

I. OVERVIEW OF THE FUNDING OPPORTUNITY

Program Announcement for the Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Innovator Award

Announcement Type: Modified

Funding Opportunity Number: W81XWH-18-BCRP-INNOV

**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), May 15, 2018
- **Invitation to Submit an Application:** June 18, 2018
- **Application Submission Deadline:** 11:59 p.m. ET, August 14, 2018
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, August 17, 2018
- **End of Application Verification Period:** 5:00 p.m. ET, August 17, 2018
- **Peer Review:** October 2018
- **Programmatic Review, Stage 1:** December 2018
- **Invitation for Oral Presentation:** December 2018
- **Programmatic Review, Stage 2:** January 2019

This Program Announcement must be read in conjunction with the General Application Instructions, version 20180329. 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.”

TABLE OF CONTENTS

I. OVERVIEW OF THE FUNDING OPPORTUNITY.....	1
II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY.....	3
II.A. Program Description.....	3
II.A.1. The Breast Cancer Landscape	3
II.A.2. FY18 Overarching Challenges	3
II.B. Award Information	4
II.C. Eligibility Information.....	6
II.C.1. Eligible Applicants	6
II.C.2. Cost Sharing.....	7
II.C.3. Other	7
II.D. Application and Submission Information.....	8
II.D.1. Address to Request Application Package	8
II.D.2. Content and Form of the Application Submission	8
II.D.3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)	22
II.D.4. Submission Dates and Times.....	22
II.D.5. Funding Restrictions.....	23
II.D.6. Other Submission Requirements	24
II.E. Application Review Information	24
II.E.1. Criteria	24
II.E.2. Application Review and Selection Process.....	26
II.E.3. Integrity and Performance Information.....	27
II.E.4. Anticipated Announcement and Federal Award Dates.....	27
II.F. Federal Award Administration Information	27
II.F.1. Federal Award Notices.....	27
II.F.2. Administrative and National Policy Requirements.....	28
II.F.3. Reporting.....	29
II.G. Federal Awarding Agency Contacts.....	29
II.G.1. CDMRP Help Desk	29
II.G.2. Grants.gov Contact Center	30
II.H. Other Information.....	30
II.H.1. Program Announcement and General Application Instructions Versions.....	30
II.H.2. Administrative Actions.....	30
II.H.3. Application Submission Checklist	33
APPENDIX 1: ACRONYM LIST	35

II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

New for 2018: Application submission by extramural organizations through Grants.gov requires use of the Workspace interface, which separates the application package into individual forms. Applicants must create a Workspace in Grants.gov, complete the required forms, and submit their application Workspace package.

II.A. Program Description

Applications to the Fiscal Year 2018 (FY18) Breast Cancer Research Program (BCRP) 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 BCRP was initiated in FY92 to support innovative, high-impact research focused on ending breast cancer. Appropriations for the BCRP from FY92 through FY17 totaled \$3.3 billion. The FY18 appropriation is \$130 million (M).

The BCRP challenges the scientific community to design research that will address the urgency of ending breast cancer. Specifically, the BCRP seeks to accelerate high-impact research with clinical relevance, encourage innovation and stimulate creativity, and facilitate productive collaborations.

II.A.1. The Breast Cancer Landscape

The BCRP has prepared a brief overview, *The Breast Cancer Landscape*, that describes what is currently known about the most pertinent topics that are consistent with the BCRP's mission of ending breast cancer. Applicants are strongly urged to read and consider *The Breast Cancer Landscape* before preparing their applications. *The Breast Cancer Landscape* may be found at http://cdmrp.army.mil/bcrp/pdfs/bc_landscape.pdf.

II.A.2. FY18 Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's mission to end breast cancer, all FY18 BCRP Innovator Award applications must address at least one of the following overarching challenges. Alternatively, with adequate justification, applications may identify and address another overarching challenge related to the breast cancer landscape. Justification must be provided in the application.

