

# **Program Announcement**

**for the**

**Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

## **Prostate Cancer Research Program**

### **Collaborative Undergraduate Historically Black Colleges and Universities Student Summer Training Program Award**

**Funding Opportunity Number: W81XWH-15-PCRP-STPA**

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

#### **SUBMISSION AND REVIEW DATES AND TIMES**

- **Pre-Application Deadline:** 5:00 p.m. Eastern time (ET), July 30, 2015
- **Application Submission Deadline:** 11:59 p.m. ET, August 13, 2015
- **End of Application Verification Period:** 5:00 p.m. ET, August 18, 2015
- **Peer Review:** October 2015
- **Programmatic Review:** January 2016

*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 2015 (FY15) Prostate Cancer Research Program (PCRP) are being solicited for the Defense Health Agency, Research, Development, and Acquisition (DHA RDA) Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA). As directed by the Office of the Assistant Secretary of Defense for Health Affairs, the DHA RDA Directorate manages and executes the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The executing agent for this Program Announcement/Funding Opportunity is the Congressionally Directed Medical Research Programs (CDMRP). The PCRP was initiated in 1997 to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY14 totaled \$1.37 billion. The FY15 appropriation is \$80 million (M).

The mission of the FY15 PCRP is to find and fund research that will lead to the elimination of death from prostate cancer and enhance the well-being of men experiencing the impact of the disease. Specifically, the PCRP seeks to promote highly innovative, groundbreaking research; high-impact research with near-term clinical relevance; multidisciplinary, synergistic research; translational studies to support the fluid transfer of knowledge between bedside and bench; research on patient survivorship and quality of life; the next generation of prostate cancer investigators through mentored research; and research on disparities in the incidence and mortality of prostate cancer.

The FY15 funding opportunities offered by the PCRP attempt to address these priorities with a reduced number of award mechanisms. The PCRP has consolidated many of the discipline specific mechanisms that have been offered in prior fiscal years to provide a more simplified funding approach, focused around the program's priorities of innovation, impact, and training. Specific mechanisms also incorporate options to support both individual awards and team-based awards. All mechanisms continue to maintain the program's focus towards meeting the PCRP mission.

### **PCRP Overarching Challenges**

Consistent with the program's mission to eliminate death from prostate cancer and enhance the well-being of men experiencing the impact of the disease, including those from disproportionately affected populations, each PCRP funding opportunity either requires or encourages (see [Section I.C., Award Information](#)) applications to address one of the following four PCRP overarching challenges:

- Develop better tools for early detection of clinically relevant disease
- Distinguish aggressive from indolent disease in men newly diagnosed with prostate cancer
- Develop effective treatments and address mechanisms of resistance for men with high-risk or metastatic prostate cancer
- Develop strategies to optimize the physical and mental health of men with prostate cancer

## B. FY15 PCRP Focus Areas (*revised for FY15*)

All applications for the FY15 PCRP funding opportunities are also expected to address at least one of the following PCRP focus areas:

- **Biomarker Development:** Validation and qualification of biomarkers for early detection of clinically relevant disease or for prognosis or prediction and assessment of response to therapies
- **Genetics:** Understanding host or tumor genetics and epigenetics responsible for susceptibility, disease progression, and treatment outcomes for clinically relevant prostate cancer
- **Imaging:** Development of new anatomic, functional, and molecular imaging approaches for the detection and management of clinically relevant prostate cancer
- **Mechanisms of Resistance and Response:** Understanding primary and acquired resistance as well as exceptional response to therapy
- **Survivorship and Palliative Care:** Improving the quality of life and well-being of prostate cancer patients and their families
- **Therapy:** Identification of targets and pathways, and optimization (including sequencing and combination therapies) of therapeutic modalities, including metastatic prostate cancer
- **Tumor and Microenvironment Biology:** Understanding the intrinsic and extrinsic mechanisms contributing to tumor development and the progression of prostate cancer

## C. Award Information

The PCRP Collaborative Undergraduate Historically Black Colleges and Universities (HBCU<sup>1</sup>) Student Summer Training Program Award mechanism was first offered in FY04. Since then, 72 Collaborative Undergraduate HBCU Student Summer Training Program Award applications have been received, and 44 have been recommended for funding.

