

# Announcement of Federal Funding Opportunity

## Summary

### I. GENERAL INFORMATION

**A. Title of Award:** Historically Black Colleges and Universities (HBCU) Collaborative Partnership Awards (CPA)

**B. Program Name:** Department of Defense Fiscal Year 2004 Prostate Cancer Research Program (PCRP).

**C. Funding Opportunity Number:** PC04-CPA.

**D. Agency Name:** US Army Medical Research and Materiel Command (USAMRMC), Office of the Congressionally Directed Medical Research Programs (CDMRP), 1077 Patchel Street, Fort Detrick, Maryland 21702-5024.

### E. Agency Contact(s):

**1. Questions related to the Program, proposal format, or required documentation** may be addressed to the CDMRP at:

Phone: 301-619-7079  
Fax: 301-619-7792  
E-mail: [cdmrp.pa@det.amedd.army.mil](mailto:cdmrp.pa@det.amedd.army.mil)  
Mail: Commander  
US Army Medical Research and Materiel Command  
ATTN: MCMR-PLF (PC04-CPA)  
1077 Patchel Street (Building 1077)  
Fort Detrick, MD 21702-5024

**2. Questions related to electronic submission:** The help line phone number is 301-682-5507 and is also provided on the web. Other help desk contact information is:

Website: <https://cdmrp.org/proposals> (the proposal submission website)  
E-mail: [help-proposals-cdmrp@cdmrp.org](mailto:help-proposals-cdmrp@cdmrp.org)

**F. Anticipated Instrument Type(s):** Grants/Cooperative Agreements.

**G. Catalog of Federal Domestic Assistance (CFDA) Number(s):** 12.420; Military Medical Research and Development.

**H. Website Address to Access Application Package:** Proposals must be submitted electronically at <https://cdmrp.org/proposals>. The website contains all the information, forms, documents, and links you will need to apply.

**I. Award/Regulatory Approval:** Once an award is made, the applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances, or use of laboratory animals without express written permission from the applicable USAMRMC Regulatory Compliance and Quality (RCQ) office. USAMRMC RCQ will forward these express written approvals directly to the applicant with a copy furnished to the institution's Sponsored Programs Office (or equivalent).

## **II. FUNDING OPPORTUNITY DESCRIPTION**

The intent of the HBCU Collaborative Partnership Award is to intensify the commitment of the prostate cancer research community to investigate the disparate burden of prostate cancer in African American men. To effectively address this issue, these awards are directed at HBCU as a means to increase the number of HBCU scientists who are trained as prostate cancer researchers. The major goal is to address disparity by establishing stable, long-term partnerships between an applicant HBCU and a collaborating non-HBCU institution to (1) provide mentorship and collaborative research opportunities for HBCU scientists, clinicians, and trainees; (2) develop, promote, and sustain independent, competitive research and training programs at the HBCU; and (3) increase the number of HBCU investigators focused on prostate cancer research.

## **III. AWARD INFORMATION**

- Type of award: grant/cooperative agreement.
- A total of approximately \$2 million (M) is available for this award mechanism.
- Approximately two HBCU Collaborative Partnerships Awards will be funded.
- Funding for HBCU Collaborative Partnership Awards can be requested for a maximum of \$600,000 in direct costs for up to a 3-year performance period, plus indirect costs as appropriate.

## **IV. ELIGIBILITY INFORMATION**

**A. Applicants:** Applicants must be HBCU doctoral-level faculty members. All individuals, regardless of ethnicity, nationality, or citizenship status, may apply as long as they are employed by, or affiliated with, an eligible institution.

**B. Institutions:** Only HBCUs as recognized by the Department of Education at the time this program announcement is released are eligible to be applicant institutions. A list of such HBCU can be found at the CDMRP website. Go to <http://cdmrp.army.mil/funding/pdf/mipcrp112003.pdf>, and the HBCU are found in the first column arranged by state.

Eligible **collaborating** institutions include for-profit, non-profit, public, and private organizations. Examples include universities, colleges, hospitals, laboratories, companies, and agencies of local, state, and federal governments.

