

# **I. OVERVIEW OF THE FUNDING OPPORTUNITY**

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Tick-Borne Disease Research Program**

**Idea Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-17-TBDRP-IA**

**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), July 5, 2017
- **Invitation to Submit an Application:** August 23, 2017
- **Application Submission Deadline:** 11:59 p.m. ET, October 11, 2017
- **End of Application Verification Period:** 5:00 p.m. ET, October 16, 2017
- **Peer Review:** December 2017
- **Programmatic Review:** February 2018

*This Program Announcement must be read in conjunction with the General Application Instructions, version 20170516. 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) Tick-Borne Disease Research Program (TBDRP) 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 TBDRP was initiated in 2016 to support innovative and impactful research that addresses fundamental issues and gaps in knowledge of tick-borne diseases. The appropriation for the TBDRP in FY16 totaled \$5 million (M). The FY17 appropriation is \$5M.

The TBDRP's vision is to prevent the occurrence, better diagnose, and resolve or minimize the impact of Lyme disease and other tick-borne illnesses, with emphasis on burden of disease. The TBDRP's mission is to support research to understand the pathogenesis of Lyme disease and other tick-borne illnesses and to deliver innovative solutions to prevent, better diagnose, and treat their manifestations for the benefit of military Service members and the American public.

#### II.A.1. FY17 TBDRP Focus Areas

To meet the intent of the award mechanism, applications submitted to the FY17 TBDRP ***must*** address at least one of the following specific Focus Areas in Lyme disease and/or other tick-borne diseases with emphasis on reducing public health burden:

**Applications addressing persistence and direct detection of Lyme borreliae are highly encouraged.**

- **Diagnosis**
  - Direct detection of agents of Lyme disease and other tick-borne diseases or their products in humans
  - Biomarkers for diagnosis, prognosis, and cure
- **Pathogenesis**
  - Mechanisms of persistence of Lyme disease
  - Host-pathogen interactions
  - New research tools to support studies of pathogenesis

- **Treatment**
  - Innovative approaches to treatment
  - Studies aimed at safe and effective treatments for the cause(s) of persistent symptoms in Lyme disease
- **Prevention**
  - Vaccines
  - Interrupting the cycle of the disease agents in nature

## II.B. Award Information

The FY17 TBDRP Idea Award intends to support conceptually innovative, high-risk/potentially high-reward research in the early stages of development that could lead to critical discoveries or major advancements that will accelerate progress in improving outcomes for individuals affected by Lyme disease and/or other tick-borne illnesses. This award mechanism promotes new ideas that represent innovative approaches to Lyme disease and other tick-borne diseases research and have the potential to make an important contribution toward the TBDRP mission. Applications should include a well-formulated, testable hypothesis based on strong scientific rationale that is established through inferential reasoning and/or critical review and analysis of the literature.

The following are key aspects of the FY17 TBDRP Idea Award:

- **Innovation:** Innovative research may introduce a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other uniquely creative qualities that may include high-risk/potentially high-gain approaches to Lyme disease and other tick-borne diseases research. Research that is merely an incremental advance (the next logical step) is not considered innovative.
- **Relevance:** Applications should articulate how the proposed research is relevant to at least one of the FY17 TBDRP Focus Areas. Highly relevant research will address the burden of disease on public health, while also considering the healthcare needs and welfare of military Service members.
- **Preliminary Data:** Due to this award's emphasis on innovation, inclusion of preliminary data, such as unpublished data from the laboratory of the Principal Investigator (PI) or collaborators named on the application, and/or data from published literature that are relevant to Lyme disease and other tick-borne diseases and support the proposed research project, is **encouraged, but not required.**

**New Investigators:** The FY17 TBDRP Idea Award mechanism encourages applications from investigators in the early stages of their careers. The New Investigator category of this award mechanism is designed to allow *postdoctoral fellows in the process of developing independent research careers and applicants still early in their faculty appointments* to also compete for

funding and bring new, innovative ideas to Lyme disease and other tick-borne diseases research. Applications from New Investigators and Established Investigators will be peer and programmatically reviewed in separate groups. PIs applying under the New Investigator category are strongly encouraged to strengthen their applications through collaboration with investigators experienced in Lyme disease and other tick-borne diseases research and/or possessing other relevant expertise as demonstrated by a record of funding and publications. It is the responsibility of the PI to describe how the collaboration(s) will augment his or her expertise to best address the research question. All New Investigator applicants must meet specific eligibility criteria as described in [Section II.C, Eligibility Information](#).