The Collaborative Undergraduate HBCU Student Summer Training Program Award supports the training of the next generation of prostate cancer researchers. The intent of this award is to provide educational and training opportunities for undergraduate HBCU students at an important decision-making point in their careers. This award funds new or existing summer training programs in prostate cancer research for undergraduate students from HBCU at host institutions with ongoing prostate cancer research. ***Training programs are highly encouraged to include, among the projects proposed, exposure to and/or experiences in prostate cancer health disparity research.***

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<sup>1</sup>For purposes of this program announcement, the term “HBCU” is used to indicate a single institution or multiple institutions.

The following are key aspects of this award:

**Program Director:** The primary Principal Investigator (PI) submitting the application is designated as the Program Director. The Program Director's institution will host the summer training program and provide educational and training opportunities for undergraduate HBCU students. The Program Director and his/her institution must have a record of achievement in prostate cancer research and in research training. This person will collaborate with faculty advisors from the undergraduate trainees' HBCU. If the Program Director's institution is an HBCU, then the undergraduate trainees must be recruited from a different HBCU. Although a single individual at the host institution must be clearly designated as the PI, it is expected that the application will name and describe the qualifications of multiple mentors in prostate cancer research. The mentor(s) must show a commitment to the undergraduate trainees' HBCU through a plan to provide additional mentoring opportunities to participating trainees at the institution beyond the summer internship period. *Applicants must enroll a minimum of four undergraduate HBCU trainees per year, who may be recruited from multiple HBCU.*

**HBCU Undergraduate Student Trainee(s):** The trainees in this program must be undergraduate students from an HBCU. If the Program Director's institution is an HBCU, then the undergraduate trainees must be recruited from a different HBCU. Trainees can be named or designated "to be named" (TBN) at the time of application submission; however, the criteria for selection of the trainees at the HBCU must be described in detail within the application's project narrative. Trainees must spend 8 to 12 weeks during the summer participating in the research program at the PI's host institution.

**HBCU Faculty Advisor(s):** The HBCU faculty advisor(s) at the trainees' institution(s) will collaborate with the Program Director at the host institution to select and mentor the trainees. The Faculty Advisor is also responsible for working with the Program Director to coordinate trainee activities during both the summer training program and throughout the corresponding academic year.

**Applications for this award should address the following key aspects for the proposed prostate cancer training program:**

- The qualifications of the PI and other program faculty and staff who will serve as collaborating mentors, including their track records in training undergraduate students;
- The proposed training program for the undergraduate HBCU trainees at the PI's institution, including research projects, seminars/symposia, coursework, etc.;
- The plans for recruitment of undergraduate HBCU trainees and for continued interaction of the PI with the trainees beyond the summer internship period;
- The qualifications and roles of the faculty advisor(s) at the trainees' HBCU, who will be responsible for working with the PI to coordinate trainee activities during both the summer training program and throughout the corresponding academic year.

*In addition, proposed training programs are expected to address at least one of the PCRP focus areas and are highly encouraged to address one of the PCRP overarching challenges.*

All investigators applying to FY15 PCRFP funding opportunities are encouraged to consider leveraging resources available through the PCRFP-funded Prostate Cancer Biorepository Network (PCBN) (<http://www.prostatebiorepository.org>) and/or the North Carolina - Louisiana Prostate Cancer Project (PCaP) (<http://www.ncla-pcap.org>) if retrospectively collected human anatomical substances or correlated data are relevant to the proposed studies.

*The CDMRP intends that information, 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 3, Section L.*

#### **D. Eligibility Information**

- The PI must be an independent investigator at or above the level of Assistant Professor (or equivalent) and have a proven record in prostate cancer research and training.
- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. Organizations eligible to apply include national, international, for-profit, nonprofit, public, and private organizations.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

#### **E. Funding**

- The maximum period of performance is **3** years and the minimum is **2** years.
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$200,000**. Associated indirect costs can be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$200,000** direct costs or using an indirect rate exceeding the organization's negotiated rate.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **3** years.