**C. Cost Sharing:** It is expected that institutions will cost share. Please see "Major Equipment" located in Subsection VII.F.2.c of the Full Text of Program Announcement for details.

**D. Other Eligibility Criteria:** Please see the Full Text of Program Announcement description for details regarding duplicate submissions, applications from HBCU/Minority Institutions, and administrative compliance issues.

## V. PROPOSAL PREPARATION AND SUBMISSION INFORMATION

**A. Proposal Information:** Applicants are required to submit the Proposal Information prior to upload of the proposal. Complete the Proposal Information as described at <https://cdmrp.org/proposals>.

**B. Pre-proposal Preparation:** Investigators interested in applying for the HBCU Collaborative Partnership Award must submit the Proposal Information and a pre-proposal. See Section V of the Full Text of Program Announcement for preparation instructions. Pre-proposals will be reviewed as described in the Full Text of Program Announcement.

All pre-proposals must be converted into an electronic PDF (Portable Document Format) file for electronic pre-proposal submission. Please see the Full Text of Program Announcement for details.

**C. Pre-proposal Submission Date and Times:** Deadline Date: March 2, 2004. Pre-proposals must be submitted through the CDMRP eReceipt system by 5:00 p.m. (Eastern time).

**D. Proposal Preparation:** All proposals must be converted into an electronic PDF file for electronic proposal submission. Please see the Full Text of Program Announcement for details.

**E. Proposal Submission Dates and Times:** Deadline Date: June 15, 2004. Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant's institution's Sponsored Programs Office (or equivalent) by 5:00 p.m. (Eastern time).

**F. Proposal Electronic Submission Requirements: Electronic submission is required.** No paper copy submissions will be accepted. Proposals must be submitted electronically at <https://cdmrp.org/proposals>. Please see the Full Text of Program Announcement for details.

## VI. PROPOSAL REVIEW INFORMATION

The CDMRP uses a two-tiered review process for proposals: scientific peer review, followed by programmatic review. Details of both tiers of review can be found in the Full Text of Program Announcement.

## VII. AWARD ADMINISTRATION INFORMATION

**A. Award Notices and Administrative Requirements:** Details of award notification procedures, and administrative requirements including Regulatory Compliance and Quality documents (Certificate of Environmental Compliance, Research Involving Human Subjects and/or Anatomical Substances, Research Involving Animals, and Safety Program Plan) can be found in the Full Text of Program Announcement.

**B. Reporting Requirements:** Annual reporting requirements apply.

# Full Text of Program Announcement

## I. GENERAL INFORMATION

**A. Title of Award:** Historically Black Colleges and Universities (HBCU) Collaborative Partnership Awards (CPA)

**B. Program Name:** Department of Defense (DOD) Fiscal Year 2004 (FY04) Prostate Cancer Research Program (PCRP).

**C. Funding Opportunity Number:** PC04-CPA.

**D. Agency Name:** US Army Medical Research and Materiel Command (USAMRMC), Office of the Congressionally Directed Medical Research Programs (CDMRP), 1077 Patchel Street, Fort Detrick, Maryland 21702-5024.

### E. Agency Contact(s):

**1. Questions related to the Program, proposal format, or required documentation:** Applicants should submit questions as early as possible. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079  
Fax: 301-619-7792  
E-mail: [cdmrp.pa@det.amedd.army.mil](mailto:cdmrp.pa@det.amedd.army.mil)  
Mail: Commander  
US Army Medical Research and Materiel Command  
ATTN: MCMR-PLF (PC04-CPA)  
1077 Patchel Street (Building 1077)  
Fort Detrick, MD 21702-5024

**2. Questions related to electronic submission:** Help lines will be available to answer specific questions regarding the preparation of proposals for electronic submission or the process of electronic submission. The help line phone number is 301-682-5507 and is also provided on the web. Other help desk contact information is:

