

I. OVERVIEW OF THE FUNDING OPPORTUNITY

Program Announcement for the Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Ovarian Cancer Research Program

Ovarian Cancer Academy – Early-Career Investigator Award

Announcement Type: Initial

Funding Opportunity Number: W81XWH-17-OCRP-OCA

**Catalog of Federal Domestic Assistance Number: 12.420 Military Medical
Research and Development**

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), June 21, 2017
- **Invitation to Submit an Application:** July 2017
- **Application Submission Deadline:** 11:59 p.m. ET, September 6, 2017
- **End of Application Verification Period:** 5:00 p.m. ET, September 11, 2017
- **Peer Review:** October 2017
- **Programmatic Review:** December 2017

This Program Announcement must be read in conjunction with the General Application Instructions, version 20170418. The General Applications Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”

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II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

II.A. Program Description

Applications to the Fiscal Year 2017 (FY17) Ovarian Cancer Research Program (OCRP) are being solicited for the Defense Health Agency (DHA) J9, Research and Development Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 2358 (10 USC 2358). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The execution management agent for this Program Announcement is the Congressionally Directed Medical Research Programs (CDMRP).

The OCRP was initiated in FY97 to provide support for research of exceptional scientific merit. Appropriations for the OCRP from FY97 through FY16 totaled \$276.45 million (M). The FY17 appropriation is \$20M. For additional information concerning the OCRP and its current initiatives, long-term priorities and Programmatic Panel members, refer to the OCRP website at <http://cdmrp.army.mil/ocrp/default.shtml>.

II.B. Award Information

The OCRP Ovarian Cancer Academy, which was initially created in FY09, is 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 and career development environment.

The Ovarian Cancer Academy is a virtual career development and research training platform that consists of Early-Career Investigators and their Designated Mentors from different institutions, and an Academy Dean and Assistant Dean. The Academy Leadership serves as a resource for the Early-Career Investigators and Mentors, assessing the progress of the Early-Career Investigators, and facilitating communication and collaboration among all of the Early-Career Investigators and Mentors, as well as with national research and advocacy communities. Information about the Academy is available through the [Ovarian Cancer Academy video](#) and [OCRP Glitz Sheet](#) on the [OCRP website](#).

This FY17 Program Announcement/Funding Opportunity is soliciting additional Early-Career Investigators to join the existing Academy. This award mechanism enables the Early-Career Investigator (the Principal Investigator [PI] on the application) to pursue an ovarian cancer project that may be basic, translational, and/or clinical research, under the guidance of a Designated Mentor. *The Designated Mentor is not required to be at the same institution as the Early-Career Investigator.*

Preliminary data to support the feasibility of the research hypotheses and research approaches are required; however, these data do not necessarily need to be derived from the ovarian cancer research field. *Clinical trials are not allowed under this mechanism.*

The OCRP encourages applications from Early-Career Investigators whose ability to commit to conducting ovarian cancer research is limited by minimal resources or a lack of resources, such as a qualified Designated Mentor at his/her institution, access to ovarian cancer research tools, opportunities for establishing collaborations, or other overwhelming obstacles.

The Early-Career Investigator, who will be the PI of the application, must be in the early career stage. This award provides the Early-Career Investigator with funding, networking and collaborative opportunities, and research experience necessary to develop and sustain a successful, independent career at the forefront of ovarian cancer research. This award also provides support and protected time for the Early-Career Investigator for 4 years of intensive research under the guidance of a Designated Mentor experienced in ovarian cancer research. Although the Ovarian Cancer Academy will serve as a conduit to share knowledge and research experience among all academy members, the Early-Career Investigator and Designated Mentor will be responsible for developing the Early-Career Investigator's career development plans and for designing and executing the proposed research. The Early-Career Investigator must clearly articulate his/her commitment to a career as an ovarian cancer researcher and to participating in and contributing to the growth of the Ovarian Cancer Academy.

The Designated Mentor must have a strong record of mentoring and training early-career investigators. In addition to being a Designated Mentor to an Early-Career Investigator, the Mentor must agree to serve as a secondary Mentor to another Ovarian Cancer Academy – Early-Career Investigator.

The Early-Career Investigator and Designated Mentor are required to attend a Department of Defense (DoD) OCRP biennial multi-day Academy workshop and, in alternate years, a DoD OCRP Academy 1-day workshop.

The anticipated direct costs budgeted for the entire period of performance for an FY17 OCRP Ovarian Cancer Academy – Early-Career Investigator award will not exceed **\$725,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers: All Department of Defense (DoD)-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO) prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DoD. These laws and requirements will necessitate information in addition to that supplied to the IRB/EC. *Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.* When possible, protocols

should be written for research with human subjects and/or human anatomical substances that are specific to the DoD-supported effort outlined in the submitted application. Submission to HRPO of protocols covering more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol as DoD-supported research and may include extensive modifications to meet DoD human subjects protection requirements. Refer to the General Application Instructions, Appendix 1, and the Human Subject Resource Document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

Research Involving Animals: All Department of Defense (DoD)-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRMC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. Specific documents relating to the use of animals in the proposed research will be requested **if the application is selected for funding**. The ACURO must review and approve all animal use prior to the start of working with animals, including amendments to ongoing projects. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled “Research Involving Animals.” ***Allow at least 2 to 3 months for ACURO regulatory review and approval processes for animal studies.*** Refer to the General Application Instructions, Appendix 1, for additional information.