Refer to the General Application Instructions, Section II.C.5., 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.5. of the General Application Instructions.*

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

- \$6,000 stipend per undergraduate HBCU trainee per summer
- Up to \$25,000 per year for administrative costs for speakers, trainee tracking, and other administrative expenses
- Tuition and courses (including preparatory courses for advanced biomedical education)
- Health insurance
- Faculty salaries at both the PI's and trainees' institutions
- Travel between participating institutions
- Travel costs to attend scientific/technical meetings (i.e., for the trainees, in coordination with the PI and HBCU faculty advisor[s]). ***The Government reserves the right to direct the selection of one of these meetings, should a PCRP-sponsored meeting be convened during the award period of performance.***

Shall not be requested for:

- Equipment
- Research materials/supplies/consumables
- Research costs for studies on animals, human subjects, or human biological substances

Intramural (DoD), other Federal agency, 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. 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.***

As required of all applicants to this Program Announcement/Funding Opportunity, if PIs from Federal agencies submit applications, they must submit through Grants.gov. Therefore, Federal applicants must be familiar with Grants.gov requirements, including the need for an active System for Award Management (SAM) registration and a Data Universal Numbering System (DUNS) number. Refer to Section II.A. 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 may be executed through a direct fund transfer (e.g., 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. Refer to the General Application Instructions, Section II.C.5. Research & Related Budget, for additional information on budget considerations for applications involving Federal agencies.

*The CDMRP expects to allot approximately \$1.6M of the \$80M FY15 PCRP appropriation to fund approximately 5 Collaborative Undergraduate HBCU Student Summer Training Program 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 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.

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/>). Refer to the General Application Instructions, Section II.A. for registration and submission requirements for eBRAP and Grants.gov.

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance. A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the Grants.gov application submissions associated with them. eBRAP will validate Grants.gov application files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in an email to the PI and in the Full Application Files tab in eBRAP. It is the applicant's responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement/Funding Opportunity.

PIs should ensure that their name and email address are the same as the name and email address that will be provided on the SF-424 Form of the Grants.gov application package submitted to Grants.gov. The organization, Business Officials, PI(s), and eBRAP log number named in the full application submitted to Grants.gov must match those named in the pre-application in eBRAP.

***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.***

### **A. Where to Obtain the Grants.gov Application Package**

To obtain the Grants.gov application package, including all required forms, perform a basic search using the Funding Opportunity Number W81XWH-15-PCRP-STPA in Grants.gov (<http://www.grants.gov/>).

## B. Pre-Application Submission Content

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**
  - Enter contact information for the PI. Enter the organization’s Business Official responsible for sponsored program administration (the “person to be contacted on matters involving this application” in Block 5 of the Grants.gov SF-424 Form). The Business Official must either be selected from the eBRAP list or invited in order for the pre-application to be submitted.
  - It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.
- **Collaborators and Key Personnel – Tab 3**
  - Enter the name, organization, and role of all collaborators and key personnel associated with the application.
  - **FY15 PCRIP 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.
- **Conflicts of Interest (COIs) – Tab 4**
  - List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship).
- **Pre-Application Files – Tab 5**

**Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions.
- **Submit Pre-Application – Tab 6**
  - This tab must be completed for the pre-application to be accepted and processed.

## C. Full Application Submission Content

*The CDMRP cannot make allowances/exceptions to its policies for submission problems encountered by the applicant organization using system-to-system interfaces with Grants.gov.*

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

**Note: The Project Narrative and Budget Form cannot be changed after the application submission deadline.** If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or Budget Form needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID *prior to the application submission deadline*.

**Grants.gov application package components:** For the Collaborative Undergraduate HBCU Student Summer Training Program 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**

Each attachment to the Grants.gov application forms must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in Appendix 2 of the General Application Instructions. For all attachments, ensure that the file names are consistent with the guidance. Grants.gov will reject attachments with file names longer than 50 characters or incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire Grants.gov application package may not exceed 200 MB.