Website: <https://cdmrp.org/proposals> (the proposal submission website)  
E-mail: [help-proposals-cdmrp@cdmrp.org](mailto:help-proposals-cdmrp@cdmrp.org)

**F. Anticipated Instrument Type(s):** The USAMRMC implements its extramural research program predominantly through the award of grants and cooperative agreements. More information on these funding instruments may be obtained by request from:

**Fax:** 301-619-2937  
**E-mail:** [qa.baa@det.amedd.army.mil](mailto:qa.baa@det.amedd.army.mil)  
**Mail:** Director  
US Army Medical Research Acquisition Activity  
ATTN: MCMR-AAA  
820 Chandler Street  
Fort Detrick, MD 21702-5014

**G. Catalog of Federal Domestic Assistance (CFDA) Number 12.420:** Military Medical Research and Development.

**H. Website to Access Application Package:** Proposals must be submitted electronically at <https://cdmrp.org/proposals>. This website will contain all the information, forms, documents, and links you will need to apply. If you experience difficulties in downloading documents, contact the CDMRP as indicated in Subsection E.1 above.

**I. Award/Regulatory Approval:** Once an award is made, the applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances, or use of laboratory animals without express written permission from the applicable USAMRMC Regulatory Compliance and Quality (RCQ) office. USAMRMC RCQ will forward these express written approvals directly to the applicant with a copy furnished to the institution’s Sponsored Programs Office (or equivalent).

**II. FUNDING OPPORTUNITY DESCRIPTION**

**A. Program History:** The HBCU Collaborative Partnership Awards is part of the DOD PCRP, which was established in FY97 to promote innovative research directed toward eliminating prostate cancer. Appropriations for the PCRP since FY97 total \$565 million (M). The program history of the FY97-03 PCRP is shown in Table 1. The FY04 appropriation is \$85M.

**Table 1: History of the DOD’s Peer Reviewed PCRP**

<b>Program History</b>	<b>FY97-01</b>	<b>FY02</b>	<b>FY03<sup>1</sup></b>
Congressional Appropriations for PCRP	\$310M	\$85M	\$85M
Total Proposals Received	2,734	699	834
Total Proposals Funded	651	146	213
HBCU Collaborative Partnership Award Proposals Received	2	N/A <sup>2</sup>	5
HBCU Collaborative Partnership Award Proposals Funded	2	N/A	2

<sup>1</sup> Award negotiations will be finalized by September 2004.

<sup>2</sup> N/A: Not applicable.

**B. Program Objectives:** The objectives of the FY04 PCRP are to (1) prevent prostate cancer, (2) detect prostate cancer in its earliest stages of development, (3) cure prostate cancer, and (4) improve the quality of life for individuals and their families living with prostate cancer.

**C. Award Mechanism Description:** The intent of the HBCU Collaborative Partnership Award is to intensify the commitment of the prostate cancer research community to investigate the disparate burden of prostate cancer in African American men. To effectively address this issue, these awards are directed at HBCU as a means to increase the number of HBCU scientists who are trained as prostate cancer researchers. This award is designed to establish stable, long-term partnerships between an applicant HBCU and a collaborating non-HBCU institution to (1) provide mentorship and collaborative research opportunities for HBCU scientists, clinicians, and trainees; (2) develop, promote, and sustain independent, competitive research and training programs at the HBCU; and (3) increase the number of HBCU investigators focused on prostate cancer research. **Although the applicant and proposal submission must be from an HBCU, a strong institutional commitment must be demonstrated by**

**both partners.** Established investigators from collaborating institutions must have a strong record of funding and achievement in prostate cancer research.

