

# **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**

**Breakthrough Award Level 4**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-19-BCRP-BTA4**

**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), March 12, 2019
- **Invitation to Submit an Application:** April 17, 2019
- **Application Submission Deadline:** 11:59 p.m. ET, June 13, 2019
- **End of Application Verification Period:** 5:00 p.m. ET, June 18, 2019
- **Peer Review:** August 2019
- **Programmatic Review, Stage 1:** October 2019
- **Invitation for Oral Presentation:** October 2019
- **Programmatic Review, Stage 2:** November 2019

*This Program Announcement must be read in conjunction with the General Application Instructions, version 20181120. The General Application 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 2019 (FY19) 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, with a mission of ending breast cancer for Service members, Veterans, and the general public. Appropriations for the BCRP from FY92 through FY18 totaled \$3.43 billion. The FY19 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 <https://cdmrp.army.mil/bcrp/pdfs/Breast%20Cancer%20Landscape.pdf>.

#### II.A.2. FY19 Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's mission, all FY19 BCRP Breakthrough Award Level 4 applications must address at least one of the following overarching challenges unless adequate justification for exception is provided.\*

- 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

\*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.

## II.B. Award Information

The intent of the Breakthrough Award is to support promising research that has high potential to lead to or make breakthroughs in breast cancer. The critical components of this award mechanism are:

**Impact:** Research supported by the Breakthrough Award will have the potential for a major impact and accelerate progress toward ending breast cancer. The impact may be near-term or long-term, but must move beyond a minor advancement and have the potential to lead to a new approach that is fundamentally better than interventions already approved or in clinical development. Applications are expected to identify the breast cancer patients or at-risk individuals who would ultimately benefit from the proposed research.

**Research Scope:** The Breakthrough Award is structured with four different funding levels. The levels are designed to support major (but not all) stages of research that will lead to clinical application. Each level has a defined research scope. It is the responsibility of the Principal Investigator (PI) to select the level that aligns with the scope of the proposed research. The funding level should be selected based on the research scope defined in the Program Announcement, and not on the amount of the budget. An application that does not meet the intent of the funding level selected will not be recommended for funding, even if it might meet the intent of a different funding level.

The current Program Announcement discusses the Breakthrough Award Level 4. Funding Levels 1, 2, and 3 are available under other Program Announcements (W81XWH-19-BCRP-BTA12 for Levels 1 and 2 and W81XWH-19-BCRP-BTA3 for Level 3). The PI is strongly encouraged to review the research scopes defined under each funding level as described in the corresponding Breakthrough Award Program Announcements before submitting the pre-application.

The following are general descriptions, although not all-inclusive, of the scope of research projects that would be appropriate to propose under the current Program Announcement:

**Funding Level 4:** Large-scale projects that will transform and revolutionize the clinical management and/or prevention of breast cancer. Human clinical trials are required. PIs are expected to have experience in successfully leading large-scale projects and demonstrated ability

(through personal experience or via a commitment from a collaborating clinical investigator) to implement a clinical project successfully. Where relevant, applications must demonstrate availability of and access to necessary data, human samples, cohort(s), and/or critical reagents. For proposed research that will require U.S. Food and Drug Administration (FDA) involvement, project readiness requirements at the time of application submission include: proof of availability of and access to clinical reagents (e.g., therapeutics) that meet regulatory compliance guidelines, proof of availability of and access to appropriate subject population(s), validated projections for patient recruitment, and submission of an Investigational New Drug (IND) or Investigational Device Exemption (IDE) application to the FDA, if applicable.

***Funding from this award mechanism must support a clinical trial.*** A clinical trial is defined as a prospective accrual of 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. The term “human subjects” is used in this Program Announcement to refer to individuals who will be recruited for or who will participate in the proposed clinical trial. For more information, a Human Subject Resource Document is provided at <https://ebrap.org/eBRAP/public/Program.htm>. PIs seeking funding for a preclinical research project should consider one of the other FY19 BCRP Program Announcements being offered.

If the proposed clinical trial involves the use of a drug that has not been approved by the FDA for the proposed investigational use, then an IND application to the FDA that meets all requirements under the Code of Federal Regulations, Title 21, Part 312 (21 CFR 312) may be required. It is the responsibility of the applicant to provide evidence from the Institutional Review Board (IRB) of record or the FDA if an IND is not required. If an IND is required, the IND application ***must be submitted to the FDA by the BCRP Breakthrough Award Level 4 application submission deadline.*** The IND should be specific for the product (i.e., the product should not represent a derivative or alternate version of the investigational agent described in the IND application) and indication to be tested in the proposed clinical trial. For more information on IND applications, the FDA has provided guidance at <https://www.fda.gov/drugs/developmentapprovalprocess/howdrugsaredevelopedandapproved/appraisalapplications/investigationalnewdrugindapplication/default.htm>.

If the investigational product is a device, then an IDE application to the FDA that meets all requirements under 21 CFR 812 may be required. It is the responsibility of the applicant to provide evidence from the IRB of record or the FDA if an IDE is not required, or if the device qualifies for an abbreviated IDE. If an IDE is required, the IDE application ***must be submitted to the FDA by the BCRP Breakthrough Award Level 4 application submission deadline.*** The IDE should be specific for the device (i.e., should not represent a derivative or modified version of the device described in the IDE application) and indication to be tested in the proposed clinical trial.

If the clinical trial of an investigational product will be conducted at international sites, evidence that an application to the relevant national regulatory agency of the host country(ies) ***has been submitted by the BCRP Breakthrough Award Level 4 application submission deadline*** is required.

Refer to [Attachment 10, Regulatory Strategy](#), for additional details on documentation of FDA applications. The Government reserves the right to withdraw funding if an IND or IDE application and/or international regulatory application is necessary but has not been submitted prior to the application submission deadline.

**Recruitment Milestones:** The application must indicate the quarterly enrollment targets across all sites in [Attachment 4: Statement of Work \(SOW\)](#). Successful applicants will work with USAMRAA to establish milestones for human subject recruitment. Continued support for the project will be based upon satisfactory progress in meeting the established milestones.

**Note:** An *invited* oral presentation is a requirement for application review of Funding Level 4 projects, as described in [Section II.D, Full Application Submission Content](#).

**Partnering PI Option:** The Breakthrough Award encourages applications that include meaningful and productive collaborations between investigators. The Partnering PI Option is structured to accommodate two PIs, referred to as the Initiating PI and the Partnering PI, each of whom will be funded with a separate award. There are different submission requirements for the Initiating and Partnering PIs' applications; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, SOW, and other required components. The PIs may have expertise in similar or disparate scientific disciplines, but each PI is expected to bring distinct contributions to the application. New collaborations are encouraged, but not required. The application is expected to describe how the PIs' combined expertise will better address the research question and explain why the work should be done together rather than through separate efforts. *To meet the intent of the Partnering PI Option, applicants are discouraged from being named as a Partnering PI on multiple Breakthrough Award Level 4 applications unless they are clearly addressing distinct research questions.*

**Personnel:** Applications are expected to include an appropriate and robust research team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.

**Consumer Advocates:** Applications are required to include consumer advocate involvement. The research team must include two or more breast cancer consumer advocates, who will be integral throughout the planning and implementation of the research project. Consumer advocates should be involved in the development of the research question, project design, oversight, recruitment, and evaluation, as well as other significant aspects of the proposed project. Interactions with other team members should be well integrated and ongoing, not limited to attending seminars and semi-annual meetings. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer, and they should be active in a breast cancer advocacy organization. Their role in the project should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. 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 consumer advocates should have a high level of knowledge of current breast cancer issues and the appropriate background or training in breast cancer research to contribute to the project.