The CDMRP intends that information, data, and research resources generated under awards funded by this Program Announcement 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 2, Section K.

Awards will be made no later than September 30, 2018. For additional information refer to [Section II.F.1, Federal Award Notices](#).

II.C. Eligibility Information

II.C.1. Eligible Applicants

II.C.1.a. Organization: All organizations, including international organizations, are eligible to apply.

Government Agencies within the United States: Local, state, and Federal Government agencies are eligible to the extent that applications do not overlap with their fully funded internal programs. Such agencies are required to explain how their applications do not overlap with their internal programs.

As applications for this Program Announcement may be submitted by extramural and intramural organizations, these terms are defined below.

Extramural Organization: An eligible non- Department of Defense (DoD) organization. Examples of extramural organizations include academia, biotechnology companies, foundations, Government, and research institutes. *Extramural Submission: Application submitted by a non-DoD organization to Grants.gov.*

Intramural DoD Organization: A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center. *Intramural Submission: Application submitted by a DoD organization for an intramural investigator who is a DoD military or civilian employee working within a DoD laboratory or military treatment facility or in a DoD activity embedded within a civilian medical center.*

Note: Applications from an intramural organization or from an extramural non-DoD Federal organization may be submitted through a research foundation.

The USAMRAA makes awards to eligible organizations, not to individuals.

II.C.1.b. Principal Investigator:

- **Early-Career Investigator**

- Must be within 3 years of his/her last postdoctoral research position (Ph.D.) or clinical fellowship (M.D.), or equivalent as of the full application submission deadline.
 - An eligibility letter is required with the submission of **both** the pre-application and full application.
- Individuals in a postdoctoral research position (Ph.D.) or clinical fellowship (M.D.), or equivalent at the time of full application submission **are not eligible**.
- May be a research- or physician-scientist.
- Must not have a concurrent Career Development-like award at the time of this award.
- Must have an institutional commitment of approximately 50% protected time for ovarian cancer research and Academy activities including participation in monthly webinars.
- Must commit no less than 25% effort to this award for the first 2 years.

- **Designated Mentor**

- 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.
- May be at the same institution as the Early-Career Investigator.

- If not at the same institution, another Mentor (“Other Mentor,” see below) at the Early-Career Investigator’s institution must also be included in the application submission.
 - Must demonstrate a commitment (at least 10% effort for mentoring and participating in off-site Academy activities) to develop and sustain the Early-Career Investigator’s independent career in ovarian cancer research.
 - Mentoring responsibilities include mentoring the designated Early-Career Investigator and an additional Early-Career Investigator within the Academy.
 - Off-site Academy activities include annual in-person workshops and monthly web-based meetings.
- **Other Mentor (if applicable)**
 - Must be at the same institution as the Early-Career Investigator.
 - Must be an independent cancer researcher but not necessarily in ovarian cancer.
 - Must have research funding (past and present).

An eligible Principal Investigator, regardless of ethnicity, nationality, or citizenship status, must be employed by, or affiliated with, an eligible organization.

The CDMRP encourages all PIs to participate in a digital identifier initiative through Open Researcher and Contributor ID, Inc. (ORCID). Registration for a unique ORCID identifier can be done online at <http://orcid.org/>.

II.C.2. Cost Sharing

Cost sharing/matching is not an eligibility requirement.

II.C.3. Other

Extramural organizations must be able to access **.gov** and **.mil** websites in order to fulfill the financial and technical deliverable requirements of the award and submit invoices for payment.

Each investigator may submit only one OCRP Ovarian Cancer Academy – Early-Career Investigator application as a PI.

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 3.

Refer to [Section II.H.2, Administrative Actions](#), for a list of administrative actions that may be taken if a pre-application or application does not meet the administrative, eligibility, or ethical requirements defined in this Program Announcement.

II.D. Application and 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(s).

Extramural Submission is defined as an application submitted by a non-DoD organization to Grants.gov.

Intramural Submission is defined as an application submission by a DoD organization for an intramural investigator, who is a DoD military or civilian employee working within a DoD laboratory or military treatment facility, or working in a DoD activity embedded within a civilian medical center.

II.D.1. Address to Request Application Package

Submitting Extramural and Intramural Organizations: Pre-application content and forms can be accessed at eBRAP (<https://eBRAP.org>).

Submitting Extramural Organizations: Full application packages can be accessed at Grants.gov.

Submitting Intramural DoD Organizations: Full application packages can be accessed at eBRAP.org.

Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section G, Federal Awarding Agency Contacts](#).

II.D.2. Content and Form of the Application Submission

Submission is a two-step process requiring both *pre-application* and *full application* as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods.

Pre-application Submission: All pre-applications for both extramural and intramural organizations must be submitted through eBRAP (<https://eBRAP.org/>).

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.

Full Application Submission: Full applications must be submitted through the online portals as described below.