This award provides support to both the applicant HBCU and the collaborating partner to establish a prostate cancer training and research program at the HBCU. HBCU Collaborative Partnership Awards will provide investigators and trainees opportunities to collaborate, train, and acquire the knowledge and experience necessary to address significant and relevant problems in prostate cancer as they relate to the African American community. These awards should enhance the HBCU faculty's and trainees' skills and experiences to enable them to maintain a competitive and successful program in prostate cancer research. The focus of these awards should be on disease disparity, support and training of HBCU investigators, and the development of a sustainable research/training program. A key element of these proposals will be the Project Director (i.e., the Principal Investigator [PI]), who must be an HBCU faculty member holding a doctoral degree, who can demonstrate the ability to bring together the necessary collaborators and manage the partnership. Proposals should describe a plan to build a foundation and develop the necessary infrastructure for a research and training program at the HBCU that addresses disease disparity. Proposals may target any aspect of prostate cancer biology, etiology, prevention, detection, diagnosis, and/or treatment **provided there is a clear connection to the overarching problem of disease disparity in the African American population.** Site visits will be conducted at recipient institutions to monitor progress of the collaborative partnership.

### III. AWARD INFORMATION

Funding for HBCU Collaborative Partnership Awards can be requested for a maximum of \$600,000 for direct costs for up to a 3-year performance period, plus indirect costs as appropriate. Projects requiring lower levels of funding may also be submitted. Direct costs for HBCU Collaborative Partnership Awards can cover salary support, postdoctoral traineeships, tuition for special training and/or education, consultation with established investigators, consultation with scientific and/or technical experts (e.g., statisticians, editors), administrative and technical assistance, purchase of essential equipment or equipment rental, and expenses including research supplies, office supplies, and travel. Collaborating non-HBCU institutions may receive up to 40% of first year total costs. However, no more than 25% of total costs for the full award can be granted to collaborating institutions during the lifetime of an award. The amount allotted for travel is \$1,800 per year.

The nature of this Program does not allow for renewal of grants or supplementation of existing grants. Depending on the quality and the number of proposals received, the CDMRP expects to allot approximately \$2M of the \$85M FY04 PCRCP appropriation to fund approximately two HBCU Collaborative Partnership Awards.

### IV. ELIGIBILITY INFORMATION

**A. Applicants:** To be eligible for this award, the applicant must be a doctoral level faculty member at a Department of Education-recognized HBCU and an independent investigator.

**B. Institutions:** Only HBCU as recognized by the Department of Education at the time this program announcement is released are eligible to be applicant institutions. A list of such HBCU can be found at the CDMRP website. Go to <http://cdmrp.army.mil/funding/pdf/mipcrp112003.pdf>, and the HBCU are found in the first column arranged by state.

Eligible **collaborating** institutions include for-profit, non-profit, public, and private organizations. Examples include universities, colleges, hospitals, laboratories, companies, and agencies of local, state, and federal governments.

**C. Cost Sharing:** It is expected that institutions will cost share. Please see full details under “Major Equipment” located in Subsection VII.F.2.c.

**D. Other Eligibility Criteria:**

**1. Duplicate Submissions:** Submission of the same research project to the FY04 PCRFP under different award mechanisms or to other CDMRP programs is discouraged. However, if similar research projects are submitted to this and other FY04 program announcements within CDMRP, the applicant must provide a strong justification for submitting duplicate proposals and the proposal’s relevance to prostate cancer in the “Proposal Relevance Statement.” The Government reserves the right to reject duplicative proposals.

**2. Administrative Compliance Issues:** Compliance guidelines have been designed to ensure the presentation of all proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format for each proposal. Nonadherence to format requirements makes proposals difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in proposal rejection or a lower global priority score.

The following will result in administrative rejection of the entire proposal prior to peer review:

- Proposal body exceeds page limit.
- Proposal body is missing.
- Detailed cost estimate is missing.
- Proposal is incomplete after the deadline.
- Required administrative documentation is not included.

For any other sections of a proposal with a defined page limit, any pages over the specified limit will be removed from the proposal and not forwarded for peer review.

Unless specifically requested by the Government, any material submitted after the submission deadline will not be forwarded for peer review.

