Investigators
- Articulating commitment and passion to the successful professional development of the Early-Career Investigators of the Ovarian Cancer Academy
- Capabilities to lead the Academy such that the Early-Career Investigators develop partnerships, collaborations, and career growth to ensure their dedication and productivity as leading researchers in ovarian cancer

### **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 email notification of posting of the funding recommendation in eBRAP. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

## **IV. ADMINISTRATIVE ACTIONS**

After receipt of pre-applications from eBRAP 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.

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- All associated (Initiating and Partnering PI) applications are not submitted by the deadline.

### **B. Modification**

- Pages exceeding the specific limits will be removed prior to review for all documents other than the Project Narrative.
- Documents not requested will be removed.
- Following application submission to Grants.gov, the PI will receive an email request from eBRAP to review, modify, and verify the application submitted to Grants.gov. During this verification period, the PI may upload missing documents (excluding those listed in [Section IV.A., Rejection](#)), replace files, and re-categorize files. These modifications must be completed by the end of the application verification period; otherwise, the application will be reviewed as submitted.

### **C. Withdrawal**

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

- A FY14 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 documentation. A list of the FY14 OCRP IP members can be found at <http://cdmrp.army.mil/ocrp/panels/panels14>.
- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.

- 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 Initiating PI (Academy Dean) or Partnering PI (Assistant Dean) 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, 2015. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

#### **B. Administrative Requirements**

Refer to the General Application Instructions, Appendix 4 for general information regarding administrative requirements.

#### **C. National Policy Requirements**

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

#### **D. Reporting**

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

## **E. Award Transfers**

Changes in the PIs and organizations 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 M, for general information on organization or PI changes.

## **F. Pre-Award Meeting**

At the Government's discretion, the Initiating PI and Partnering PI may be requested to participate in a pre-award meeting at the Government's expense.

## **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 eBRAP should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquiries.

Phone: 301-682-5507

Email: [help@eBRAP.org](mailto:help@eBRAP.org)

### **B. Grants.gov Contact Center**

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

Phone: 800-518-4726

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

<b>Grants.gov Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
SF-424 (R&R) Application for Federal Assistance	Complete form as instructed.		
Attachments Form	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."		
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."		
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."		
	Lay Abstract: Not required, leave Attachment 4 blank.		
	Statement of Work: Upload as Attachment 5 with the file name "SOW.pdf."		
	Sample Agenda: Upload as Attachment 6 with the file name "SampleAgenda.pdf."		
Research & Related Senior/Key Person Profile (Expanded)	Attach Academy Dean Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.		
	Attach Academy Dean Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field.		
	Attach Partnering PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.		
	Attach Partnering PI Previous/Current/Pending (Support_LastName.pdf) to the appropriate field.		
Research & Related Budget	Complete form 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.		