Submitting Extramural Organizations: Full applications from extramural organizations must be submitted through Grants.gov. Applications submitted by extramural organizations (e.g.,

research foundations) on behalf of intramural DoD or other Federal organizations or investigators will be considered extramural submissions.

Submitting Intramural DoD Organizations: Intramural DoD organizations may submit full applications to either eBRAP or Grants.gov. Intramural DoD organizations that are unable to submit to Grants.gov should submit through eBRAP. Intramural DoD organizations with the capability to submit through Grants.gov may submit following the instructions for extramural submissions through Grants.gov or may submit to eBRAP. Applications from extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

For both Extramural and Intramural applicants: A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the full application submissions associated with them. eBRAP will validate full application files against the specific Program Announcement 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.

The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent throughout the entire pre-application and application submission process. Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP. If any changes need to be made, the applicant should contact the CDMRP Help Desk at help@eBRAP.org or 301-682-5507 prior to the application deadline.

II.D.2.a. Step 1: Pre-Application Submission Content

During the pre-application process, each submission is assigned a unique log number by eBRAP. This unique eBRAP log number will be needed during the full application submission process.

To begin the pre-application process, first select whether the submitting organization is extramural or intramural, then confirm your selection or cancel. **Incorrect selection of extramural or intramural submission type may result in delays in processing.**

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the CDMRP Help Desk at help@eBRAP.org or 301-682-5507.

All pre-application components must be submitted by the Initiating PI 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 research objectives after the pre-application is submitted.

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

No change in PI will be allowed after the pre-application deadline. If any other changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at 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):

- **Tab 1 – Application Information**
- **Tab 2 – Application Contacts**

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 SF424 (R&R) Form for extramural submissions). The Business Official must be either selected from the eBRAP list or invited in order for the pre-application to be submitted.

Select the performing organization (site at which the PI will perform the proposed work) and the contracting organization (organization submitting on behalf of the PI, which corresponds to Block 5 on the Grants.gov SF424 (R&R) Form for extramural submissions), and click on “*Add Organizations to this Pre-application.*” The organizations must be either selected from the eBRAP drop-down 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.

- **Tab 3 – Collaborators and Key Personnel**

Enter the name, organization, and role of all collaborators and key personnel associated with the application.

[FY17 OCRP Programmatic Panel](#) members should not be involved in any pre-application or application. For questions related to Panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the CDMRP Help Desk at help@eBRAP.org or 301-682-5507.

To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in pre-application or application preparation, research, or other duties for submitted pre-applications or applications. For FY17, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Pre-applications or applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage conflicts of interest (COIs) are provided and deemed appropriate by the Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.

- **Tab 4 – Conflicts of Interest (COIs)**

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). Refer to the General Application Instructions, Appendix 3, Section C, for further information regarding COIs.

- **Tab 5 – Pre-Application Files**

Note: *Upload documents as individual PDF files 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) 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:

- Describe the Early-Career Investigator’s (PI on this award) career goals in ovarian cancer research.
- Describe the career development plan and how the Designated Mentor (and Other Mentor, if applicable) will assist the Early-Career Investigator in developing and sustaining his/her career as an independent ovarian cancer researcher.
- Briefly describe the proposed ovarian cancer research idea that will be supported by this award, as well as the ability of the Early-Career Investigator to conduct the research or the relevant guidance that will be obtained to accomplish the project. If applicable, describe how research in ovarian cancer is/has been limited by either minimal or a lack of resources and how this will be resolved.
- Describe the Early-Career Investigator’s motivation and commitment to participating in the Ovarian Cancer Academy.
- Summarize how the proposed research and career development experience will promote an independent, sustainable career in ovarian cancer research.
- **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 the following:
 - **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, reference title, and reference source, including 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.
- Letter of Eligibility (one-page limit): Use the Ovarian Cancer Academy – Early-Career Investigator Award Eligibility Statement Template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements will be met at the application submission deadline.
- Key Personnel Biographical Sketches (five-page limit per individual) and Previous/Current/Pending Support documents (no page limit). Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished. *All biographical sketches and Previous/Current/Pending Support documents should be uploaded as a single combined file.*
 - Early-Career Investigator Biographical Sketch
 - Early-Career Investigator Previous/Current/Pending Support
 - Designated Mentor Biographical Sketch
 - Designated Mentor Previous/Current/Pending Support
 - Other Mentor Biographical Sketch, if applicable

- **Tab 6 – Submit Pre-Application**

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:

- The Early-Career Investigator (PI on this award) will meet eligibility requirements at the time of full application submission
- The Early-Career Investigator’s (PI’s) career goals in ovarian cancer research
- The proposed research and career development plans
- How the Designated Mentor, and Other Mentor, if applicable, will assist the Early-Career Investigator
- The Early-Career Investigator’s motivation and commitment to participating in the Ovarian Cancer Academy

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 weaknesses) on their pre-application. The estimated time frame for notification of invitation to submit an application is indicated in [Section I, Overview of the Funding Opportunity](#). Invitations to submit a full application are based on the Pre-Application Screening Criteria listed above.