**V. PRE-PROPOSAL PREPARATION AND SUBMISSION INFORMATION**

Investigators interested in applying for HBCU Collaborative Partnership Award must submit a pre-proposal. Pre-proposals will be reviewed to assess the nature of the proposed collaborative partnership and training program. Following completion of the pre-proposal review and no later than April 2004, applicants will be provided with a summary of the strengths and weaknesses of the proposed collaboration and training program that should be addressed in the full proposal submission. ***Do not submit a full HBCU Collaborative Partnership Award proposal until you receive the review summary.***

**A. Pre-proposal Components Summary:** This subsection summarizes submission requirements for the pre-proposal. Details, URLs, and other links are provided in the appropriate subsections of this program announcement.

The Project Director (PI) is responsible for uploading the following information:

- **Proposal Information:** The Proposal Information consists of two parts, both of which are entered as data fields.
- **Pre-proposal:** The pre-proposal is uploaded as a PDF (Portable Document Format) file under the “Required Files” tab.

**B. Proposal Information:** Applicants are required to submit the Proposal Information, Parts 1 and 2, prior to upload of the pre-proposal. Complete the Proposal Information as described in <https://cdmrp.org/proposals>.

- **Letter of Intent:** A Letter of Intent is not required for this award mechanism.

### C. Pre-proposal Preparation:

**1. Format:** All pre-proposals must be converted into an electronic PDF file for electronic submission. Pre-proposals must be uploaded under the “Required Files” tab of the CDMRP eReceipt system. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. To prepare pre-proposals for PDF submission, the instructions in this subsection must be followed carefully.

The pre-proposal must be clear and legible and conform to the following guidelines:

- **Type Font:** 12 point, 10 pitch.
- **Type Density:** No more than 15 characters per inch. (For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.)
- **Spacing:** Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- **Margins:** Minimum of 0.5-inch top, bottom, right, and 1-inch left.
- **Color, Resolution, and Multimedia Objects:** Pre-proposals may include color, high resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these items must not exceed 15 seconds in length and a size of 10 megabytes (MB). Since some reviewers work from black and white printed copies, applicants may wish to include text in the pre-proposal directing the reviewer to the electronic file for parts of the pre-proposal that may be difficult to interpret when printed in black and white.
- **Spell out all acronyms the first time they are used.** One page following the pre-proposal body is allocated to spell out acronyms, abbreviations, and symbols.
- **Language:** English.
- **Print Area:** 7.0 x 10.0 inches (approximately 18 cm x 25.5 cm).



## **2. Pre-proposal Title/Referral Page: No page limit.**

Complete the Title/Referral Page, which can be downloaded from the CDMRP website at <https://cdmrp.org/programAnnouncements.cfm>. Complete each section as described:

- a. Pre-proposal title (up to 160 characters).
- b. Pre-proposal log number (this will be automatically provided when a draft of the Proposal Information is completed and saved).
- c. PI's full name (first, middle initial, last).
- d. Submitting Institution.
- e. Award mechanism: Type in "HBCU Collaborative Partnership Award."
- f. Indicate if this is a NEW proposal, DUPLICATE proposal to other FY04 CDMRP program announcements, or RESUBMITTED proposal to this Program.
- g. Keyword descriptive technical terms: To assist the staff in assigning proposals to the appropriate reviewer, please specify the subject area of the proposal. Also, list specific keywords and descriptive technical terms that would best describe the technical aspects of the project.
- h. Conflicts of interest: To avoid real and apparent conflicts of interest during the review process, list the names of all scientific participants in the proposal including consultants, collaborators, and subawardees. In addition, list the names of other individuals outside the scope of this proposal who may have a conflict of interest in review of this proposal. Provide the following information for each participant: name, institutional affiliation(s), and, if applicable, his or her role(s) on the proposed project.

**3. Pre-proposal Body: Start section on a new page; two-page limit.** Pre-proposals should be written to describe the collaborative arrangement between the HBCU and the collaborating institution with an emphasis on the potential for establishing a long-term collaboration. Briefly describe the research/training program and how the proposed partnership and research/training addresses the overarching problem of prostate cancer disparity in African Americans. Qualifications and facilities of the collaborating institution should be briefly addressed. The experience of the collaborating institution in developing institutional training and research programs, including any information on previous training/collaborations with HBCU investigators, and in acquiring funding in prostate cancer research should also be described.