- Prevent breast cancer (primary prevention)
- Identify determinants of breast cancer initiation, risk, or susceptibility

- Distinguish deadly from non-deadly breast cancers
- Conquer the problems of overdiagnosis and overtreatment
- Identify what drives breast cancer growth; determine how to stop it
- Identify why some breast cancers become metastatic
- Determine why/how breast cancer cells lie dormant for years and then re-emerge; determine how to prevent lethal recurrence
- Revolutionize treatment regimens by replacing them with ones that are more effective, less toxic, and impact survival
- Eliminate the mortality associated with metastatic breast cancer

II.B. Award Information

The Innovator Award supports *visionary individuals* who have demonstrated exceptional creativity, innovative work, and paradigm-shifting leadership in any field including, but not limited to, breast cancer. The Innovator Award will provide these individuals with the funding and freedom to pursue their most novel, visionary, high-risk ideas that could accelerate progress to ending breast cancer.

Because the intent of the Innovator Award mechanism is to recognize these remarkably creative and innovative visionary individuals, rather than projects, the central feature of the award is the innovative contribution that the Principal Investigator (PI) can make toward ending breast cancer. The PI should have a record of challenging the status quo, shifting paradigms by changing a field of research or approach to patient care, exhibiting high levels of creativity, and demonstrating promise for continued innovation in future work. These rare individuals will be able to articulate a vision for ending breast cancer that challenges current dogma and demonstrates an ability to look beyond tradition and convention. The PI is also expected to be established in his/her field and have demonstrated success at forming and leading effective partnerships and collaborations. To further the development of innovative individuals and spark the generation of novel ideas, applications are required to incorporate the mentoring of promising junior investigators.

Experience in breast cancer research is not required; however, the application must focus on breast cancer, and the PI must maintain a 50% dedication of his/her full-time professional effort during the award period to breast cancer research. This professional effort in breast cancer research can be through a combination of this award and other current support. Individuals from other disciplines who will apply novel concepts to breast cancer are encouraged to submit.

The PI is expected to assemble a research team that will provide the necessary expertise and collaborative efforts toward accomplishing the research goals. The PI's research team must include two or more breast cancer consumer advocates. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer and are actively

involved in a breast cancer advocacy organization. Their role should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. The consumer advocates should have a high level of knowledge of current breast cancer issues and the necessary background or training in breast cancer research to contribute to the project. Their role should be focused on providing objective input on the research and its potential impact for individuals with, or at risk for, breast cancer.

The proposed research must be relevant to active duty Service members, Veterans, military beneficiaries, and/or the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY18 BCRP Innovator Award will not exceed **\$5M**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

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 the Department of Defense (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) and the award will identify the specific substantial involvement. 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.

Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers: All 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.

A clinical trial is defined as a prospective accrual of patients (human subjects) in whom an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested 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.

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.

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, 2019. 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 academic institutions, biotechnology companies, foundations, Government, and research institutes.

Intramural DoD Organization: A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center.

Note: Applications from an intramural DoD organization or from an extramural 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

PIs must be at or above the level of Associate Professor (or equivalent).

Previous recipients of the BCRP Innovator Award are ineligible.

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

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 BCRP Innovator Award pre-application as a PI under this Program Announcement.

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 funding cycle is prohibited and will result in administrative withdrawal of the duplicative application(s).

Extramural Submission is defined as an application submitted by an organization to Grants.gov.

Intramural DoD Submission is defined as an application submitted by a DoD organization to eBRAP.

II.D.1. Address to Request Application Package

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.

Extramural Submissions: Pre-application content and forms must be accessed and submitted at eBRAP.org. Full application packages must be accessed and submitted at Grants.gov.

Intramural DoD Submissions: Pre-application content and forms and full application packages must be accessed and submitted 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/>).

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 a Grants.gov Workspace. 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. Applications from extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

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.