II.D.2.b. Step 2: Full Application Submission Content

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

All contributors and administrators to the application must use matching compatible versions of Adobe software when editing and preparing application components. The use of different software versions will result in corruption of the submitted file. Refer to the General Application Instructions, Section III, for details on compatible Adobe software.

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 full application package for this Program Announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<http://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

II.D.2.b.i. Full Application Guidelines

Extramural organizations, including non-DoD Federal agencies, must submit full applications through Grants.gov. Submissions of extramural applications through eBRAP may be withdrawn.

Table 1. Full Application Submission Guidelines

Extramural Submissions	Intramural DoD Submissions
Application Package Location	
Download application package components for W81XWH-17-OCRP-OCA from Grants.gov (http://www.grants.gov).	Download application package components for W81XWH-17-OCRP-OCA from eBRAP (https://ebrap.org).
Full Application Package Components	
<p>SF424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1., for detailed information.</p>	<p>Tab 1 – Summary: Provide a summary of the application information. Tab 2 – Application Contacts: This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.</p>
<p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Research & Related Senior/Key Person Profile (Expanded) • Research & Related Budget • Project/Performance Site Location(s) Form • R&R Subaward Budget Attachment(s) Form (if applicable) 	<p>Tab 3 – Full Application Files: Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Key Personnel • Budget • Performance Sites <p>Tab 4 – Application and Budget Data: Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
Application Package Submission	
<p>Submit package components to Grants.gov (http://www.grants.gov).</p> <p>If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget need 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.</p>	<p>Submit package components to eBRAP (https://ebrap.org).</p> <p>Tab 5 – Submit/Request Approval Full Application: After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/Comptroller or equivalent Business Official by email to log into eBRAP to review and to approve prior to the application submission deadline.</p>

Extramural Submissions	Intramural DoD Submissions
<u>Application Verification Period</u>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified.</p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/ Comptroller or equivalent Business Official and PI will receive an email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified.</p>
Further Information	
<p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

The organization’s Business Official or Authorized Organization Representative (or Resource Manager/Comptroller) should approve/verify the full application submission prior to the application verification deadline.

Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. *The Project Narrative and Budget cannot be changed after the application submission deadline.* Prior to the full application deadline, a corrected or modified full application package may be submitted. Other application components may be changed until the end of the application verification period. After the end of the application verification period, the full application cannot be modified.

Material submitted after the end of the application verification period, unless specifically requested by the Government, will not be forwarded for processing.

The full application package must be submitted using the unique eBRAP log number to avoid delays in application processing.

II.D.2.b.ii. Full Application Submission Components:

- **Extramural Applications Only –**

SF424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1, for detailed information.

- **Extramural and Intramural Applications –**

Attachments:

Each attachment to the full application components must be uploaded as an individual file in the format specified and in accordance with the formatting guidelines listed in the General Application Instructions, Appendix 4.

For all attachments, ensure that the file names are consistent with the guidance. Attachments will be rejected if the file names are 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, there are file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire full application package may not exceed 200 MB.

- **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) 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.

- **Early-Career Investigator’s Career Goals (one-page limit recommended):**
Discuss the Early-Career Investigator’s record of accomplishments that demonstrates his/her potential for becoming an independent investigator in ovarian cancer research. Describe the Early-Career Investigator’s career goals in ovarian cancer research and how the proposed research and career development experience will promote an independent, sustainable career. Discuss the Early-Career Investigator’s career plans to include continuing as an ovarian cancer researcher after the completion of this award.
- **Career Development and Sustainment Plan (one-page limit recommended):**
Describe the individualized career development plan, which may include workshops, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Explain how this career development plan will allow the Early-Career Investigator to obtain independent ovarian cancer research funding and publish in peer-reviewed journals, thereby sustaining an independent career at the forefront of ovarian cancer research. Discuss how the Designated Mentor and Other Mentor, if applicable, will assist the Early-Career Investigator in not only developing, but also sustaining, a career as an independent ovarian cancer researcher. Explain how the career development plan is supported by the environment; this should include a description of resources available to the Early-Career Investigator at his/her institution and, if different, at the Designated Mentor’s institution. Outline how the Early-Career Investigator and Designated Mentor (and Other Mentor, if applicable)

will evaluate the Early-Career Investigator's progress of achieving and sustaining a productive career in ovarian cancer research.

- **Research Project (six-page limit recommended):** Concisely explain the project's specific aims to be funded by this application. Describe the experimental design, methods, and analyses, including appropriate randomization, blinding, sample-size estimation, and controls, in sufficient detail for analysis. Preliminary data to support the feasibility of the research hypotheses and research approaches are required; however, these data do not necessarily need to come from the ovarian cancer research field. Address potential problem areas and present alternative methods and approaches. If the proposed project uses human subjects or human biological samples, include a detailed plan for the recruitment of subjects or the acquisition of samples. The research description should also describe the ability of the Early-Career Investigator to conduct the research or the relevant guidance that will be obtained to accomplish the project. This award may not be used to conduct clinical trials.
- **Integration of Career Development and Research (one-page limit recommended):** Describe how the individualized career development plan and research project are integrated and how they will contribute to preparing the Early-Career Investigator for an independent, sustainable career in ovarian cancer research.
- **Commitment to the Ovarian Cancer Academy (one-page limit recommended):** Describe the Early-Career Investigator's motivation and commitment to participating in the Ovarian Cancer Academy, to include networking and collaborating with the other Early-Career Investigator/
Designated Mentor pairs (if applicable, Other Mentor) and the Academy Leadership.
- **Attachment 2: Supporting Documentation.** Combine and upload as a single file named "Support.pdf." Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative. Any additional material viewed as an extension of the Project Narrative will be removed or may result in administrative withdrawal of the application.