**4. References: Start section on a new page; one-page limit.** List all relevant references 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).

**5. Biographical Sketches: Three-page limit per individual.** Biographical sketches should be included for the participants at the applicant institution, participants at the collaborating institution, and each of the proposed key personnel, including all collaborating investigators. These documents are a critical component of the screening process. The [Biographical Sketch form](#) may be used. Use of this form is not mandatory, but the information requested shall be presented in a similar format.

**D. Electronic Pre-proposal Submission Requirements:** Electronic submission of the pre-proposal is required. Pre-proposals will be accepted only as PDF files submitted through the CDMRP eReceipt system at <https://cdmrp.org/proposals>. Pre-proposals must be submitted on the CDMRP eReceipt system by the 5:00 p.m. (Eastern time) March 2, 2004 deadline.

Several steps are critical to successful pre-proposal submission.

- The Proposal Information must be submitted prior to submission of the pre-proposal. Applicants are encouraged to begin this part of the submission process early. During the full proposal submission process you will have an opportunity to edit the Proposal Information as needed.
- While the applicant's Sponsored Program Office is not responsible for any part of pre-proposal submission, the Sponsored Program Office will be responsible for portions of the full proposal submission. Therefore, applicants are encouraged to begin coordinating with their Sponsored Programs Office early, well in advance of full proposal submission.
- The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time March 2, 2004 pre-proposal deadline. The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time March 2, 2004 deadline.
- All components of the pre-proposal must be incorporated into one PDF file prior to upload.
- Some items to be included in the pre-proposal may need to be scanned. All scanned documents, including figures, should be scanned at a resolution of 300-400 dpi or less.

## VI. PRE-PROPOSAL REVIEW INFORMATION

Pre-proposals will be reviewed according to the criteria listed below:

- Is a clear and meaningful collaboration being established between multiple investigators at an applicant HBCU and established investigators at the collaborating institution(s) with strong track records in acquiring funding in prostate cancer research? Is there the potential for the development of a long-term collaboration?
- Through the development of this collaboration, is there a clear connection to the overarching problem of disease disparity in the African American population?
- Will this award provide investigators at the HBCU the opportunity to collaborate, train, and acquire the knowledge and experience needed to develop a successful program in prostate cancer research?

Following completion of the pre-proposal review, HBCU Collaborative Partnership Award applicants will be provided a summary of the strengths and weaknesses of the proposed collaboration and the research/training program. ***Do not submit a full HBCU Collaborative Partnership Award proposal until you receive the review summary.*** The full proposal should address the strengths and weaknesses described in the pre-proposal review summary. The review summary will be provided to all investigators no later than April 2004.

## VII. PROPOSAL PREPARATION AND SUBMISSION INFORMATION

**A. Proposal Components Summary:** This subsection is a summary of submission requirements. Details, URLs, and other links are provided in the appropriate subsections of this program announcement.

The PI is responsible for uploading the following information:

- **Proposal Information:** The Proposal Information consists of two parts, both of which are entered as data fields. A Letter of Intent is generated when Part 1 of the Proposal Information is saved.
- **Statement of Work (SOW) and Proposal Abstracts:** The SOW, Technical Abstract, and Public Abstract are each entered as a separate data field.
- **Proposal:** The proposal is uploaded as a PDF file under the “Required Files” tab.
- **Budget Information:** The budget information is uploaded as a PDF file under the “Required Files” tab.
- **Regulatory Documents:** The Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form are each uploaded as separate PDF files under the “Required Files” tab.