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 full 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 submission 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 is required 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 will delay 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 to request a change in designation.

All pre-application components must be submitted by the 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.

PIs with an ORCID identifier should enter that information in the appropriate field in the “My Profile” tab in the “Account Information” section of eBRAP.

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**

Submission of application information includes assignment of primary and secondary research classification codes, which may be found at <https://ebrap.org/eBRAP/public/Program.htm>. Note that the codes have recently been revised. Applicants are strongly encouraged to review and confirm the codes prior to making their selection.

- **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 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), and click on “Add Organizations to this Pre-application.” The organization(s) 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.

[FY18 BCRP 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 FY18, 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**

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: Provide responses in the appropriate data fields for the following:

- Describe how your unique qualifications and accomplishments demonstrate that you are a visionary in your field. (2,000-character limit)
- Describe your past record of challenging the status quo and shifting paradigms by changing a field of research or approach to patient care. (2,000-character limit)
- Describe the future creativity and innovation that your proposed work will have in the field of breast cancer. (1,000-character limit)
- Describe how you have demonstrated strong leadership skills. (1,000-character limit)
- What BCRP overarching challenge(s) will the proposed research address? If “other,” state the overarching challenge and provide justification within the context of the [breast cancer landscape](#). (200-character limit)

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:

- **PI Biographical Sketch (no page limit):** The biographical sketch should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.
- **List of Individuals Providing Confidential Letters of Recommendation:** Enter contact information for three individuals who will provide letters of recommendation. Each individual listed will receive an email generated from eBRAP containing specific instructions on how and when to upload his/her letter.

- **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

Pre-applications will be reviewed by the BCRP Programmatic Panel, a group composed of scientists, clinicians, and consumers. PIs whose qualifications meet the intent of the award mechanism will be invited to submit applications. To determine the technical merits of the pre-application and the relevance to the mission of the DHP and the BCRP, pre-applications will be screened based on the following criteria:

- The PI's accomplishments as a visionary in his/her field
- The PI's record of challenging the status quo and shifting paradigms by changing a field of research or approach to patient care
- The PI's potential for future innovation, especially in the field of breast cancer research
- The PI's past demonstration of leadership skills

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 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.

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. For the Innovator Award, additional application components are also required and should be submitted as directed in the [Additional Application Components](#) section.

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

Extramural organizations must submit full applications through Grants.gov. Applicants must create a Grants.gov Workspace for submission, which allows the application components to be completed online and routed through the applicant organization for review prior to submission.

Applicants may choose to download and save individual PDF forms rather than filling out webforms in the Workspace. A compatible version of Adobe Reader **must** be used to view, complete, and submit an application package consisting of PDF forms. If more than one person is entering text into an application package, the **same version** of Adobe Reader software should be used by each person. Check the version number of the Adobe software on each user’s computer to make sure the versions match. Using different versions of Adobe Reader may cause submission and/or save errors – even if each version is individually compatible with Grants.gov. Refer to the General Application Instructions, Section III, and the “Apply For Grants” page of Grants.gov (<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>) for further information about the Grants.gov Workspace submission process. 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-18-BCRP-INNOV from Grants.gov (http://www.grants.gov) and create a Grants.gov Workspace. The Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-18-BCRP-INNOV from eBRAP (https://ebrap.org).
Full Application Package Components	
SF424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1, for detailed information.	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.
Descriptions of each required file can be found under Full Application Submission Components: <ul style="list-style-type: none"> • Attachments • Research & Related Personal Data • 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) • Additional Application Components 	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: <ul style="list-style-type: none"> • Attachments • Key Personnel • Budget • Performance Sites • Other 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.