The following are important aspects of the BCRP Breakthrough Award Level 4, in addition to the items outlined above:

- Inclusion of preliminary data relevant to the proposed clinical trial is required.
- The proposed clinical trial must be based on sound scientific rationale that is established through logical reasoning and critical review and analysis of the literature.
- The application should describe the planned indication for the product label, if appropriate, and include an outline of the product development plan required to support that indication.
- The application should discuss how accrual goals will be achieved and how standards of care may impact the study population.
- The application should demonstrate documented availability of and access to the drug/compound, device, and/or other materials needed, as appropriate, for the proposed duration of the study. The quality and stability of the product should be documented and commensurate with current FDA manufacturing standards applicable to the type and phase of product being developed (i.e., Quality System Regulation, Good Manufacturing Practice [GMP] guidelines).
- The application should reflect the study team's experience interacting with the FDA, including previous FDA submissions, if applicable.
- The proposed clinical trial design should include clearly defined objectives and appropriate endpoints/outcome measures, and comply with current Good Clinical Practice (GCP) guidelines.
- The application should include a clearly articulated statistical analysis plan, appropriate statistical expertise on the research team, and a power analysis reflecting sample size projections that will answer the objectives of the study.
- The application should include a clearly articulated data management plan and use of an appropriate database to safeguard and maintain the integrity of the data. If FDA-regulated, the trial must use a 21 CFR 11-compliant database and appropriate data standards. For more on data standards, see <https://www.fda.gov/downloads/Drugs/DevelopmentApprovalProcess/FormsSubmissionRequirements/ElectronicSubmissions/UCM511237.pdf>.
- The application should include a clearly articulated safety management plan outlining how safety pharmacovigilance will be conducted, as applicable.
- The application should include a clearly articulated clinical monitoring plan outlining how the study will be monitored for GCP compliance.
- The application should include a study coordinator(s) who will guide the clinical protocol through the local IRB of record and other Federal agency regulatory approval processes, coordinate activities from all sites participating in the trial, and coordinate participant accrual.

- The application should include a Transition Plan (including potential funding and resources) showing how the product will progress to the next clinical trial phase and/or delivery to the market after the successful completion of the FY19 BCRP Breakthrough Award Level 4.
- The application should clearly demonstrate strong institutional support and, if applicable, a commitment to serve as the FDA regulatory sponsor, ensuring all sponsor responsibilities described in 21 CFR 312, Subpart D, are fulfilled.
- Funded studies are required to register the study in the National Institutes of Health (NIH) clinical trials registry, [www.clinicaltrials.gov](http://www.clinicaltrials.gov), prior to initiation of the study. Refer to the General Application Instructions, Appendix 1, Section C, for further details.

**Relevance to Military Health:** The proposed research must be relevant to the healthcare needs of military Service members, Veterans, military beneficiaries, and/or the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY19 BCRP Breakthrough Award Funding Level 4 (single PI or Partnering PI Option) will not exceed **\$10M**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

*The CDMRP expects to allot approximately \$32M to fund approximately two Breakthrough Award Level 4 applications. Funding of applications received is contingent upon the availability of Federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the Government. 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. It is anticipated that awards made from this FY19 funding opportunity will be funded with FY19 funds, which will expire for use on September 30, 2025.*

Awards will be made no later than September 30, 2020. For additional information, refer to [Section II.F.1, Federal Award Notices](#).

The type 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.

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 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 4 months for HRPO regulatory review and approval processes.*** Additional time for regulatory reviews may be needed for clinical studies taking place in international settings. 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 as a stand-alone study. Submission to HRPO of protocols involving more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol (DoD and non-DoD funded). DoD human subjects protection requirements may be applied to non-DoD funded work and necessitate extensive revisions to the protocol. Applications that involve recruitment of human subjects must indicate the quarterly enrollment targets across all sites in [Attachment 4: Statement of Work \(SOW\)](#). Successful applicants will work with USAMRAA to establish milestones for human subjects recruitment. Continued support for the project will be based upon satisfactory progress in meeting the established milestones. Refer to the General Application Instructions, Appendix 1, Section B, 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.

If the IRB determines that a trial presents greater than minimal risk to human subjects, the DoD requires an independent research monitor with expertise consistent with the nature of risk(s) identified within the research protocol. If applicable, refer to the General Application Instructions, Appendix 1, Section B (Research Monitor Requirement) for more information on study reporting authorities and responsibilities of the research monitor.

**Multi-Institutional Clinical Trials:** If the proposed clinical trial is multi-institutional, plans for the multi-institutional structure governing the research protocol(s) should be outlined in [Attachment 11: Study Personnel and Organization](#). The lead organization responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements. A single IRB/EC pathway is strongly recommended whenever possible. The master protocol and consent form must be reviewed by the HRPO prior to distribution to the additional sites for IRB/EC review. Communication and data transfer among the collaborating institutions, as well as how specimens and/or imaging products obtained during the study will be handled, should be included in the appropriate sections of the application. A separate intellectual and material property plan agreed upon by all participating institutions is also required for multi-institutional clinical trials.

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.

## **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, Federal Government organizations other than the DoD, 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 Government organization may be submitted to Grants.gov through a research foundation.

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

### **II.C.1.b. Principal Investigator**

Independent investigators at all academic levels (or equivalent) are eligible to be named as a PI, Initiating PI, or Partnering PI on an application.

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 <https://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 be named on only one pre-application as a PI or Initiating PI for this Breakthrough Award Level 4 Program Announcement.***

There are no limitations on the number of applications for which an investigator may be named as a Partnering PI. To meet the intent of the Partnering PI Option, investigators are discouraged from being named as a Partnering PI on multiple applications unless they are clearly unique, meaningful collaborations addressing distinct research questions. Invited applications will be required to include a brief description of all the applications in which the PI is named as a PI, Initiating PI, Partnering PI, or collaborator under this Breakthrough Award Level 4 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:*** An application submitted by an organization to Grants.gov.

***Intramural DoD Submission:*** 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](http://eBRAP.org).
- Full application packages must be accessed and submitted at Grants.gov.

### ***Intramural DoD Submissions:***

- Pre-application content and forms must be accessed and submitted at [eBRAP.org](http://eBRAP.org).
- Full application packages must be accessed and submitted at [eBRAP.org](http://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.org](http://eBRAP.org).

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

***Extramural Organization Submissions:*** 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](#).

***Intramural DoD Organization Submissions:*** 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:*** eBRAP allows 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](mailto:help@eBRAP.org) or 301-682-5507 prior to the application submission deadline.

**Partnering PI Option:** The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified of the pre-application submission separately by email. *The Partnering PI must follow the link in the notification email in order to associate his/her full application package with that of the Initiating PI. After following the link, the Partnering PI must verify his/her contact information, organization, and designation as an extramural or intramural submission within eBRAP.* If not previously registered, the Partnering PI must register in eBRAP. A new pre-application based on this research project should not be initiated by the Partnering PI. Applicants are urged to complete these steps as soon as possible. If they are not completed, the Partnering PI will not be able to view and modify his/her application during the verification period in eBRAP. For applications with an intramural Partnering PI, if these steps are not completed, an intramural partner will not be able to submit the Partnering PI's required full application package components to eBRAP.

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

*During the pre-application process, each submission is assigned a unique log number by. 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](mailto:help@eBRAP.org) or 301-682-5507 to request a change in designation.

All pre-application components must be submitted by the PI (single PI) or Initiating PI (Partnering PI Option) 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.

The applicant organization and associated PIs 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](mailto:help@eBRAP.org) or 301-682-5507.

A change in PI or organization after submission of the pre-application may be allowed after review of a submitted written appeal (contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507) and at the discretion of the USAMRAA Grants Officer.

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 Research & Related 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 Research & Related 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.

[FY19 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](mailto:help@eBRAP.org) or 301-682-5507.

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

The PI must enter the name of each consumer advocate on the research team and indicate her/his role in the drop-down list.

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

List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship).

- **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:
  - 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)
  - How will the proposed research lead to a solution for the overarching challenge(s)? (2,000-character limit)
  - How will the proposed research move beyond a minor advancement? How will the proposed research lead to a new approach that is fundamentally better than interventions already approved or in clinical development? (2,000-character limit)
  - Briefly state how the scope of the proposed research is appropriate for Funding Level 4. (500-character limit)
  - What period of performance is requested? (1-4 years)
  - Project Readiness (3,000-character limit): State the clinical intervention, subject population(s), and phase of the clinical trial proposed. Describe a plan for project readiness by the application deadline with respect to availability of and access to clinical reagents (e.g., therapeutics) that meet regulatory compliance guidelines, availability of and access to appropriate subject population(s), and submission of an IND or IDE application to the FDA, if applicable.