The anticipated direct costs budgeted for the entire period of performance for an FY17 TBDRP Idea Award will not exceed **\$250,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

***Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this Program Announcement.*** A clinical trial is defined as a prospective accrual of patients in which an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested on a human subject for a measurable outcome with respect to safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction. For more information on clinical trials and clinical research overall, a Human Subject Resource Document is provided on the CDMRP electronic Biomedical Research Application Portal (eBRAP) system at <https://ebrap.org/eBRAP/public/Program.htm>.

**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 eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

**Research Involving Animals:** All 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.

**Rigor of Experimental Design:** All projects should adhere to accepted standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. Core standards are described in Landis, S.C., et al., A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 2012, 490:187-191 ([www.nature.com/nature/journal/v490/n7419/full/nature11556.html](http://www.nature.com/nature/journal/v490/n7419/full/nature11556.html)). While these standards were written for preclinical studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in research and should be applied consistently across basic and translational studies. Applicants should consult the ARRIVE (Animal Research: Reporting *In Vivo* Experiments) guidelines to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines can be found at [http://www.elsevier.com/data/promis\\_misc/622936arrive\\_guidelines.pdf](http://www.elsevier.com/data/promis_misc/622936arrive_guidelines.pdf).

**Use of Military and Department of Veterans Affairs (VA) Populations or Resources:** If applicable, access to target military or VA patient population(s) or resources should be confirmed at the time of application submission. A letter of support, signed by the lowest ranking person with approval authority, should be included in [Attachment 2](#) for studies involving active duty military and/or Veteran populations, military and/or VA-controlled study materials, and military and/or VA databases.

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-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:**

*Although a PI may be eligible for both the Established Investigator and New Investigator categories, only one category may be chosen; the choice of application category is at the PI's discretion. Graduate students are not eligible for this award.*

- **Established Investigator**

- Independent investigators at or above the level of Assistant Professor (or equivalent) are eligible to submit applications in this category.

- **New Investigator**

- By the application submission deadline date, the PI must have:
  - The freedom to pursue independent research projects without formal mentorship.
  - Completed at least 3 years of postdoctoral training or fellowship by the application submission deadline or been in an independent faculty position at or below the level of Assistant Professor for less than 5 years by the application submission deadline.

An eligible PI, 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.

There are no limitations on the number of applications for which an investigator may be named as a PI within the category selected for application (i.e., either Established Investigator or New Investigator).

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 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 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 II.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](#).

eBRAP allows intramural organizations to submit full applications following pre-application submission.

**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](mailto: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](mailto:help@eBRAP.org) or 301-682-5507.

***When starting the pre-application process, PIs should ensure that they have selected the appropriate application category:***

- Idea Award – **New Investigator**
- Idea Award – **Established Investigator**

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). The Business Official must either be 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), and click on “*Add Organizations to this Pre-application.*” The organization(s) must either be 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.
- **New Investigators:** Inclusion of a collaborator is encouraged.
- FY17 TBDRP Programmatic Panel members should not be involved in any pre-application or application. *A list of the FY17 TBDRP Programmatic Panel members can be found at <http://cdmrp.army.mil/tbdrp/panels/panels17>.* 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](mailto: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 application 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.shtml>). 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 Government. Refer to the General Application Instructions, Appendix 3, for detailed information.

- **Tab 4 – Conflicts of Interest**

- 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 Appendix 3, Section C, of the General Application Instructions 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 (two-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:

- **Research:** State the project’s hypothesis/objectives, rationale, specific aims, and study design.

- **Relevance:** Summarize the relevance of the proposed project to at least one of the FY17 TBDRP Focus Areas. Describe the relevance of the proposed study for reducing the burden of Lyme disease and/or other tick-borne illnesses and their effect on public health, including the health of military Service members.
- **Innovation:** Describe how the proposed study is innovative and represents more than an incremental advance upon published data.
- **Impact:** Describe the outcomes of the proposed study and their impact on Lyme disease and/or other tick-borne diseases research, patient care, and/or quality of life.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to:
  - References Cited (one-page limit): List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
  - List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
  - Key Personnel Biographical Sketches (six-page limit per individual): *All biographical sketches should be uploaded as a single combined file.* Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.
- **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 TBDRP, pre-applications will be screened based on the following criteria:

- **Research:** To what degree the experimental approach for accomplishing the specific aims is feasible and addresses the hypothesis or objective.
- **Relevance:** To what degree the proposed project is relevant to the FY17 TBDRP Focus Area(s) being addressed. To what extent public health will be affected by the proposed research as demonstrated by addressing the burden of disease.
- **Innovation:** To what degree the proposed research is innovative and represents more than an incremental advance upon published data.