Extramural Submissions	Intramural DoD Submissions
Application Package Submission	
<p>Create a Grants.gov Workspace. Add participants (investigators and Business Officials) to the Workspace, complete all required forms, and check for errors before submission.</p> <p>Submit a Grants.gov Workspace Package. An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package at least 24-48 hours prior to the close date to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p>Note: If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.</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/Task Area Manager or equivalent Business Official by email.</p>
<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/Task Area Manager or equivalent Business Official and PI will receive 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. Your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>
Further Information	
<p>Tracking a Grants.gov Workspace. After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

Extramural Submissions	Intramural DoD Submissions
number will be listed on the “Confirmation” page that is generated after submission. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.	

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. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before 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 Form:

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 have 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 (six-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.

The Project Narrative should clearly state your *vision for ending breast cancer* and *why you, the PI, should be considered for this unique award*. The following items should be addressed specifically.

- **Current Status of Breast Cancer:** Describe your views of the major problems/barriers in breast cancer that must be solved or overcome to accelerate progress to end breast cancer. Include in your description the major challenges in breast cancer beyond your specific research area.
- **Vision of the Future of Breast Cancer:** Explain your vision of the future of breast cancer. Describe what you foresee as the critical approaches that will most likely produce breakthrough thinking and discoveries to ultimately solve or overcome the major problems/barriers and accelerate progress to end breast cancer. Describe how your vision challenges the status quo, shifts paradigms, or why it is different than current approaches.
- **Research Ideas:** State explicitly which BCRP overarching challenge(s) your research will address. If addressing another overarching challenge related to the breast cancer landscape, provide justification. Summarize key examples of specific innovative ideas that you envision pursuing with the funding from this award. Explain why/how your ideas may challenge current assumptions and have a significant impact toward ending breast cancer. Describe what you hope to accomplish during the award period. This should not be a description of research methodology.
- **Commitment:** Describe the effort you will commit to this award and explain how you will devote at least 50% effort to breast cancer research during the award period. Explain specifically how you, as an innovator and leader, will mentor promising junior investigators.
- **Qualifications for This Award:** Explain how you are qualified to receive this award. Give examples of breakthrough creative thinking and leadership skills that demonstrate your abilities as an innovator. Describe your record of challenging the status quo and shifting paradigms by changing a field of research or approach to patient care. Describe your success at forming and leading effective partnerships and collaborations, and as a thought-leader in your field. Describe how your achievements reflect your capabilities as an innovator.
- **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.

There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested or viewed as an extension of the Project Narrative 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.
- Consumer Advocate Letter of Commitment: Provide a letter signed by each consumer advocate confirming her/his commitment to participate in the proposed project.

- 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.

Not required at this time. Leave Attachment 3 space blank.

- **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.

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

- **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 Innovator 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.

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 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: Research Team Statement (one-page limit):** Upload as “Team.pdf.”

Describe how you and your research team’s combined backgrounds and breast cancer-related expertise will contribute to accomplishing the research goals. Provide the names of the consumer advocates and their affiliation with a breast cancer advocacy organization(s). Describe how the consumer advocates’ knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the proposed research. Explain how the consumer advocates will be integrated into the planning, design, implementation, and evaluation of the research.

- **Attachment 7: Representations** (Extramural Submissions only): Upload as “MandatoryReps.pdf”. All extramural applicants must complete and submit the Required Representations available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information see the General Application Instructions, Appendix 5, Section B, Representations.

- **Attachment 8: DoD Military Budget Form(s), if applicable:** Upload as “MFBudget.pdf.” If a military facility (Military Health System facility, research laboratory, medical 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**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 U.S.C. A§1681 et seq.), the DoD is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in science, technology, engineering, or mathematics disciplines. To enable this assessment, each application must include the following forms completed as indicated.

Research & Related Personal Data: 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.

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 (no 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 PDF format 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 biographical sketches for team members, including consumer advocates.

- 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.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

Intramural DoD Collaborator(s): Complete the DoD Military Budget Form and upload to Grants.gov attachment form as Attachment 8. (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.