A clinical trial is defined as a prospective accrual of human subjects in which an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention or other) is tested for a measureable outcome with respect to safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction.

- **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:
  - One page for additional information that the PI can use, at his/her discretion, to provide supporting data or rationale for the pre-application.
  - If applicable, one page to provide a list of all FY19 BCRP Breakthrough Award Level 4 pre-applications in which the PI is named as a PI or Initiating PI, Partnering PI, or collaborator. Include the CDMRP log number, funding level, role on the

project, project title, specific aims, and a brief description of how each pre-application will address distinct research questions.

*Each individual may submit only one pre-application in which he/she has been named as a PI or Initiating PI. If this submission limit is exceeded, only the first pre-application that was received will be accepted; additional pre-applications will be administratively rejected.*

- **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 pre-applications 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:

- Whether the pre-application addresses at least one overarching challenge that meets the program's goals.
- To what degree the pre-application proposes research that will lead to a solution for the overarching challenge.
- To what degree the pre-application moves beyond a minor advancement and has the potential to lead to a new approach that is fundamentally better than interventions already approved or in clinical development.
- To what degree the requested funding level is appropriate for the scope of the research proposed.
- Whether the pre-application describes a feasible plan for project readiness by the application deadline.

***NOTE: The scope of research proposed in pre-applications in response to this Program Announcement must align with the research scope for Funding Level 4. Funding Levels 1, 2, and 3 are available under different Program Announcements (W81XWH-19-BCRP-BTA12 for Levels 1 and 2 and W81XWH-19-BCRP-BTA3 for Level 3). It is the responsibility of the PI to select the level that aligns with the scope of the proposed research. The funding level should be selected based on the research scope defined in the Program Announcement, and not on the amount of the budget. PIs whose pre-applications are submitted under a funding level that is not deemed appropriate for the scope of research proposed will not be invited to submit an application.***

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

Following the pre-application screening, PIs and Initiating PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated timeframe 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 or Initiating 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 (<https://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 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 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
<b>Application Package Location</b>	
<p>Download application package components for W81XWH-19-BCRP-BTA4 from Grants.gov (<a href="https://www.grants.gov">https://www.grants.gov</a>) and create a Grants.gov Workspace. Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.</p>	<p>Download application package components for W81XWH-19-BCRP-BTA4 from eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</p>
<b>Full Application Package Components</b>	
<p><b>SF424 Research &amp; Related 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.</p> <p><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 Personal Data</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="#">Research &amp; Related Subaward Budget Attachment(s) Form</a> (if applicable)</li> <li>• <a href="#">Additional Application Components</a></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> <li>• <a href="#">Other</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>

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Submission</b>	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p><b>Submit a Grants.gov Workspace Package.</b> 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 <b>at least 24-48 hours prior to the close date</b> to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p><b>Note:</b> 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 <i>prior to</i> the application submission deadline.</p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b></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 next to “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>
<b><u>Application Verification Period</u></b>	
<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 may be modified <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b></p>	<p>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 this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package may be modified <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b> 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>

Extramural Submissions	Intramural DoD Submissions
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b>            After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The 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.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

**Both Extramural and Intramural organizations:** Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. ***The Project Narrative and Research & Related 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.

**Partnering PI Option:** The CDMRP requires separate full application package submissions for the Initiating PI and the Partnering PI, even if the PIs are located within the same organization. Applications for the Initiating and Partnering PIs will each be assigned a unique eBRAP log number. Each full application package must be submitted using the unique eBRAP log number. ***Note: Both associated applications (Initiating PI’s and Partnering PI’s) must be submitted by the full application submission deadline.***

<b>Application Components for the PI or Initiating PI</b>
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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 Research & Related 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 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.

*The Project Narrative is NOT the formal clinical trial protocol. Instead, all essential elements of the proposed clinical trial necessary for scientific review must be included as directed in Attachment 1 (the Project Narrative) and Attachments 7-10 described below. Failure to submit these attachments as part of the application package will result in rejection of the entire application.*

- **Attachment 1: Project Narrative (25-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.

- **Overarching Challenge:** State explicitly which overarching challenge(s) the proposed research will address.
- **Background:** Describe in detail the rationale for the study and include a literature review, preliminary studies, and/or preclinical data that led to the development of the proposed clinical trial. Importantly, describe the studies showing proof of concept and efficacy in in vivo system(s) that led to the current proposed clinical trial. Provide a summary of relevant clinical trials and distinguish how the proposed study differs from other relevant ongoing or recently completed clinical trials. Include a discussion of any current clinical use of the intervention under investigation and/or details of its study in clinical trials for other indications (as applicable). The background section should clearly support the choice of study variables and should explain the basis for the study questions and/or study hypotheses. This section should establish the relevance of the study and explain the applicability of the proposed findings.

If the proposed clinical trial was initiated using other funding prior to this application, explain the history and background of the clinical trial and declare the source of prior

- funding. Specifically identify the portions of the study that would be supported with funds from this award.
- **Objectives/Specific Aims/Hypotheses:** Provide a description of the purpose and objectives of the study with detailed specific aims and hypotheses. This information should agree with the primary aims and associated tasks described in the Statement of Work ([Attachment 4](#)).
  - **Study Design:** Describe the type of study to be performed (e.g., treatment, prevention, diagnostic), the study phase or class (if applicable), and the study model (e.g., single group, parallel, crossover). Outline the proposed methodology in sufficient detail to show a clear course of action.
    - Identify the intervention to be tested and describe the projected outcomes.
    - Define the primary and any secondary or interim endpoints/outcome measures, outline why they were chosen, and describe how and when they will be measured. Include a description of appropriate controls. Outline the timing and procedures planned during the follow-up period.
    - Describe the study population and the inclusion and exclusion criteria that will be used.
    - Describe the methods that will be used to recruit a sample of human subjects from the accessible population (e.g., convenience, simple random, stratified random).
    - Define each arm/study group of the proposed trial, if applicable. Describe the human subject-to-group assignment process (e.g., randomization, block randomization, stratified randomization, age-matched controls, alternating group, or other procedures). Explain the specific actions to accomplish the group assignment (e.g., computer assignment, use of table of random numbers).
    - Outline whether subjects, clinicians, data analysts, and/or others will be blinded during the study. Describe any other measures to be taken to reduce bias.
    - Describe potential problem areas and discuss alternative methods/approaches that may be employed to overcome them. Estimate the potential for subject loss to follow-up, and how such loss will be handled/mitigated.
  - **Statistical Model and Data Analysis Plan:** Describe the statistical model and data analysis plan with respect to the study objectives. Specify the approximate number of human subjects to be enrolled. If multiple study sites are involved, state the approximate number to be enrolled at each site. Include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study. If a subpopulation of a recruited sample population will be used for analysis, complete a statistical analysis to ensure appropriate power can be achieved within the subpopulation study. Ensure sufficient information is provided to allow thorough evaluation of all statistical calculations during review of the application.

- **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 articles 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 including, but not limited to:
  - Availability of, and access to, quality control for all necessary data, human samples, cohort(s), and/or critical reagents.
  - Availability of, and access to, the appropriate subject population(s).

- Consumer Advocate Letters of Commitment: Provide a letter signed by each consumer advocate confirming her/his commitment to participate on the research team.
- Multi-Site Clinical Trial Letters of Commitment (if applicable): If proposing to conduct a multi-site clinical trial, provide a signed letter of commitment from each collaborating investigator or organization.
- GMP Compliance (if applicable): Provide information regarding the resources available to aid in the development of sufficient quantities of the reagent under GMP. If the reagent is to be provided from industrial sources, evidence of a cost-sharing plan must also be provided.

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.