- **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 may result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below.

- **PI and Training Staff:** Describe the qualifications of the PI, faculty and staff, and any additional mentors, including their track records in training undergraduate students. If the PI was previously funded by this award, clearly

describe the accomplishments of the training program and subsequent career paths of trainees.

- **Faculty Advisor(s):** Describe the qualifications (e.g., mentoring abilities, experience in scientific research) of the HBCU faculty advisor(s) at the trainees' institution(s) and his/her/their roles in the training program, including recruitment.
- **Training Program:** Describe the proposed training program for the undergraduate HBCU trainees. Training programs should emphasize the training environment, facilities, and the proposed research opportunities available for trainees at the PI's institution and their own, as applicable. The training program should be designed to provide a structured, focused experience in prostate cancer research, including ample, direct interaction between mentors and trainees.
  - **Course Work:** A description of courses, seminar series, workshops, and/or symposia that will be part of the undergraduate training program.
  - **Trainee Recruitment:** The trainee recruitment and selection plans, including the method of assigning trainees to mentors.
  - **Research Projects:** The plans for research activities for the trainees, including opportunities for a stimulating, problem-solving research experience. *Note: Training programs are highly encouraged to include, among the projects proposed, exposure to and/or experiences in prostate cancer health disparity research.*
  - **Extended Mentoring:** The plans for continued interaction of the PI and program faculty/staff with the trainees beyond the timeframe of the summer internship period, plans to support the trainee for a successful application to a graduate program in prostate cancer research, and the role of the HBCU faculty advisor(s) in these processes.
  - **Undergraduate Presentations:** The plan for the trainees to summarize and present their work (e.g., seminars, presentations, or publications) at the conclusion of the summer training program.
  - **Trainee Tracking:** The plan for tracking trainees after participation in the program to determine career progress and achievements.
  - **Environment:** The plans for interaction of the trainees with prostate cancer researchers other than their assigned mentors at the institution, the institutional commitment and resources to support training activities, the development of a productive collaboration with one or more HBCUs, and the ability to sustain an interactive, ongoing partnership.
  - **Overarching Challenges and Focus Areas:** How the proposed training program is relevant to at least one of the PCRP focus areas and responsive to one of the PCRP overarching challenges.

- **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 will result in the removal of those items or may result in 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: Include a list of relevant publication URLs and/or patent abstracts. If publications are not publicly available, then copies of up to five published manuscripts may 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, and other resources available for the project. Letters of support not requested in the Program Announcement/Funding Opportunity, such as those from members of Congress, do not impact application review or funding decisions. ***Include letters from both the PI’s organization and the HBCU.***
  - Letters of Collaboration: Provide a signed letter from each collaborating mentor at the PI’s institution and from each HBCU faculty advisor that demonstrates his/her support for the training program, including research projects for the trainees, mentoring interactions with the trainees, etc.
  - Intellectual Property
    - 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.”** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

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.

Describe the proposed research project including the following elements:

- Training Program: Summarize the prostate cancer research program at the host institution, highlighting the aspects that support its efficacy as a training environment for future prostate cancer researchers. Describe the types of research projects in which trainees will be involved as well as additional activities in which the trainees will participate to promote their potential as prostate cancer researchers.
- HBCU: Summarize the collaboration with the HBCU including the rationale for selection of the HBCU and how the host institution PI and the HBCU faculty advisor(s) will work together to select and mentor the trainees.
- Impact: Summarize how the training program, if successful, will have a lasting impact on the trainees and maximize the potential that they will become independent investigators at the forefront of prostate cancer research.

- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf.”** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Lay abstracts should be written using the outline below. ***Do not duplicate the technical abstract.*** Minimize use of acronyms and abbreviations, where appropriate. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community.