- **Impact:** If successful, the extent to which the anticipated research outcomes will contribute to advances in Lyme disease and/or other tick-borne diseases research, patient care, and/or quality of life.

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

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated timeframe for notification of invitation to submit an application is indicated in [Section I, Overview of the Funding Opportunity](#) of this Program Announcement. Invitations to submit a full application are based on the Pre-Application Screening Criteria as published 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
<b>Application Package Location</b>	
Download application package components for W81XWH-17-TBDRP-IA from Grants.gov ( <a href="https://www.grants.gov">https://www.grants.gov</a> ).	Download application package components for W81XWH-17-TBDRP-IA from eBRAP ( <a href="https://ebrap.org">https://ebrap.org</a> ).
<b>Full Application Package Components</b>	
<p><b>SF424 (R&amp;R) Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.</p>	<p><b>Tab 1 – Summary:</b> Provide a summary of the application information.  <b>Tab 2 – Application Contacts:</b> 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"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Senior/Key Person Profile (Expanded)</a></li> <li>• <a href="#">Research &amp; Related Budget</a></li> <li>• <a href="#">Project/Performance Site Location(s) Form</a></li> <li>• <a href="#">R&amp;R Subaward Budget Attachment(s) Form</a> (if applicable)</li> </ul>	<p><b>Tab 3 – Full Application Files:</b> 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"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><b>Submit package components to Grants.gov</b> (<a href="https://www.grants.gov">https://www.grants.gov</a>).</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><b>Submit package components to eBRAP</b> (<a href="https://ebrap.org">https://ebrap.org</a>).</p> <p><b>Tab 5 – Submit/Request Approval Full Application:</b> 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
<b><u>Application Verification Period</u></b>	
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, <b><i>with the exception of the Project Narrative and Budget Form</i></b> , may be modified.	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, <b><i>with the exception of the Project Narrative and Budget Form</i></b> , may be modified.
<b>Further Information</b>	
Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.	Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.

***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 (12-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.

- **Background:** Describe the problem, question, or knowledge gap related to at least one of the FY17 TBDRP Focus Areas to be addressed by the proposed research. Present the ideas and reasoning behind the proposed work. Describe previous experience most pertinent to the proposed research. Include relevant literature citations and preliminary data (if available) that led to the development of the proposed study to support the study’s feasibility. Any preliminary data provided should be from the laboratory of the PI or member(s) of the collaborating team.
- **Hypotheses/Objectives:** State the hypotheses/study questions and overall objective(s) to be reached.
- **Specific Aims:** Concisely explain the project’s specific aims. If this application is part of a larger study, present only tasks that this award would fund.
- **Research Strategy:** Describe the experimental design, methods, and analyses, including appropriate controls in sufficient detail for evaluation of feasibility. Clearly describe how data will be collected, handled, and analyzed in a manner that is consistent with the study objectives.
  - Address potential problem areas, including sample or subject accrual, and present alternative methods and approaches for addressing potential delays.
  - As applicable to the proposed research, provide a statistical plan and sample size estimate for each study arm and the method by which it was derived, including



power analysis calculations to demonstrate that the sample size is appropriate to meet the objectives of the study.

- If human subjects or human biological samples will be used, describe the study population and include a detailed plan for the recruitment/screening/accrual of subjects and/or acquiring samples, including appropriate randomization and blinding. Document the experience of the PI and/or key collaborators in recruiting human subjects/acquiring human samples for similar projects. Describe the types of specimens or data to be collected and evaluated, and include information on specimen storage. ***This award cannot be used to conduct clinical trials.***
  - If cell lines or animals are to be used, justify why the proposed cell line(s) or animal model(s) were chosen and their relevance to human biology. If animals studies are proposed, specifically describe how they will be conducted in accordance with the ARRIVE guidelines ([https://www.elsevier.com/\\_data/promis\\_misc/622936arrive\\_guidelines.pdf](https://www.elsevier.com/_data/promis_misc/622936arrive_guidelines.pdf)).
  - Describe how data will be reported and how it will be assured that the documentation will support a regulatory filing with the U.S. Food and Drug Administration (FDA), if applicable.
- **New Investigator (if applicable):** Describe the PI’s expected contributions to the field of Lyme disease and other tick-borne diseases research. Then if applicable, describe the specific contributions of the proposed collaborator(s) to the research project and how those contributions will complement the New Investigator’s ability to perform the proposed work in Lyme disease and/or other tick-borne diseases research.
- **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: 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, such as those from members of Congress, do not impact application review or funding decisions.
- Letters of Collaboration (if applicable): 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.