- Letters of Commitment (if applicable): If the proposed study involves use of a commercially produced investigational drug, device, or biologic, provide a letter of commitment from the commercial entity indicating availability of the product for the duration of the study, support for the proposed phase of research, and support for the indication to be tested.
- Intellectual Property: Information can be found in 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 and Lay Abstracts (one-page limit for each abstract): Upload as "Abstracts.pdf".** Start each abstract on a new page. The technical and lay abstracts are 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.

**Technical Abstract:** Technical abstracts should be written using the outline below.

- Background: Present the ideas and reasoning behind the proposed work.

- Overarching Challenge(s): State the overarching challenge(s) that will be addressed.
- Objective/Hypothesis: State the objective to be reached/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design, including appropriate controls.
- Impact: Briefly describe how the proposed project, if successful, will have an impact and accelerate progress toward ending breast cancer.

**Lay Abstract:** The lay abstract should be written using the outline below.

- Clearly describe, in a manner readily understood by lay persons, the rationale, objective, and aims of the application.
  - Do not duplicate the technical abstract.
- Describe the ultimate applicability of the research.
  - Which overarching challenge(s) does this research address?
  - What types of patients will it help and how will it help them?
  - What are the potential clinical applications, benefits, and risks?
  - What is the projected time it may take to achieve a patient-related outcome?
  - What is the likely impact of this study on ending breast cancer?
- **Attachment 4: Statement of Work (six-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 Breakthrough Award Level 4 mechanism, use the SOW format example titled “SOW for Clinical Research (Including Trials, Special Populations).” 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 projected or required for each task and at each site. Indicate quarterly enrollment targets. Refer to

the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.

- If applicable, indicate timelines required for regulatory approvals (e.g., IND or IDE applications) by the FDA or other Government agency. Where relevant, an IND or IDE application must already be submitted to the FDA at the time of the BCRP Breakthrough Award Level 4 application submission deadline.

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

- **Attachment 5: Impact Statement (one-half page recommended; one-page limit): Upload as “Impact.pdf”.** Articulate how the breakthrough project, if successful, will accelerate progress toward ending breast cancer. Explain how the proposed research will move beyond a minor advancement and will lead to a new approach that is fundamentally better than interventions already approved or in clinical development. As specifically as possible, identify the breast cancer patients or at-risk individuals who would ultimately benefit from the proposed research. *(Do not restate the clinical strategy as part of the Impact Statement).*
- **Attachment 6: Submissions Statement (one-page limit): Upload as “Submissions.pdf”.** *(Attachment 6 is only applicable and required for applications in which the PI, Initiating PI, or Partnering PI is named in multiple FY19 BCRP Breakthrough Award Level 4 applications. Attachment 6 will be available for programmatic review only.)*

Provide the following information for each individual named as a PI, Initiating PI, Partnering PI, or collaborator in multiple Breakthrough Award Level 4 applications:

- CDMRP Log Number, role on the project, project title, and specific aims.
- Brief description of how the application addresses a research question that is distinct from the other application(s).
- **Attachment 7: Intervention (no page limit): Upload as “Intervention.pdf”.** The Intervention attachment should include the components listed below.
  - **Description of the Intervention:** Identify the intervention to be tested and describe the particular outcomes. As applicable, the description of the intervention should include the following components: complete name and composition, storage and handling information, source, dose, schedule, administration route, washout period, duration of the intervention, and concomitant medications allowed. Description of devices should include general concept of design, detailed operational instructions, any potential risks to users, and intended benefits. Other types of interventions should be fully described. Indicate who holds the intellectual property rights to the intervention, if applicable, and how the PI has obtained access to those rights for conduct of the clinical trial.

- Summarize key preclinical pharmacological findings, dosage studies, and other clinical studies (if applicable) that examine the safety and stability (as appropriate) of the intervention.
- **Study Procedures:** Describe the interaction with the human subject, including the study intervention that he/she will experience. Provide sufficient detail in chronological order for a person uninvolved in the study to understand what the human subject will experience. Provide a schedule (e.g., flowchart or diagram) of study evaluations and follow-up procedures. Clearly delineate research procedures from routine clinical procedures. Discuss how compliance with current Good Laboratory Practice (GLP) guidelines, GMP, and other regulatory considerations will be established, monitored, and maintained, as applicable.
  - **Clinical Monitoring Plan:** Describe how the study will be conducted by and monitored for current ICH E6 (International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use) GCP compliance, by an independent clinical trial monitor (or clinical research associate). The monitoring plan should describe the types of monitoring visits to be conducted, the intervals (based on level of risk), how corrective actions will be reported to the Sponsor and PI, and how they will be corrected and prevented by the clinical trial site/PI.
  - **Attachment 8: Human Subject Recruitment and Safety Procedures (no page limit): Upload as “HumSubProc.pdf”.** The Human Subject Recruitment and Safety Procedures attachment should include the components listed below.
    - **Study Population:** Describe the target population (to whom the study findings will be generalized) and the nature, approximate number, and pertinent demographic characteristics of the accessible population at the study site(s) (population from whom the sample will be recruited/drawn). Provide a table of anticipated enrollment counts at each study site. Demonstrate that the research team has access to the proposed study population at each site, and describe the efforts that will be made to achieve accrual goals. Furthermore, discuss past efforts in recruiting human subjects from the target population for previous clinical trials (if applicable). Address any potential barriers to accrual and plans for addressing unanticipated delays, including a mitigation plan for slow or low enrollment. Identify ongoing clinical trials that may compete for the same patient population and how they may impact enrollment progress. Provide justification related to the scientific goals of the proposed study for limiting inclusion of any group by age, race, ethnicity, or sex/gender. *For clinical trials proposing to include military personnel, refer to the General Application Instructions, Appendix 1, for more information.*
    - **Inclusion/Exclusion Criteria:** List the inclusion and exclusion criteria for the proposed clinical trial. Inclusion/exclusion criteria should take into consideration the specific risk profile of the studies to be conducted and the standard of care for that patient population. Provide detailed justification for exclusions.

- Inclusion of Women and Minorities in Study.*** Consistent with the Belmont Report, “Ethical Principles and Guidelines for the Protection of Human Subjects,” and Congressional legislation, special attention is given to inclusion of women and/or minorities in studies funded or supported by the USAMRMC. This policy is intended to promote equity both in assuming the burdens and in receiving the benefits of human subjects research. Include an appropriate justification if women and/or minorities will be excluded from the clinical trial.
- **Description of the Recruitment Process:** Explain methods for identification of potential human subjects (e.g., medical record review, obtaining sampling lists, healthcare provider identification).
    - Describe the recruitment process in detail. Address who will identify potential human subjects, who will recruit them, and what methods will be used to recruit them.
    - If human subjects will be compensated for participation in the study, include a detailed description of and justification for the compensation plan.
    - Describe the recruitment and advertisement materials. The recruitment materials should not be coercive or offer undue inducements and should accurately reflect the study.
  - **Description of the Informed Consent Process:** Specifically describe the plan for obtaining informed consent from human subjects.
    - ***For the proposed study, provide a draft, in English, of the Informed Consent Form.***
    - Identify who is responsible for explaining the study, answering questions, and obtaining informed consent. Include a plan for ensuring that human subjects’ questions will be addressed during the consent process and throughout the trial.
    - Include information regarding the timing and location of the consent process.
    - Address issues relevant to the mental capacity of the potential human subject (e.g., altered capacity due to administration of any mind-altering substances such as tranquilizers, conscious sedation or anesthesia, brain injury, stress/life situations, or human subject age), if applicable.
    - Address how privacy and time for decision making will be provided and whether or not the potential human subject will be allowed to discuss the study with anyone before making a decision.
    - Consider the need for obtaining ongoing consent or for re-assessing capacity over the course of a long-term study and describe any relevant procedures to assure continued consent.