- Describe the rationale for the proposed training program in a manner that will be ***readily understood by readers without a background in science or medicine.***
- Describe the goals of the training program.
  - How does the training program support the trainees in achieving these goals?
  - How do the research projects support achieving these goals?
- Describe the training program, mentors involved, and the plans for recruitment and tracking of trainees.

- Describe the ultimate applicability of the research projects.
    - What types of patients will the research help, and how will it help them?
    - If the research is too basic for clinical applicability, describe the long-term outcomes.
  - Summarize how the proposed program will have an impact on the trainees and their potential contributions to prostate cancer research.
  - **Attachment 5: Statement of Work (SOW) (three-page limit): Upload as “SOW.pdf.”** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Collaborative Undergraduate HBCU Student Summer Training Program mechanism, use the SOW format example titled “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching. Refer to the General Application Instructions, Section II.C.3., for detailed guidance on creating the SOW.
  - **Attachment 6: Impact Statement: Upload as “Impact.pdf.”** Describe in detail how the training program, if successful, will have a lasting impact on the trainees and maximize the potential that they will become independent investigators at the forefront of prostate cancer research.
  - **Attachment 7: Collaborating DoD Military Facility Budget Form(s), if applicable: Upload as “MFBudget.pdf.”** If a Military Facility (military health system facility, research laboratory, treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete the Collaborating DoD Military Facility Budget Form (available for download on the eBRAP “Funding Opportunities & Forms” web page), including a budget justification, for each Military Facility as instructed. Refer to the General Application Instructions, Section II.C.8., for detailed information.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C.4., for detailed information. Note: Some of the items in this attachment may be made available for programmatic review.
- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf.” The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The five-page National Institutes of Health Biographical Sketch may also be used.
  - **PI Previous/Current/Pending Support (no page limit):** Upload as “Support\_LastName.pdf.”

- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf.”
    - *Include biographical sketches for all host institution mentors and HBCU faculty advisors.*
  - Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
4. **Research & Related Budget: Refer to the General Application Instructions, Section II.C.5., for detailed information.**
    - Budget Justification (no page limit): Upload as “BudgetJustification.pdf.” The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.
  5. **Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.6., for detailed information.
  6. **R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.7., for detailed information.

#### **D. Applicant Verification of Grants.gov Submission in eBRAP**

Prior to the end of the application verification period, PIs and organizational representatives can review and modify in eBRAP certain components of an application submitted to Grants.gov. Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in both the email and in the Full Application Files tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the Program Announcement/Funding Opportunity. *If either the Project Narrative or the budget fails eBRAP validation, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.* The Project Narrative and Budget Form cannot be changed after the application submission deadline.

#### **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 DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the SAM with an “Active” status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Section II.A., for information on Grants.gov registration 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 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 DHA RDA Directorate and the Office of the Assistant Secretary of Defense for Health Affairs, based on (a) technical merit and (b) the relevance to the mission of the DHP and PCRP, 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 nondisclosure 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, of these, Collaborative Training Program, Mentoring, PI and Training Staff, and Impact are equally important, with the remaining criteria listed in decreasing order of importance:

- **Collaborative Training Program**
  - Whether the number of undergraduate HBCU trainees is appropriate for the available faculty and resources, and meets the minimum required by the Program Announcement/Funding Opportunity.
  - How the training program offers a structured, focused experience in prostate cancer research, including ample, direct interaction between mentors and trainees.