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 Patents (five document limit): 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.
- Letter of Eligibility (one-page limit): Use the Ovarian Cancer Academy – Early-Career Investigator Award Eligibility Statement Template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements will be met at the application submission deadline.
- Letters of Organizational Support (two-page limit per letter): Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. For the Early-Career Investigator application, the institution must demonstrate a commitment to the Early-Career Investigator through:
 - At least 50% protected time for ovarian cancer research and Academy activities including participation in monthly webinars.
 - No less than 25% effort committed to this award for the first 2 years.
 - Describe what, if any, institutional support (e.g., supplies, staff, salary, start-up package) may be provided for the 4 years of the Early-Career Investigator Award by the institution.
- 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.
- Letters of Collaboration (if applicable) (two-page limit per letter): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator’s Commander or Commanding Officer at the intramural organization that authorizes the collaborator’s involvement.

- Intellectual Property: Information can be found in Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), “Intangible Property.”
 - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- Data and Research Resources Sharing Plan: Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.” The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information.* 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. Technical abstracts should be written using the outline below:

- Career Development Plan
 - Summarize how the proposed research and Career Development and Sustainment Plan will facilitate and sustain the Early-Career Investigator’s independent career at the forefront of ovarian cancer research.
 - Describe how the proposed research project will allow the PI to make valuable contributions to ovarian cancer.
- Research Plan
 - Background: Present the ideas and reasoning behind the proposed work.
 - Hypothesis: State hypothesis to be tested. Provide supporting evidence or rationale.
 - Specific Aims: State the specific aims of the study.
 - Study Design: Briefly describe the study design, including appropriate controls.
- Impact: Describe how the proposed research will make an important contribution toward the goal of eliminating ovarian cancer. Describe the potential impact of the

- proposed research on the health and welfare of military Service members, their families, and other military beneficiaries.
- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf.” The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. **Do not include proprietary or confidential information.** 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 lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community.

Do not duplicate the technical abstract. Lay abstracts should be written using the outline below:

- Describe the hypothesis and rationale for the proposed project in a manner that will be readily understood by readers without a background in science or medicine.
 - Describe the PI’s career goals in ovarian cancer research.
 - How does the research and career development plan support the PI in attaining these goals?
 - Describe how the PI will participate in and contribute to the growth of the Ovarian Cancer Academy.
 - Describe the ultimate applicability of the research.
 - What types of patients will it help and how will it help them?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a patient-related outcome?
 - What are the likely contributions of this study to advancing our knowledge of ovarian cancer?
 - What is the potential impact of the proposed research on the health and welfare of military Service members, their families, and other military beneficiaries?
- **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 Ovarian Cancer Academy – Early-Career Investigator Award mechanism, use the SOW format example titled “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching.

The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of subtasks outlined related to the major tasks and milestones within the period of performance. The SOW should describe only the work for which funding is being requested by this application and, as applicable, should also:

Include the name(s) of the key personnel and contact information for each study site/subaward site.

Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.

Briefly state the methods to be used.

For studies with prospective accrual of human subjects, indicate quarterly enrollment targets.

Identify cell line(s) and commercial or organizational source(s) to be used. If human anatomical substances (including cell lines) will be used, specify whether or not identifiable information is accessible to the research team by any means.

If applicable, indicate timelines required for regulatory approvals relevant to human subjects research (e.g., Investigational New Drug and Investigational Device Exemption applications) by the U.S. Food and Drug Administration or other Government agency.

- **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.” Explain how the proposed research and Career Development and Sustainment Plan will facilitate and sustain the Early-Career Investigator’s independent career at the forefront of ovarian cancer research. Describe how the proposed research will make an important contribution toward the goal of eliminating ovarian cancer.
- **Attachment 7: Designated Mentor’s Letter for the Early-Career Investigator application (three-page limit):** Upload as “MentorLetter.pdf.”
 - The Designated Mentor’s letter should describe the Early-Career Investigator’s background and potential to become an independent ovarian cancer researcher. Explain how this award will enhance the Early-Career Investigator’s capabilities to sustain a career in ovarian cancer research.
 - Describe the Designated Mentor’s background and experience in ovarian cancer research, success in acquiring funding in ovarian cancer research, and record of mentoring and training young investigators. Specify the commitment of the Designated Mentor (at least 10% effort) and his/her staff to the Early-Career Investigator’s professional development and career sustainment. Describe the specific resources that will facilitate success for the Early-Career Investigator.