- Describe the plan for the consent of the individual’s Legally Authorized Representative (LAR) to be obtained prior to the human subject’s participation in the study. State law defines who may act as the LAR. The local IRB of record should be consulted for guidance regarding who can serve as LAR for research at the study site. *Note:* In compliance with 10 USC 980 (<https://www.gpo.gov/fdsys/pkg/USCODE-2011-title10/pdf/USCODE-2011-title10-subtitleA-partII-chap49-sec980.pdf>), the application must describe a clear intent to benefit for human subjects who cannot give their own consent to participate in the proposed clinical trial. If applicable, refer to the General Application Instructions, Appendix 1, for more information.
- *Assent.* If minors or other populations that cannot provide informed consent are included in the proposed clinical trial, a plan to obtain assent (agreement) from those with capacity to provide it, or a justification for a waiver of assent, should be provided. PIs should consult with their local IRB to identify the conditions necessary for obtaining assent.
- **Screening Procedures:** List and describe any evaluations (e.g., laboratory procedures, history, or physical examination) that are required to determine eligibility/suitability for study participation and the diagnostic criteria for entry. *Note:* Some screening procedures may require a separate consent or a two-stage consent process.
- **Risks/Benefits Assessment:**
  - **Foreseeable risks:** Clearly identify all study risks, including potential safety concerns and adverse events. Study risks include any risks that the human subject is exposed to as a result of participation in the clinical trial. Consider psychological, legal, social, and economic risks as well as physical risks. If the risks are unknown, this should be stated. If applicable, any potential risk to the study personnel should be identified.
  - **Risk management and emergency response:**
    - ❖ Describe how safety surveillance and reporting to the IRB and FDA (if applicable) will be managed and conducted.
    - ❖ Describe all safety measures to minimize and/or eliminate risks to human subjects and study personnel or to manage unpreventable risks. Include safeguards and planned responses such as dose reduction or stopping criteria based on toxicity grading scales or other predetermined alert values.
    - ❖ Discuss the overall plan for provision of emergency care or treatment for an adverse event for study-related injuries, including who will be responsible for the cost of such care.

- ❖ Address any special precautions to be taken by the human subjects before, during, and after the study (e.g., medication washout periods, dietary restrictions, hydration, fasting, pregnancy prevention).
- ❖ Describe any special care (e.g., wound dressing assistance, transportation due to side effects of study intervention impairing ability to drive) or equipment (e.g., thermometers, telemedicine equipment) needed for human subjects enrolled in the study.
- ❖ If the IRB determines that a trial presents greater than minimal risk to human subjects, the DoD requires an independent research monitor with expertise consistent with the nature of risk(s) identified within the research protocol. If applicable, refer to the General Application Instructions, Appendix 1, Section B (Research Monitor Requirement), for more information on study reporting authorities and responsibilities of the research monitor.
- **Potential benefits:** Describe known and potential benefits of the study to the human subjects who will participate in the study. Articulate the importance of the knowledge to be gained as a result of the proposed research. Discuss why the potential risks to human subjects are reasonable in relation to the anticipated benefits to the human subjects and others that may be expected to result.
- **Attachment 9: Data Management (no page limit): Upload as “Data\_Manage.pdf”.** The Data Management attachment should include the components listed below.
  - **Data Management:** Describe all methods used for data collection, including the following:
    - **Identifiers:** Describe the unique identifiers or specific code system to be used to identify human subjects, if applicable.
    - **Confidentiality:**
      - ❖ Explain measures taken to protect the privacy of human subjects and maintain confidentiality of study data. Strategies to protect the privacy and confidentiality of study records, particularly those containing identifying information, should be addressed.
      - ❖ Address who will have access to study records, data, and specimens, including an acknowledgment that representatives of the DoD are eligible to review study records.
      - ❖ Address requirements for reporting sensitive information to state or local authorities.
    - **Data capture, verification, and disposition:** Describe how data will be captured and verified. Describe where data (both electronic and hard copy) will be stored, who will keep the data, how the data will be stored, the process for locking the

database at study completion, and the length of time data will be stored. Describe the proposed database, how it will be developed and validated, and its capability to safeguard and maintain the integrity of the data. Describe the database lock process. For FDA-regulated studies, compliance with 21 CFR 11 and appropriate data standards (such as those established by the Clinical Data Interchange Standards Consortium) are required.

- **Data reporting:** Describe how data will be reported and how it will be assured that the documentation will support a regulatory filing with the FDA, if applicable.
  - **Sharing study results:** In cases where the human subject could possibly benefit medically or otherwise from the information, explain whether or not the results of screening and/or study participation will be shared with human subjects or their primary care provider, including results from any screening or diagnostic tests performed as part of the study.
- **Laboratory Evaluations:**
- **Specimens to be collected, schedule, and amount:** All specimens that will be collected for study purposes must be clearly stated. The collection schedule and amount of material collected must also be clearly described.
  - **Evaluations to be made:** Describe all evaluations that will be made for study purposes. Explain how the results of laboratory evaluations will be used to meet the objectives of the study (or to monitor safety of human subjects).
  - **Storage:** Describe specimen storage, including location of storage, how long specimens will be stored, any special conditions required, labeling, and specimen disposition. Outline the plan to store specimens for future use, including considerations for informed consent and providing human subjects with an opportunity to decline participation in the study.
  - **Labs performing evaluations and special precautions:** Identify the laboratory performing each evaluation, the applicable quality standard, and any special precautions that should be taken in handling the samples. Special precautions that should be taken by the human subject before, during, or after the laboratory procedure should be clearly defined. If transport of samples is required, describe provisions for ensuring proper storage during transport.
- **Attachment 10: Regulatory Strategy (no page limit): If submitting multiple documents, start each document on a new page. Combine and upload as a single file named “Regulatory.pdf”.** Answer the following questions and provide supporting documentation as applicable.
- State the product/intervention name.

***For products/interventions that do not require regulation by the FDA or an international regulatory agency:***

- Explain why the product/intervention is exempt from FDA oversight. Provide confirmation that the trial does not require regulation by the FDA in writing from the IRB of record or the FDA. If the clinical trial will be conducted at international sites, provide equivalent information relevant to the host country(ies) regulatory requirements. No further information for this Attachment is required.

***For products that require regulation by the FDA and/or an international regulatory agency:***

- State whether the product is FDA-approved, -licensed, or -cleared, and marketed in the U.S.
- If the product is marketed in the U.S., state the product label indication. State whether the proposed research involves a change to the approved label indication for the route of administration, dosage level, and/or subject population. Indicate whether the proposed research involves a change that increases the risks associated with using the product. State whether the product is being promoted for an off-label use (where promotion involves the sale of a marketed product).
- If the product is not currently FDA-approved, -licensed, or -cleared, state the planned indication/use. Indicate whether the product would be classified as a drug, device, biologic, or combination product. Indicate whether the FDA has confirmed the proposed classification. Identify the regulatory sponsor. Include a signed sponsor commitment letter acknowledging the regulatory sponsor's understanding of all sponsor responsibilities and commitment to oversee execution of the study.
- ***If an IND or IDE is required, the application must be submitted to the FDA prior to the FY19 BCRP Breakthrough Award Level 4 application submission deadline.*** The IND or IDE should be specific for the investigational product (i.e., not a derivative or alternate version of the product) and indication to be tested in the proposed clinical trial. Provide the date of submission, the application number, and a copy of the FDA letter acknowledging the submission. If there are any existing cross-references in place, provide the application number(s) and associated sponsor(s). Provide an explanation of the status of the application (e.g., past the critical 30-day period, pending response to questions raised by the FDA, on clinical hold, on partial clinical hold). If the IND or IDE application has been placed on clinical hold or partial hold, explain the conditions that must be met for release of the hold. Provide a summary of any previous meetings with the FDA on development of this product. A copy of the Agency meeting minutes should be included if available. Provide copies of communications from the FDA relevant to the most recent status of the IND or IDE application.
- If available, provide a copy of the communication from the FDA indicating the IND or IDE application is active/safe to proceed.