- How well plans have been developed to provide trainees with a stimulating, problem-solving research experience, including interaction with prostate cancer researchers other than the trainees' primary mentors.
- How well the training program provides opportunities for trainees to present their work.
- Though not a requirement, whether the proposed research projects include opportunities in prostate cancer health disparity research.
- **Mentoring**
  - To what degree the training program provides opportunities for trainees to interact with the program mentors beyond the timeframe of the summer internship period.
  - How well the PI has outlined a detailed plan to support each trainee's preparation for successful application to a graduate program in prostate cancer research.
  - To what degree there is an appropriate plan to track the effectiveness of the training program for initiating careers in prostate cancer research, including tracking the trainees' careers and achievements over time.
- **PI and Training Staff**
  - How the PI and program mentors are well-suited to lead and successfully manage this training program.
  - To what degree the mentors' prostate cancer research interests and records of past experience in training and mentoring undergraduates support their ability to provide appropriate training of the HBCU students.
  - To what degree former undergraduate trainees (if applicable) have advanced to pursue careers in prostate cancer research.
  - Whether participating mentors have sufficient research resources to ensure adequate guidance for the number of trainees.
  - To what degree the PI and mentors demonstrate a commitment to training undergraduate HBCU students in prostate cancer research.
- **Impact**
  - To what degree the training program is likely to prepare and encourage students to pursue careers in prostate cancer research, including health disparity research (if applicable).
- **HBCU Faculty Advisor(s)**
  - How the qualifications and experience of the HBCU faculty advisor(s) are appropriate to facilitate recruitment and retention of undergraduate HBCU trainees and to support post-summer training and mentoring.
  - To what degree the contributions of the HBCU faculty advisor(s) to the training program are appropriately designed.

- **Trainee Recruitment**
  - To what degree the recruitment methods are likely to attract trainees with a high potential of pursuing a career in prostate cancer research.
  - To what degree the selection criteria are appropriate.
- **Environment**
  - How well the PI's institution demonstrates the potential to develop productive collaborations with the trainees' HBCU.
  - To what degree the institutional commitment by the PI's and the trainees' institutions is appropriate.
  - How well the environment facilitates interaction among mentors and trainees during the summer and during the academic year.
  - To what degree the laboratory facilities, equipment, and other relevant resources are appropriate to support the training activities.
  - How well the collaborating institutions and the PI's institution plan to sustain an interactive, ongoing partnership.

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

- **Responsiveness to Overarching Challenges and Focus Areas**
  - How well the proposed research project(s) address at least one of the PCRP focus areas and one of the PCRP overarching challenges.
- **Budget**
  - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influence the review.

**2. Programmatic Review:** To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, 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 FY15 PCRP, as evidenced by the following:**
  - Adherence to the intent of the award mechanism
  - Programmatic relevance in relation to the PCRP overarching challenges and focus areas
  - Relative impact
  - Program portfolio composition

### **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 applications from Grants.gov, the following administrative actions may occur:

### **A. Rejection**

The following will result in administrative rejection of the application:

- Pre-application was not submitted.
- 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.

### **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.

### **C. Withdrawal**

The following may result in administrative withdrawal of the application:

- A FY15 PCRP 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 FY15 PCRP IP members can be found at <http://cdmrp.army.mil/pcrp/panels/panel15>.
- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.

- 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.
- An application submitted by a PI who does not meet the eligibility criteria will be withdrawn.

#### **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, 2016. Refer to the General Application Instructions, Appendix 3, for additional award administration information.

Any assistance instrument awarded under this Program Announcement/Funding Opportunity will be governed by the award terms and conditions, which conform to DoD's implementation of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Terms and conditions of new awards made after December 26, 2014 may include revisions to reflect DoD implementation of new OMB guidance in the Code of Federal Regulations, Title 2, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR part 200).

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

Refer to the General Application Instructions, Appendix 3 for general information regarding administrative requirements.

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

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

#### **D. Reporting**

Refer to the General Application Instructions, Appendix 3, Section I, for general information on reporting requirements.

## **E. Award Transfers**

Changes in PI are strongly discouraged for the Summer Training Program Award. Extenuating circumstances necessitating a change of PI will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

Refer to the General Application Instructions, Appendix 3, Section M, 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 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 Grants.gov application package. If the Grants.gov 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>Upload Order</b>	<b>Action</b>	<b>Completed</b>
SF-424 (R&R) Application for Federal Assistance		Complete form as instructed.	
Attachments Form	1	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."	
	2	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."	
	3	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."	
	4	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf."	
	5	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	6	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."	
	7	Collaborating DoD Military Facility Budget Form(s): Upload as Attachment 7 with file name "MFBudget.pdf," if applicable.	
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_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.	