- Describe the Designated Mentor’s motivation and commitment to participating in the Ovarian Cancer Academy with the other Early-Career Investigator/ Designated Mentor pairs and the Academy Leadership. Describe the Designated Mentor’s commitment and time to serve as a secondary mentor to another Early-Career Investigator in the Ovarian Cancer Academy.
- **Attachment 8: Other Mentor’s Letter for the Early-Career Investigator application, if applicable (two-page limit):** Upload as “OtherMentor.pdf.”
 - The Other Mentor’s letter should describe the Early-Career Investigator’s background and potential to become an independent ovarian cancer researcher. Explain how this award will enhance the Early-Career Investigator’s capabilities to sustain a career in ovarian cancer research.
 - Describe the Other Mentor’s background and experience in research, success in acquiring funding, and record of mentoring and training young investigators. Describe the specific resources that will facilitate success for the Early-Career Investigator.
 - Describe the Other Mentor’s motivation and commitment to participating in the Ovarian Cancer Academy with the other Early-Career Investigator/Designated Mentor pairs and the Academy Leadership.
- **Attachment 9: DoD Military 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 DoD Military Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section III.A.7, for detailed information.
- **Extramural and Intramural Applications –**
 - Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.
 - **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 National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in the portable document format (PDF) that is not editable.

- 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 the Designated Mentor’s biographical sketch.
 - Include the Other Mentor’s biographical sketch, if applicable.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
 - Include the Designated Mentor’s previous/current/pending support.
 - Include the Other Mentor’s previous/current/pending support, if applicable.

Research & Related Budget: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, 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.

Project/Performance Site Location(s) Form): For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

- **Extramural Applications Only –**

R&R Subaward Budget Attachment(s) Form (if applicable): Refer to the General Application Instructions, Section III.A.6, for detailed information.

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.6, for detailed information.)

Intramural DoD Collaborator(s): Complete the DoD Military Budget Form and upload to Grants.gov as Attachment 9. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Intramural DoD Collaborator(s) costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs.

II.D.3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

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. Verify the status of the applicant’s organization’s Entity registration in SAM well in advance of the application submission deadline. Allow 3 to 4 weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

II.D.4. Submission Dates and Times

All submission dates and times are indicated in [Section I, Overview of the Funding Opportunity](#). Pre-application and application submissions are required. The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Failure to meet either of these deadlines will result in submission rejection.

Applicant Verification of Full Application 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 a submitted application. Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate retrieved files against the specific Program Announcement 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. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be submitted prior to the application submission deadline.*** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

II.D.5. Funding Restrictions

The maximum period of performance is **4** years.

The anticipated direct costs budgeted for the entire period of performance will not exceed **\$725,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization’s negotiated rate. No budget will be approved by the Government exceeding **\$725,000** direct costs or using an indirect cost rate exceeding the organization’s negotiated rate.

All direct and indirect costs of any subaward or contract must be included in the total direct costs of the primary award.

For this award mechanism, direct costs must be requested for:

- Travel costs for the Early-Career Investigator and Designated Mentor (and Other Mentor, if applicable) to attend a DoD OCRP 1-day workshop with the Academy Leadership and other academy members every other year.
- Travel costs for the Early-Career Investigator and Designated Mentor (and Other Mentor, if applicable) to attend a biennial DoD OCRP multi-day workshop with the OCRP staff, Academy Leadership, and other Academy members.

May be requested for (not all-inclusive):

- Salary (Early-Career Investigator, Designated Mentor, Other Mentor, if applicable, research staff)
 - Maximum allowable funding for the Designated Mentor is \$30,000 per year in direct costs
 - If applicable, funding for the Other Mentor must be justified
- Research supplies
- Research-related subject costs
- Equipment
- Travel costs between collaborating organizations
- Costs associated with participating in the virtual academy (e.g., hardware and/or software for the audio- or video-teleconferencing or web-based communications)
- Travel costs for one investigator to travel to two scientific/technical meetings per year in addition to the required Academy meetings/workshops described above

Must not be requested for:

- Tuition
- Clinical trial costs

Extramural (non-Federal) awards will consist solely of assistance agreements (Cooperative Agreements and Grants). For extramural awards with an intragovernmental component, direct transfer of funds from an extramural award recipient to a DoD or other Federal agency is not allowed except under very limited circumstances. Funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intragovernmental only funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intramural applicants are responsible for coordinating through their agency's procedures the use of contractual or assistance funding awards or other appropriate agreements to support extramural collaborators.

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

The CDMRP expects to allot approximately \$2.32M of the \$20M FY17 OCRP appropriation(s) to fund approximately two Ovarian Cancer Academy – Early-Career Investigator Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement is contingent upon the availability of Federal funds for this program.

II.D.6. Other Submission Requirements

Refer to the General Application Instructions, Appendix 4, for detailed formatting guidelines.