- If an active IND or IDE for the investigational product is in effect, but an amendment is needed to include the proposed trial, describe the type and nature of the amendment(s) and the timeline for submission. Indicate whether the amendment increases the risk of the intervention.
- If the clinical trial will be conducted at international sites, provide equivalent information and supporting documentation relevant to the product indication/label and regulatory approval and/or filings in the host country(ies).
- Provide the current status for manufacturing development (e.g., manufacturer’s name, GMP-compliant lots available, status of stability testing, etc.), non-clinical development (e.g., test facility name, status of pivotal GLP toxicology studies to support Phase I testing, etc.), and clinical development (e.g., clinical site name, safety profile, status of any completed or ongoing clinical trials).
- Describe the overall regulatory strategy and product development plan that will support the planned product indication. Include a description of the numbers and types of studies proposed to reach approval, licensure, or clearance, the types of FDA meetings that will be held/planned, and the submission filing strategy. Include considerations for compliance with current GMP, GLP, and GCP guidelines.
- **Attachment 11: Study Personnel and Organization (no page limit): Start each document on a new page and include a title. Combine into one document and upload as “Personnel.pdf”.** The Study Personnel and Organization attachment should include the components listed below. *Note:* This attachment will be made available for programmatic review.
  - **Partnership Statement** (*only applicable and required for applications submitted under the Partnering PI Option*): Describe the expertise of the Initiating and Partnering PIs. Describe the contribution and the time commitment of each PI toward the proposed research project. Describe how the combined effort will better address the research question and explain why the work should be done together rather than through separate efforts.
  - **Consumer Advocate Statement:** The consumer advocate statement should be written by the PI or Initiating PI. Provide the names of the consumer advocates and their affiliation with a breast cancer advocacy organization(s). Describe the integral roles that the consumer advocates will play in the planning, design, implementation, and evaluation of the research. 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 project. Explain how the consumer advocates’ experience and expertise will be integrated into the research project and management of the collaboration.
  - **Organizational Chart:** Provide an organizational chart that identifies key members of the study team and provides an outline of the governing structure for multi-institutional studies. Identify collaborating organizations, centers, and/or departments

- and name each person's position on the project. Include any separate laboratory or testing centers. Identify the data and clinical coordinating center(s) and note any involvement from Contract Research Organizations, as appropriate. Identify and provide justification for the inclusion of international sites, as appropriate. If applicable, identify the FDA regulatory sponsor and any external consultants or other experts who will assist with FDA applications. While there is no specified format for this information, a table(s) or diagram is recommended.
- **Study Personnel Description:** Briefly describe the roles of the individuals listed in the organizational chart on the project. Describe relevant experience and qualifications that demonstrate appropriate expertise for the given role, including previous interactions with the FDA, if applicable. An external research monitor (if applicable) and study coordinator(s) should be included.
  - **Study Management Plan:** Provide a plan for ensuring the standardization of procedures among staff and across sites (if applicable). If the proposed clinical trial is multi-institutional, clearly describe the multi-institutional structure governing the research protocol(s) across all participating institutions. Provide a regulatory submission plan for the master protocol and master consent form by the lead organization; include a single IRB/EC pathway whenever possible. If applicable, describe how communication and data transfer between the collaborating institutions will occur, as well as how data, specimens, and/or imaging products obtained during the study will be handled and shared.
  - **Attachment 12: Surveys, Questionnaires, and Other Data Collection Instruments, if applicable (no page limit): Upload as “Surveys.pdf”.** The Surveys, Questionnaires, and Other Data Collection Instruments attachment should include a copy of the most recent version of surveys, questionnaires, data collection forms, rating scales, interview guides, or other instruments. For each instrument, describe how the information collected is related to the objectives of the study. Describe how and when the instrument(s) will be administered. Describe how the instrument(s) will be adapted to the subject population, if applicable.
  - **Attachment 13: Transition Plan (three-page limit): Upload as “Transition.pdf”.** Describe/discuss the methods and strategies proposed to move the intervention to the next phase of development (clinical trials, commercialization, and/or delivery to the civilian or military market) after successful completion of the award. Applicants are encouraged to work with their organization's Technology Transfer Office (or equivalent) to develop the transition plan. PIs are encouraged to explore developing relationships with industry and/or other funding agencies to facilitate moving the product into the next phase of development. The post-award transition plan should include the components listed below.
    - Detailed plan for distribution of the findings or intervention to the breast cancer community.

- Details of the funding strategy to transition to the next level of development and/or commercialization (e.g., specific industry partners, specific funding opportunities to be applied for). Include a description of collaborations and other resources that will be used to provide continuity of development.
  - For Knowledge Products, a description of collaborations and other resources that will be used to provide continuity of development, including proposed development or modification of clinical practice guidelines and recommendations, provider training materials, patient brochures, and other clinical support tools, scientific journal publications, models, simulations, and applications. A “Knowledge Product” is a non-materiel product that addresses an identified need, topic area, or capability gap, is based on current evidence and research, aims to transition into medical practice, training, tools, or to support materiel solutions (systems to develop, acquire, provide, and sustain medical solutions and capabilities), and educates or impacts behavior throughout the continuum of care, including primary prevention of negative outcomes.
  - A brief schedule and milestones for transitioning the intervention to the next phase of development (i.e., next-phase clinical trials, commercialization, delivery to the military or civilian market, incorporation into clinical practice, and/or approval by the FDA).
  - Ownership rights/access to the intellectual property necessary for the development and/or commercialization of products or technologies supported with this award and the Government’s ability to access such products or technologies in the future.
  - A risk analysis for cost, schedule, manufacturability, and sustainability.
- **Attachment 14: Representations, if applicable (extramural submissions only): Upload as “MandatoryReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
  - **Attachment 15: 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.8, for detailed information.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 USC 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, and/or mathematics (STEM) 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.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, for detailed information.

- PI Biographical Sketch (five-page limit): Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format.
- 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.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, 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.

***Partnering PI Option: Initiating and Partnering PIs must have a separate budget and justification specific to their distinct portions of the effort that the applicant organization will submit as separate Grants.gov or eBRAP application packages. The Initiating PI should not include budget information for the Partnering PI even if they are located***

*within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.*

**Project/Performance Site Location(s) Form:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.6, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

**Research & Related Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section III.A.7, for detailed information.

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, 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 15. (Refer to the General Application Instructions, Section IV.A.4, 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.

**DoD Military Budget Form:** A military facility collaborating in the performance of the project (but not participating as a Partnering PI) should be treated as a subaward for budget purposes. *Note:* Applicants should complete the **DoD Military Budget Form (Attachment 15)** to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

**Application Components for the Partnering PI, if applying under the Partnering PI Option**

The Partnering PI must follow the link in the email from eBRAP and, if not registered in eBRAP, complete the registration process prior to the application submission deadline in order to associate his/her full application package with that of the Initiating PI.

The Initiating PI must identify if the Partnering PI will be named on an extramural or intramural application (in accordance with the guidelines in [Section II.C.1.a, Organization](#)) and the appropriate mode of submission (Grants.gov for extramural and eBRAP for intramural). The Partnering PI must verify his/her contact information and mode of submission within eBRAP to ensure proper submission of his/her application.

The application submission process for the Partnering PI uses an abbreviated full application package that includes:

- **Extramural and Intramural Applications**

**Attachments:**

- **Attachment 4: Statement of Work (six-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions, Section III.A.2, for detailed information on completing the SOW. Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.
- **Attachment 14: Representations (extramural submissions only): Upload as “RequiredReps.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 15: DoD Military Budget Form: Upload as “MFBudget.pdf”.** Refer to the General Application Instructions, Section IV.A.4, for detailed information. The costs per year should be included on the Grants.gov Research & Related Budget form under subaward costs.

**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.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, for detailed information.

- **PI Biographical Sketch (five- page limit): Upload as “Biosketch\_LastName.pdf”.** The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH 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, refer to the General Application Instructions, Section III.A.5, and for intramural submissions, refer to the General Application Instructions, Section IV.A.4, for detailed information.

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

***Initiating and Partnering PIs must each submit a budget and justification specific to each PI’s portion of the efforts as part of each PI’s separate application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.***

**Project/Performance Site Location(s) Form:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.6, and for intramural submissions (via eBRAP), refer to General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

**Research & Related Subaward Budget Attachment(s) Form:**

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.)
- **Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov attachment form as Attachment 15. (Refer to the General Application Instructions, Section III.A.8, for detailed information.)