- Background: Present the ideas and reasoning behind the proposed work.
- Hypothesis/Objective: State the hypothesis to be tested or the objective to be reached. Provide evidence or rationale that supports the hypothesis/objective.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design including appropriate controls.
- Relevance: State the FY17 TBDRP Focus Area(s) that the project addresses. Describe the public health burden of the disease that the study will address, including study relevance to the healthcare needs and welfare of military Service members and the American public.
- Innovation: Briefly describe how the proposed project is innovative.
- **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.

***Do not duplicate the technical abstract.*** Minimize the 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 community. Lay abstracts should be written using the outline below.

- Describe the rationale, scientific objective, and aims for the proposed project in a manner that will be readily understood by readers without a background in science or medicine.
  - State the FY17 TBDRP Focus Area(s) the project addresses.
  - What is the project’s potential impact on reducing the public health burden, including the potential effect of the proposed research on the health and welfare of military Service members and the American public?
  - Describe the innovative aspect of the study.
- 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?
  - If the research is too basic for immediate clinical applicability, describe the interim outcomes.

- What are the likely contributions of the study to advancing the field of Lyme disease and/or other tick-borne diseases 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 Idea Award mechanism, use the SOW format example titled “SOW 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 FDA or other Government agency.

- **Attachment 6: Innovation Statement (one-page limit):** Upload as “Innovation.pdf.” Describe how the proposed work is innovative. Research deemed innovative may introduce a new paradigm, challenge current paradigms, look at existing problems from new perspectives, or exhibit other uniquely creative qualities. Investigating the next logical step or incremental advancement on published data is not considered innovative.

The following examples of ways in which research may be innovative, *although not all-inclusive*, are intended to help PIs frame the innovative features of their applications:

- Study concept: Investigation of a novel idea and/or research question that could have a significant impact on Lyme disease and/or other tick-borne diseases.

- Novel research method or technology: Development or use of novel research methods or new technologies to address a research question in Lyme disease and/or other tick-borne diseases.
- Existing method or technology: Application or adaptation of existing methods or technologies for novel research or clinical purposes, or for research or clinical purposes that differ fundamentally from those originally intended.
- **Attachment 7: Impact Statement (one-page limit):** Upload as “Impact.pdf.”
  - Explain how the proposed project addresses a critical problem in Lyme disease and/or other tick-borne diseases and will impact the FY17 TBDRP Focus Area(s) being addressed.
  - Describe how the proposed work will contribute to advances in Lyme disease and/or other tick-borne diseases research, patient care, and/or quality of life for military Service members and the American public.
- **Attachment 8: Relevance Statement (one-page limit):** Upload as “Relevance.pdf.” *The Relevance Statement will be evaluated by the FY17 TBDRP Programmatic Panel during programmatic review only.*
  - Focus Areas: Describe how the proposed research is relevant to at least one of the FY17 TBDRP Focus Areas in a way that is consistent with the program’s vision and mission.
  - Public Health Burden: Describe the burden of illness for the disease(s) to be studied, including information on mortality, morbidity, and economic impact. Describe how the proposed research will reduce the burden of Lyme disease and/or other tick-borne illnesses and their effect on public health.
  - Military Relevance: Describe how the proposed research is relevant to the healthcare needs and welfare of military Service members, Veterans, and their families in a way that is consistent with the program’s goals.
- **Attachment 9: Eligibility Statement (only applicable and required for applications submitted under the New Investigator category; one-page limit):** Upload as “Eligibility.pdf.”
  - Use the Eligibility Statement Template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements, described in [Section II.C, Eligibility Information](#), will be met by the application submission deadline.
- **Attachment 10: 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 (six-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 (six-page limit each): Upload as “Biosketch\_LastName.pdf.”
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”

**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 10. (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 **2** years.

The anticipated direct costs budgeted for the entire period of performance will not exceed **\$250,000**. 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 **\$250,000** 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.

The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **2** years.

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

- Salary
- Research supplies
- Research-related subject costs
- Clinical research costs
- Support for multidisciplinary collaborations, including travel
- Travel costs for up to one investigator to travel to one scientific/technical meeting per year

Must not be requested for:

- 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 \$1.2M of the \$5M FY17 TBDRP appropriation to fund approximately three Idea 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 of equal importance:

- **Innovation**
  - To what degree the proposed research is innovative in one or more of the following ways: Concept or question, research methods or technologies, adaptations of existing methods or technologies, or other ways.
  - How the proposed research represents more than an incremental advance upon published data.
- **Impact**
  - If successful, to what extent the proposed project will address a critical problem and contribute to advances in Lyme disease and/or other tick-borne diseases research, patient care, and/or quality of life for military Service members and the American public, including the impact on the FY17 TBDRP Focus Area(s) being addressed.
- **Research Strategy and Feasibility**
  - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, relevant preliminary data (if available), and inferential reasoning.
  - How well the hypotheses or objectives, aims, experimental design, methods, and analyses (and, if applicable, the statistical plan, rationale for the statistical methodology, and power analysis) are developed.
  - How well studies are designed to achieve reproducible and rigorous results.