Additional Application Components

In addition to the complete application package, Innovator Award applications also require the following components:

- **Three Confidential Letters of Recommendations**

Submission of *three confidential letters of recommendation* from the three individuals named during the pre-application process is required. The three letters of recommendation should be written on letterhead, signed, and uploaded as PDF files to eBRAP by 5:00 p.m. ET on the application verification deadline. The PI should monitor whether the letters have been received in eBRAP by viewing the status in the “Pre-Application Files” tab of the pre-application; however, the PI will not be able to view these letters. If confidential letters of recommendation cannot be submitted by any of the individuals named in the pre-application, the PI should contact the CDMRP Help Desk at help@eBRAP.org or 301-682-5507.

Each letter should describe the PI’s unique qualifications and accomplishments that highlight his/her potential for success in pursuing highly innovative research avenues. Specifically, each letter should offer the writer’s perspective on the PI’s:

- Creative and original accomplishments
- Visionary and leadership qualities
- Success at forming and leading partnerships and collaborations
- Likelihood of innovation and productivity in breast cancer

- **Oral Presentation:** PIs whose applications are selected for Programmatic Review, Stage 2, will be required to give an oral presentation that will be held in the National Capital Region in January 2019 (for review criteria, see [Section II.E.1.b, Programmatic Review](#)).

Each presentation will include a 10-minute talk by the PI, followed by a 20- to 30-minute question-and-answer session with Programmatic Panel members. The following questions will be the topics for discussion during the PI’s talk and the question-and-answer session. PIs who are selected must prepare a presentation consisting of no more than four slides that specifically address these questions:

- What conceptual or intellectual barriers do you consider the most urgent to overcome in order to end breast cancer?

- How will your vision for breast cancer challenge current dogma and look beyond tradition and convention?
- Without addressing any specifics of the project, how do you envision your research contributing to the next leap forward toward ending breast cancer?
- How will you use your leadership skills to form partnerships and collaborations that will make an impact on breast cancer within your research efforts, as well as beyond?

II.D.3. Dun and Bradstreet Data 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 at 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

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.

Extramural Submission: 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, ***with the exception of the Project Narrative and Budget Form,*** may be modified.

Intramural DoD Submission: After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and PI(s) will receive email notification of the status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, ***with the exception of the Project Narrative and Budget Form***, may be modified. The Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.

For All Submissions: Verify that subaward budget(s) with budget justification are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

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 **\$5M**. 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 **\$5M** 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 attendance at a DoD-required meeting in Years 1 and 3. For planning purposes, it should be assumed that the meeting will be held in the National Capital Area. These travel costs are in addition to those allowed for annual scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Clinical research costs
- Support for multidisciplinary collaborations, including travel
- Travel costs for up to three investigators to travel to one scientific/technical meeting per year in addition to the required meeting described above.

Awards made to extramural organizations 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. 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 \$8M of the \$130M FY18 BCRP appropriation to fund approximately one Innovator Award application, 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.

Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. The time is considered when establishing the award's period of performance. It is anticipated that awards made from this funding opportunity will be funded with FY18 funds, which will expire for use on September 30, 2024.

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:

- **Principal Investigator**
 - How the PI has demonstrated a past record of creativity and abilities as an innovator.
 - To what degree the PI's record demonstrates that he/she has challenged the status quo and shifted paradigms by changing a field of research or approach to patient care.
 - How the PI's record of accomplishment demonstrates leadership in his/her field and outstanding qualifications as an independent and visionary scholar/investigator.

- **Research Ideas**

- How the PI's proposed research ideas challenge current assumptions and reflect original and innovative thinking that is not hindered by convention.
- How well the PI communicates a clear plan of what he/she hopes to accomplish during the award period.
- How the proposed ideas have significant potential to accelerate progress toward ending breast cancer.
- How the PI's research ideas could lead to a solution for an overarching challenge in breast cancer.