<b>Additional Application Components</b>
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In addition to the complete application package, Breakthrough Award applications also require the following components:

- **Oral Presentation:** PI(s) named in Funding Level 4 applications that are selected for final consideration in Stage 2 of Programmatic Review will be required to give an oral presentation (see [Section II.E.1.b, Programmatic Review](#)) that will be held in the National Capital Region area and is tentatively scheduled for November 6, 2019. ***If applying under the Partnering PI Option, both the Initiating and Partnering PIs will attend and give the oral presentation.***

Each presentation will include a 10-minute talk by the PI(s), 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 invited must prepare a presentation consisting of no more than three slides that specifically address these questions:

- Without addressing your specific project, what conceptual or intellectual barriers do you consider the most urgent to overcome in the overarching challenge(s) you selected/identified?
- Without addressing the specific technical/scientific aspects of your project, how do you envision transitioning the breakthrough results from your proposed research into a near-term clinical impact for individuals with, or at risk of, breast cancer?
- Without addressing the specific technical/scientific aspects of your project, what leadership skills will you use in your research team’s effort and beyond to transform and revolutionize the clinical management and/or prevention of breast cancer?

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

Applicant organizations and all sub-recipient 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 several 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 the application package 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**

Applications with a single PI or Partnering PI Option have the same funding limits.

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

**For applications submitted with a single PI:** The anticipated direct costs budgeted for the entire period of performance will not exceed **\$10M**. 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 **\$10M** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

**For applications submitted under the Partnering PI Option:** The anticipated combined direct costs budgeted for the entire period of performance for the Initiating and Partnering PIs' applications will not exceed **\$10M**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$10M** or use an indirect cost rate exceeding each organization's negotiated rate.

Funds may be requested for the full proposed period of performance (up to 4 years) to cover:

- Clinical trial preparation, including but not limited to approval of IND/IDE application by the FDA, IRB, and DoD HRPO approval, and opening of the clinical trial at the trial site(s), which will be considered the base of the award; and
- Clinical trial, as well as correlative work (if applicable), which will be considered the optional research effort(s).

The approval of the optional research effort will be contingent upon all necessary regulatory approvals and opening of the clinical trial at the trial site(s) under the base award. Approval may be dependent on the availability of future year appropriations. If the application includes a single PI, the application must include two separate, but related, budgets and SOWs for the base and the option(s), not to exceed a combined **\$10M** in direct costs. For applications submitted under the Partnering PI Option, the Initiating and Partnering PIs' applications must include two separate, but related, budgets and SOWs for the base and the option(s), not to exceed a combined **\$10M** in direct costs. The budget for the option(s) should be submitted using the Research & Related Subaward Budget Attachment(s) Form.

Research milestones to be accomplished by the end of each year in the period of performance must be clearly defined in the project SOW and will be finalized during award negotiations. The PI(s) will be required to present an update on progress toward accomplishing research milestones and goals of the project at an annual Milestone Meeting to be held in the National Capital Region. Annual Milestone Meetings will be held at the conclusion of Year 1 and every subsequent year in the period of performance and will be attended by members of the BCRP Programmatic Panel, CDMRP staff, and the USAMRAA Grants Officer.

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 **4** years.

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

- Travel costs for the PI(s) to attend annual Milestone Meetings in the National Capital Region. Cost associated with travel to these meetings should be included in Years 1, 2, 3, and 4 of the budget. These travel costs are in addition to those allowed for annual scientific/technical meetings.

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

- Salary
- Research supplies
- Equipment
- 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 meetings described above. The intent of travel costs to scientific/technical meetings is to present project information or disseminate project results, in addition to the required Milestone Meetings described above.

Awards made to extramural organizations will consist solely of assistance agreements (grants and cooperative agreements). 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. **Partnering PI Option:** Application packages from associated extramural partners will be funded through assistance agreements.

Refer to the General Application Instructions, Section III.A.5, 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.5.*

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 FY19 funding opportunity will be funded with FY19 funds, which will expire for use on September 30, 2025.

#### **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:

- **Impact**
  - To what degree the proposed research could lead to a solution for an overarching challenge in breast cancer.
  - To what degree the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.

- Whether the proposed research will move beyond a minor advancement and will lead to a new approach that is fundamentally better than interventions already approved or in clinical development.
- Whether the proposed research would ultimately benefit breast cancer patients or individuals at risk for breast cancer.
- **Research Strategy and Feasibility**
  - How well the scientific rationale for clinically testing the intervention is supported by the preliminary data, critical review and analysis of the literature, and/or laboratory/preclinical evidence.
  - How well the study aims, hypotheses and/or objective(s), experimental design, methods, data collection procedures, and analyses are designed to answer clearly the clinical objective(s).
  - How well the inclusion and randomization criteria meet the needs of the proposed clinical trial.
  - How well the exclusion criteria are justified.
  - How well plans to collect specimens and conduct laboratory evaluations are addressed, if applicable.
  - To what degree the data collection instruments (e.g., surveys, questionnaires), if applicable, are appropriate to the proposed study.
- **Intervention**
  - Whether there is evidence of support, indicating availability of the intervention from its source, for the duration of the proposed clinical trial (if applicable).
  - To what degree the intervention addresses the clinical need(s) described.
  - How the intervention compares with currently available interventions and/or standards of care.
  - To what degree the application has provided preclinical and/or clinical evidence to support the safety of the intervention.
  - How well research procedures are clearly delineated from routine clinical procedures.
  - Whether measures are described to ensure the consistency of dosing of active ingredients for nutritional supplements (if applicable).

- **Regulatory Strategy and Transition Plan**

- How the regulatory strategy and development plan to support the product indication or product label change, if applicable, are appropriate and well described.
- Whether the application includes documentation that the study is exempt from FDA or other international agency regulation, or that the IND or IDE application has been submitted to the FDA and/or relevant international regulatory agency, as appropriate.
- For investigator-sponsored regulatory exemptions (e.g., IND, IDE, or other international equivalent), whether there is evidence of appropriate institutional support, including capabilities to ensure monitoring as required by the FDA or relevant international regulatory agency.
- Whether plans to comply with GMP, GLP, and GCP guidelines are appropriate.
- Whether the identified next level of development and/or commercialization is realistic.
- Whether the funding strategy described to bring the intervention to the next level of development (e.g., specific industry partners, specific funding opportunities to be applied for) is reasonable and achievable.
- Whether the application has a plan to distribute the findings or intervention to the breast cancer community.
- For Knowledge Products, whether the proposed collaborations and other resources for providing continuity of development, including proposed development or modification of clinical practice guidelines and recommendations, provider training materials, patient brochures, and other clinical support tools, scientific journal publications, models, simulations, and applications are established and/or achievable.
- Whether the schedule and milestones for bringing the intervention to the next level of development (next-phase clinical trials, transition to industry, delivery to the market, incorporation into standard practice, and/or approval by the FDA) are achievable.
- Whether the potential risk analysis for cost, schedule, manufacturability, and sustainability is realistic and reasonable.
- How well the application identifies intellectual property ownership, demonstrates the appropriate access to all intellectual property rights necessary for development and commercialization, describes an appropriate intellectual and material property plan among participating organizations (if applicable), and addresses any impact of intellectual property issues on product development and subsequent Government access to products supported by this Program Announcement.

- **Recruitment, Accrual, and Feasibility**

- How well the application addresses the availability of human subjects for the clinical trial and the prospect of their participation.
- Whether the application has demonstrated access to the proposed human subject population.
- The degree to which the recruitment, informed consent, screening, and retention processes for human subjects will meet the needs of the proposed clinical trial.
- How well the application identifies possible delays (e.g., slow accrual, attrition) and presents adequate contingency plans to resolve them.
- To what extent the proposed clinical trial might affect the daily lives of the individual human subjects participating in the study (e.g., will human subjects still be able to take their regular medications while participating in the clinical trial? Are human subjects required to stay overnight in a hospital?).