II.E. Application Review Information

II.E.1. Criteria

II.E.1.a. 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:

- **Early-Career Investigator**
 - To what extent the Early-Career Investigator’s record of accomplishments demonstrates his/her potential for becoming an independent investigator in ovarian cancer research.
 - To what degree the Early-Career Investigator’s career goals are consistent with a commitment to pursuing and sustaining a career as an ovarian cancer researcher.
 - Whether the Early-Career Investigator meets the appropriate eligibility requirements.
 - How well the Designated Mentor’s letter (and if applicable, Other Mentor’s letter) supports the Early-Career Investigator’s potential for a productive, sustainable, and independent career in ovarian cancer research.
 - To what extent the Early-Career Investigator is motivated and committed to participating in the Ovarian Cancer Academy with the other Early-Career Investigator/Designated Mentor pairs and the Academy Leadership.
- **Research Strategy and Feasibility**
 - To what extent the scientific rationale supports the research project and its feasibility as demonstrated by a review and analysis of the literature and relevant preliminary data (preliminary data do not need to come from the ovarian cancer research field).

- How well the hypotheses, experimental design, methods, and analyses are developed and support completion of the aims.
- How well potential problems are identified and alternative approaches are addressed.
- **Career Development and Sustainment Plan**
 - How well the Early-Career Investigator has outlined an individualized Career Development and Sustainment Plan that is consistent with the Ovarian Cancer Academy and the Early-Career Investigator's research goals.
 - How well the individualized Career Development and Sustainment Plan will contribute to the overall professional development of the Early-Career Investigator and prepare the Early-Career Investigator for an independent, productive career in ovarian cancer research.
 - How thorough the plans are for monitoring and evaluating the Early-Career Investigator's progress in becoming an independent investigator.
- **Designated Mentor (and if applicable, Other Mentor)**
 - To what extent the Designated Mentor's (and if applicable, Other Mentor's) background, research experience, and funding history will be supportive of the Early-Career Investigator's career development needs and transition to independence.
 - Whether the Designated Mentor is an independent, established ovarian cancer researcher with ovarian cancer research funding (past and present) and a record of ovarian cancer publications in peer reviewed journals.
 - How well the Designated Mentor's track record in preparing investigators for careers in ovarian cancer research indicates the potential for successful mentorship and development of the Early-Career Investigator as an independent investigator.
- **Impact**
 - To what extent the proposed research makes an important contribution toward the goal of eliminating ovarian cancer.
 - How well the proposed research and Career Development and Sustainment Plan will facilitate and sustain the Early-Career Investigator's independent career at the forefront of ovarian cancer research.

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

- **Resources & Environment**

- To what extent the proposed research project and career development of the Early-Career Investigator are supported by the availability of facilities, equipment, staff, interaction with research colleagues, and other resources.
- How well the commitment from the institution (of at least 50% protected time) supports the career development of the Early-Career Investigator including time for research and participation in Academy activities such as monthly webinars.
- If applicable, to what degree the intellectual and material property plan is appropriate.

- **Budget**

- Whether the direct maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement/Funding Opportunity.
- Whether the budget is appropriate for the proposed research.

- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influence the review.

II.E.1.b. Programmatic Review

To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, the following criteria are used by programmatic reviewers:

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY17 OCRP, as evidenced by the following:
 - Relative impact
 - Program portfolio composition and balance
 - Adherence to the intent of the award mechanism

II.E.2. Application Review and Selection Process

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is peer review of applications against established criteria for determining technical merit. Each application is evaluated for its own merit, independent of other applications. The second tier is a programmatic review that makes recommendations for funding to the Commanding General, USAMRMC, on behalf of the DHA and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and OCRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement.

Programmatic review is a comparison-based process in which applications with scientific and technical merit compete in a common pool. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section II.E.1.b, Programmatic Review](#).* 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 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 18 USC 1905.

II.E.3. Integrity and Performance Information

Prior to making an assistance agreement award where the Federal share is expected to exceed the simplified acquisition threshold (currently \$150,000) over the period of performance, the Federal awarding agency is required to review and consider any information about the applicant that is available in the Federal Awardee Performance and Integrity Information System (FAPIIS).

An applicant, at its option, may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about itself that a Federal awarding agency previously entered and is currently available in FAPIIS.

The Federal awarding agency will consider any comments by the applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics and record of performance under Federal awards when determining a recipient's qualification prior to award, according to the qualification standards of the Department of Defense Grant and Agreement Regulations (DoDGAR), Section 22.415.

II.E.4. Anticipated Announcement and Federal Award Dates

All application review dates and times are indicated in [Section I, Overview of the Funding Opportunity](#).

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.

II.F. Federal Award Administration Information

II.F.1. Federal Award Notices

Awards will be made no later than September 30, 2018. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

Awards are made to organizations, not to individual PIs. The types of awards made under the Program Announcement will be assistance agreements (grants or cooperative agreements). The level of involvement on the part of DoD during project performance is the key factor in determining whether to award a grant or cooperative agreement.

Extramural Organizations: An assistance agreement (grant or cooperative agreement) is appropriate when the Federal Government transfers a “thing of value,” to a “state, local government,” or “other recipient,” to carry out a public purpose of support or stimulation authorized by a law of the United States, instead of acquiring property or service for the direct benefit and use of the U.S. Government. An assistance agreement can take the form of a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305). Substantial involvement may include collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

After email notification of application review results through the eBRAP, and if selected for funding, a representative from the USAMRAA will contact the business official authorized to negotiate on behalf of the PI’s organization.