- **Research Team and Commitment**

- How the combined expertise and efforts of the PI and research team will contribute to addressing the research ideas.
- Whether two or more consumer advocates are named in the application and meet the criteria according to the Program Announcement.
- How well the consumer advocates are integrated into the planning, design, implementation, and evaluation of the research.
- How the PI's committed effort is appropriate to this award.
- How the PI will devote at least 50% effort to breast cancer research during the award period.
- Whether the PI will mentor promising junior investigators.
- If applicable, to what degree the intellectual and material property plan is appropriate.

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

- **Budget**

- Whether the **direct** maximum costs are equal to or less than the allowable direct maximum 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.

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 FY18 BCRP, as evidenced by the following:

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

- Relative innovation
- Adherence to the intent of the award mechanism

Stage 2 (Oral Presentation): During the second stage of programmatic review, the following criteria will be used:

- Understanding of barriers in breast cancer
- Articulation of a realistic vision with a high potential to impact breast cancer
- Leadership capabilities to form partnerships and collaborations that will impact breast cancer

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 BCRP, 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 and

approval 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 and approval 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 organization may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about the organization 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, 2019. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

After email notification of application review results through 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 document.

Federal 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 Manager/Task Area Manager/Comptroller or equivalent Business Official.

After email notification of application review results through 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. PI Changes and 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.

The organization transfer of an award supporting a clinical trial is strongly discouraged and in most cases will not be allowed. Approval of a transfer request will be on a case-by-case basis 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

Attendance at a DoD meeting is required in Years 1 and 3 as specified in [Section II.D.5. Funding Restrictions](#).

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 with Institutions of Higher Education, Hospitals, and Non-Profit Organizations](#): Addendum to the DoD R&D Terms and Conditions 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. *If there are technical reporting requirement delinquencies for any existing USAMRAA-sponsored awards at the applicant organization, no new awards will be issued to the applicant organization until all delinquent reports have been submitted.*

Annual progress reports as well as a final progress report will be required.

In certain circumstances, the award Terms & Conditions will identify that quarterly technical progress reports are required.

Award Chart: An Award Chart will be required within 20 business days after award. For the Innovator Award, use the format example titled, “Award Charts,” available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>).

Award Expiration Transition Plan: An Award Expiration Transition Plan (Transition Plan) must be submitted with the final progress report. Use the one-page template titled “Award Expiration Transition Plan,” available on the on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). The Award Expiration Transition Plan must outline if and how the research supported by this award will progress and must 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 (see General Application Instructions, Section III.A.4).

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 20180329a. The Program Announcement numeric version code will match the General Applications Instructions version code 20180329.

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.
- More than one pre-application is received from the same PI. Only the first pre-application received will be accepted; additional pre-applications will be administratively rejected.
- PI biographical sketch 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 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 FY18 BCRP 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 FY18 BCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/bcrp/panels/panels18>.*
- 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 FY18, 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 or approval 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 funding cycle.
- An application for which the PI does not meet the eligibility criteria will be withdrawn.
- Two consumer advocates are not included on the research team as required by this Program Announcement.

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: Not required; leave Attachment 3 blank.	
	Lay Abstract: Not required; leave Attachment 4 blank.	
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	Research Team Statement: Upload as Attachment 6 with file name "Team.pdf."	
	Representations (Extramural Submissions only): Upload as Attachment 7 with file name "MandatoryReps.pdf."	
	DoD Military Budget Form(s): Upload as Attachment 8 with file name "MFBudget.pdf," if applicable.	
Research & Related Personal Data	Complete form as instructed.	
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.	

Application Components	Action	Completed
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.	
Additional Application Components	Action	Completed
Three Confidential Letters of Recommendation	Confirm upload to eBRAP.	
Oral Presentation	Confirm ability to give an oral presentation in the National Capital Region in January 2019 (if selected for Stage 2).	

APPENDIX 1: ACRONYM LIST

ACURO	Animal Care and Use Review Office
BCRP	Breast Cancer Research Program
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
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
ORP	Office of Research Protections
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
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