- **Statistical Plan**

- To what degree the statistical model and data analysis plan are suitable for the planned study.
- How the statistical plan, including sample size projections and power analysis, is adequate for the study and all proposed correlative studies.
- Whether the statistical plan compensates for the use of a subpopulation of a recruited sample population to ensure appropriate power can be achieved within the subpopulation study.

- **Ethical Considerations**

- Whether the population selected to participate in the trial stands to benefit from the knowledge gained.
- If applicable, how well the inclusion of international sites is justified.
- How the level of risk to human subjects is minimized and how the safety monitoring and reporting plan is appropriate for the level of risk.
- Whether a research monitor with expertise consistent with the nature of the potential risk(s) is identified, if applicable.
- How well the evidence shows that the procedures are consistent with sound research design and, when appropriate, that these procedures are already in use for diagnostic or treatment purposes.
- To what degree privacy and confidentiality issues are appropriately considered.

- To what degree the process for seeking informed consent is appropriate and whether safeguards are in place for vulnerable populations.

- **Personnel and Communication**

- Whether the application includes an appropriate and robust research/clinical team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.
- Whether the levels of effort are appropriate for successful conduct of the proposed work.
- Whether two or more consumer advocates are named in the application and meet the criteria according to the Program Announcement.
- To what degree consumer advocates are integrated into the planning, design, implementation, and evaluation of the research.
- How well the consumer advocates' knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project.

**Partnering PI Option:** To what degree the partners' combined expertise will better address the research question.

- Whether the application demonstrates that the Initiating PI and/or Partnering PI is/are experienced in successfully leading large, focused efforts and therefore well-positioned to lead the research team in accomplishing the aims of the proposed project.
- How well the logistical aspects of the proposed clinical trial (e.g., communication plan, data transfer and management, standardization of procedures) meet the needs of the proposed clinical trial.
- For multi-site clinical trials, how well the lead site responsibilities and human research protections regulatory coordination are defined and planned for.

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

- **Environment**

- To what degree the scientific environment, clinical setting, and the accessibility of institutional resources support the clinical trial at each participating center or institution (including collaborative arrangements).
- Whether there is evidence for appropriate institutional commitment from each participating institution.

- **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 and funding level.
- **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 FY19 BCRP, as evidenced by the following:

**Stage 1:** During the first stage of programmatic review, applications will be selected for Stage 2 using the following equally considered criteria:

- Adherence to the intent of the award mechanism
- Program portfolio composition
- Relative impact

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

- Understanding of barriers to overcome in the overarching challenge selected/identified
- Articulation of a realistic vision for transitioning the results of the project into a near-term clinical impact for individuals with, or at risk for, breast cancer
- Capability to lead efforts to transform and revolutionize the clinical management and/or prevention of 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**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for

programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRMC, on behalf of the DHA and the OASD(HA). *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 <https://cdmrp.army.mil/about/2tierRevProcess>. A PI Information Paper describing the funding recommendations and review process for the award mechanisms for the BCRP will be provided to the PI and posted on the CDMRP website.

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, as defined in 2 CFR 200.88, 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 (DoDGARs), 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 supported with FY19 funds are anticipated to be made no later than September 30, 2020. 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 Government Organizations:*** Funding made 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, Initiating PI, or Partnering 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 organizational transfer of an award supporting the Initiating or Partnering PI is discouraged. 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 evaluated on a case-by-case basis and only allowed at the discretion of the Grants Officer. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

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

## II.F.2. Administrative and National Policy Requirements

Applicable requirements in the DoDGARs 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 the full text of the latest DoD R&D General Terms and Conditions, the [USAMRAA General Research Terms and Conditions with Institutions of Higher Education, Hospitals, and Non-Profit Organizations: Addendum to the DoD R&D General 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.

Report out at annual Milestone Meetings is required for this award mechanism.

Quarterly technical progress reports will be required.

In addition to written progress reports, annual Award Charts will be required. Use the format example “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 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>) under the “Progress Report Formats” section. 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 Representations (see General Application Instructions, Appendix 5, Section B).

## **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 20181120a. The Program Announcement numeric version code will match the General Applications Instructions version code 20181120.

### **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 in which the same investigator is named as a PI or Initiating PI. Only the first pre-application will be accepted; additional pre-applications will be administratively rejected.

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.
- **Partnering PI Option:** Both associated (Initiating PI and Partnering PI) applications are not submitted by the application submission deadline.
- Project Narrative is missing.
- Budget is missing.
- Intervention ([Attachment 7](#)) is missing.
- Human Subject Recruitment and Safety Procedures ([Attachment 8](#)) is missing.
- Data Management ([Attachment 9](#)) is missing.
- Regulatory Strategy ([Attachment 10](#)) 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 FY19 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 FY9 BCRP Programmatic Panel members can be found at <https://cdmrp.army.mil/bcrp/panels/panels19>.*

- The application fails to conform to this Program Announcement description.
- 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 FY19, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.
- 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.
- The proposed research is not a clinical trial.
- The invited application does not propose the same research project described in the pre-application.
- Submission of the same research project to different funding opportunities within the same program and funding cycle.
- Two consumer advocates are not included on the research team as required by this Program Announcement.
- For studies requiring an IND or IDE, documentation of IND/IDE submission and/or active status is not provided.
- For studies with international sites where a regulatory application is necessary, proof of documentation that the relevant regulatory documents from the host country(ies) have been submitted prior to the grant submission deadline is not provided.
- The applicant fails to demonstrate access to the relevant study population or resources.

#### **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	Initiating PI Completed	Partnering PI Completed
SF424 Research & Related 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 and Lay Abstracts: Upload as Attachment 3 with file name "Abstracts.pdf"		
	Statement of Work: Upload as Attachment 4 with file name "SOW.pdf"		
	Impact Statement: Upload as Attachment 5 with file name "Impact.pdf."		
	Submissions Statement: Upload as Attachment 6 with file name "Submissions.pdf," if applicable.		
	Intervention: Upload as Attachment 7 with file name "Intervention.pdf"		
	Human Subject Recruitment and Safety Procedures: Upload as Attachment 8 with file name "HumSubProc.pdf"		
	Data Management: Upload as Attachment 9 with file name "Data_Manage.pdf"		
	Regulatory Strategy: Upload as Attachment 10 with the file name "Regulatory.pdf"		
	Study Personnel and Organization: Upload as Attachment 11 with file name "Personnel.pdf"		
	Surveys, Questionnaires, and Other Data Collection Instruments: Upload as Attachment 12 with file name "Surveys.pdf"		
	Transition Plan: Upload as Attachment 13 with file name "Transition.pdf"		

<b>Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
	Representations (extramural submissions only): Upload as Attachment 14 with file name "RequiredReps.pdf" if applicable		
	DoD Military Budget Form(s): Upload as Attachment 15 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 ( <b>Extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.		
Budget ( <b>Intramural submissions only</b> )	Complete the DoD Military Budget Form and Justification.		
Project/Performance Site Location(s) Form	Complete form as instructed.		
Research & Related Subaward Budget Attachment(s) Form	Complete form as instructed.		
<b>Additional Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
Oral Presentation	Confirm ability to give an oral presentation in the National Capital Region on November 6, 2019 (if selected for Stage 2)		

## APPENDIX 1: ACRONYM LIST

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
DoDGARs	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FDA	U.S. Food and Drug Administration
FY	Fiscal Year
GCP	Good Clinical Practice
GLP	Good Laboratory Practice
GMP	Good Manufacturing Practice
HRPO	Human Research Protection Office
ICH E6	International Conference on Harmonisation of Technical Requirements for Registration of Pharmaceuticals for Human Use)
IDE	Investigational Device Exemption
IND	Investigational New Drug
IRB	Institutional Review Board
LAR	Legally Authorized Representative
M	Million
MIPR	Military Interdepartmental Purchase Request
NIH	National Institutes of Health
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
OMB	Office of Management and Budget
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, Mathematics
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code