- If human subjects or human anatomical samples will be used, how well the plan for the recruitment of subjects or the acquisition of samples is justified and appropriate to accomplish the proposed work.
  - If cell lines or animals will be used, how well the proposed cell line(s) or animal model(s) are justified and how well the study (or studies) is designed to achieve the objectives, including the choice of endpoints/outcome measures to be used.
  - If applicable, whether data will be appropriately reported and documented to support a regulatory filing with the FDA.
  - How well the PI acknowledges potential problems and addresses alternative approaches.
- **Personnel**
    - To what degree the research team's background is appropriate with respect to its ability to perform the proposed work, including whether there is evidence of sufficient clinical and/or statistical expertise (as applicable).
    - To what degree the levels of effort by the PI and other key personnel are appropriate for successful conduct of the proposed work.
    - *New Investigator (if applicable):*
      - How the PI's record of accomplishment demonstrates his/her potential for contributing to the tick-borne diseases research field and completing the proposed work.
      - If applicable, how well the proposed contributions of the collaborator(s) will complement the New Investigator's ability to perform the proposed work in Lyme disease and/or other tick-borne diseases research.

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

- **Budget**
  - Whether the maximum **direct** costs are equal to or less than the allowable maximum direct costs as published in the Program Announcement.
  - 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.

- **Environment**

- To what extent the scientific environment is appropriate for the proposed research project.
- How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
- To what extent the quality and level of institutional support are appropriate for the proposed research project.
- If applicable, to what degree the intellectual and material property plan is appropriate.

### **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 TBDRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Programmatic relevance in relation to the FY17 TBDRP Focus Areas
  - Relative innovation
  - Public health burden, which includes burden on military Service members
  - Program portfolio balance

### **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 TBDRP, 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**

Unless otherwise restricted, changes in PI will be allowed at the discretion of the USAMRAA Grants Officer, provided that the intent of the award mechanism is met. 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**

Quarterly progress reports with quad charts, annual progress reports, as well as a final progress report will be required.

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

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 are 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 are available in Section 34 of the [February 2017 USAMRAA General Research Terms and Conditions with For-Profit Organizations](#).

## **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](mailto: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](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 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 20170516b. The Program Announcement numeric version code will match the General Applications Instructions version code 20170516.

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

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.

### **II.H.2.b. Modification**

- Pages exceeding the specific limits will be removed prior to review for all documents other than the Preproposal Narrative and 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 TBDRP 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 TBDRP Programmatic Panel members can be found at <http://cdmrp.army.mil/tbdrp/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 to extramural collaborators.
- Submission of the same research project to different Funding Opportunities within the same program and fiscal year.
- A clinical trial is proposed.
- The PI does not meet the eligibility criteria.

#### **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 <b>(Extramural submissions only)</b>	Complete form as instructed.	
Summary (Tab 1) and Application Contacts (Tab 2) <b>(Intramural submissions only)</b>	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."	
	Innovation Statement: Upload as Attachment 6 with file name "Innovation.pdf."	
	Impact Statement: Upload as Attachment 7 with file name "Impact.pdf."	
	Relevance Statement: Upload as Attachment 8 with file name "Relevance.pdf."	
	Eligibility Statement: Upload as Attachment 9 with the file name: "Eligibility.pdf," if applicable.	
	DoD Military Budget Form(s): Upload as Attachment 10 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.	

Application Components	Action	Completed
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, if applicable	Complete form as instructed.	

## APPENDIX 1: ACRONYM LIST

ACURO	Animal Care and Use Review Office
ARRIVE	Animal Research: Reporting <i>In Vivo</i> Experiments
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
COI	Conflict of Interest
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
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FDA	U.S. Food and Drug Administration
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
M	Million
MIPR	Military Interdepartmental Purchase Request
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PDF	Portable Document Format
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
RM	Resource Manager
SAM	System for Award Management
SOW	Statement of Work
TBDRP	Tick-Borne Disease Research Program
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code
VA	Department of Veterans Affairs