Only an appointed USAMRAA Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government should be inferred from discussions with any other individual. The award document signed by the Grants Officer is the official authorizing documents.

Intramural Organizations: Awards to Federal Government organizations (to include intramural DoD organizations) will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Transfer of funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective resource managers (RM).

After email notification of application review results through the eBRAP, and if selected for funding, a representative from the CDMRP will contact the business official authorized to negotiate on behalf of the PI’s organization.

II.F.1.a. Award Transfers

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

award will not be allowed in the last year of the (original) period of performance or any extension thereof.

Refer to the General Application Instructions, Appendix 2, Section B, for general information on organization or PI changes.

II.F.2. Administrative and National Policy Requirements

Applicable requirements in the DoDGAR found in 32 CFR, Chapter 1, Subchapter C, and 2 CFR, Chapter XI, apply to grants and cooperative agreements resulting from this Program Announcement.

Refer to the General Application Instructions, Appendix 2, for general information regarding administrative requirements.

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

Refer to full text of the [USAMRAA General Research Terms and Conditions for Institutions of Higher Education, Hospitals, and Non-Profit Organizations](#) and the [USAMRAA General Research Terms and Conditions with For-Profit Organizations](#) for further information.

II.F.3. Reporting

Refer to the General Application Instructions, Appendix 2, Section A, for general information on reporting requirements.

Award Chart: Complete the Award Chart template, a one-page PowerPoint file that must be downloaded from the CDMRP eBRAP System at <https://ebrap.org/eBRAP/public/Program.htm>, and submit to eBRAP at the time of award.

Award Expiration Transition Plan: Complete the Transition Plan template, a one-page Word document that must be submitted with the Final Progress Report. The Transition Plan must outline if and how the research supported by this award will progress, and include source(s) of funding, either known or pending.

Awards resulting from this Program Announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a Federal award. Recipients are required to disclose semiannually information about criminal, civil, and administrative proceedings as specified in the applicable Terms and Conditions. The applicable Terms and Conditions for institutions of higher education, hospitals, and nonprofit organizations is available in OAR Article I, Section B, in the [July 2016 R&D General Terms and Conditions](#). The applicable Terms and Conditions for for-profit organizations is available in Section 34 of the

II.G. Federal Awarding Agency Contacts

II.G.1. CDMRP Help Desk

Questions related to Program Announcement content or submission requirements as well as questions related to the pre-application or intramural application submission 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

II.G.2. Grants.gov Contact Center

Questions related to extramural 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; International 1-606-545-5035

Email: support@grants.gov

Sign up on Grants.gov for “send me change notification emails” by following the link on the Synopsis page for the Program Announcement 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.

II.H. Other Information

II.H.1. Program Announcement and General Application Instructions Versions

Questions related to this Program Announcement should refer to the Program name, the Program Announcement name, and the Program Announcement version code 20170418b. The Program Announcement numeric version code will match the General Applications Instructions version code 20170418.

II.H.2. Administrative Actions

After receipt of pre-applications or applications, the following administrative actions may occur:

II.H.2.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 is missing.
- Budget is missing.
- Project Narrative exceeds page limit.
- The proposed research is, or requests funding for, a clinical trial
- The Early-Career Investigator does not meet the eligibility criteria.
- The Designated Mentor and/or Other Mentor, if applicable, do not meet the eligibility criteria.
- Submission of the same research project to different Funding Opportunities within the same program and fiscal year.

II.H.2.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.

II.H.2.c. Withdrawal

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

- An FY17 OCRP Programmatic Panel 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 FY17 OCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/OCR/panels/panels17>.*
- The application fails to conform to this Program Announcement 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).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY17, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage COIs are provided and deemed appropriate by the Grants Officer. Refer to the General Application Instructions, Appendix 3, 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.
- Applications from extramural organizations, including non-DoD Federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DoD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds as subawards or subcontracts to extramural collaborators.

II.H.2.d. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending organizational investigation. The organization 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.

II.H.3. Application Submission Checklist

Application Components	Action	Completed
SF424 (R&R) Application for Federal Assistance (Extramural submissions only)	Complete form as instructed.	
Summary (Tab 1) and Application Contacts (Tab 2) (Intramural submissions only)	Complete these tabs as instructed.	
Attachments	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: Upload as Attachment 4 with file name "LayAbs.pdf."	
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."	
	Designated Mentor's Letter: Upload as Attachment 7 with file name "MentorLetter.pdf"	
	Other Mentor's Letter: Upload as Attachment 8 with file name "OtherMentor.pdf," if applicable.	
	DoD Military Budget Form(s): Upload as Attachment 9 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 (Extramural submissions only)	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Budget (Intramural submissions only)	Complete the DoD Military Budget Form and justification.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R&R Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed.	

APPENDIX 1: ACRONYM LIST

ACURO	Animal Care and Use Review Office
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DHA	Defense Health Agency
DHP	Defense Health Program
DoD	Department of Defense
DoDGAR	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
M	Million
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
OCRP	Ovarian Cancer Research Program
OMB	Office of Management and Budget
ORP	Office of Research Protections
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
RM	Resource Manager
SAM	System for Award Management
SOW	Statement of Work
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code