The Contract Representative or institutional official responsible for sponsored program administration (or equivalent) from the applicant’s institution is responsible for the following:

- **US Army Medical Research Acquisition Activity (USAMRAA) Documents:** The institute’s currently negotiated “Rate Agreement,” “Certifications and Assurances for Assistance Agreements,” and the “Representations for Assistance Agreements” are to be uploaded as separate PDF files under the Contract Representative’s “My Profile” tab.
- **Approval:** The Contract Representative or institutional official responsible for sponsored program administration must provide approval of all proposal components (Proposal Information, SOW, Abstracts, Proposal, Budget Information, and Regulatory documents). Contract Representative approval must occur prior to the submission deadline of 5:00 p.m. (Eastern time) June 15, 2004. The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time June 15, 2004 deadline.

**B. Proposal Information:** Applicants are required to submit the Proposal Information, Parts 1 and 2, prior to upload of the proposal and the budget information. Complete the Proposal Information as described in <https://cdmrp.org/proposals>. The Proposal Information must include the e-mail address of a representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate on behalf of the institute.

- **Letter of Intent:** A Letter of Intent is not required for this award mechanism.

**C. SOW – 11,400-character limit, including spaces (approximately two pages):** The SOW is captured as a data field under the “SOW/Abstract” tab in the CDMRP eReceipt system. To submit the SOW, the applicant may either type in the SOW or “cut and paste” it from a word processing application into the data field. Sample SOWs can be found at <https://cdmrp.org/samples.cfm>.

The SOW is a concise restatement of the research proposal that outlines, step by step, how each of the major goals or objectives of the proposed research/services will be accomplished during the timeline for which the USAMRMC will provide financial support.

As appropriate, the SOW should:

- Describe the work to be accomplished as tasks (tasks may relate to specific aims),
- Identify the timeline and milestones for the work over the period of the proposed effort,
- Indicate the numbers of research subjects (animal or human) and/or anatomical samples projected or required for each task,
- Identify methods, and
- Identify outcomes, products, and deliverables for each phase of the project.

**D. Proposal Abstracts – 5,700-character limit, including spaces (approximately one page), for each abstract:** Both a structured technical abstract and a public (nontechnical) abstract are required. These abstracts are vitally important to both the peer and programmatic review process.

Programmatic review is based upon the Integration Panel’s (IP’s) review of these two abstracts as part of the peer review summary statements; therefore, it is paramount that the investigator submit abstracts that fully describe the proposed work.

Each abstract must contain the title of the proposal and the name of the PI. Each abstract must be submitted as a data field under the “SOW/Abstracts” tab of the CDMRP eReceipt system. Applicants can either type in their abstracts, or “cut and paste” them from a word processing application into the respective data fields. Do not include figures or tables in either abstract. Spell out all Greek or other non-English letters.

Abstracts of all funded proposals will be posted on the CDMRP website at <http://cdmrp.army.mil>. Thus, proprietary or confidential information should not be included in the abstracts.

**1. Technical Abstract:** Sample technical abstracts can be found at <https://cdmrp.org/samples.cfm>. The structured technical abstract should provide a clear and concise overview of the proposed work, including the background, objective or hypothesis and its supporting rationale, specific aims of the study, study design, and significance of the proposed work to the Program’s goals.

Use the outline below for preparing the structured technical abstract.

- **Background:** Provide a brief statement of the ideas and reasoning behind the proposed work.
- **Objective/Hypothesis:** State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- **Specific Aims:** State concisely the specific aims of the study.
- **Study Design:** Briefly describe the study design.
- **Relevance:** Provide a brief statement explaining the relevance of the proposed work to the Program’s goals, for example, how the study will cure, prevent, or improve the detection or treatment of the disease.

**2. Public Abstract:** Sample public abstracts can be found at <https://cdmrp.org/samples.cfm>. The public abstract is intended to communicate the purpose of, and rationale for, the study to non-scientific audiences. The public abstract is an important component of the proposal review process because consumer advocates, who are part of the review and funding decision process, use this

abstract as a part of their review. It must be composed in a way to make the scientific objectives and rationale for the proposal understandable to non-scientifically trained readers. **The public abstract should not be a duplicate of the technical abstract**, but should describe the goals and objectives of the research project, and its relevance to the Program.

In addition to describing the project, the public abstract must answer the following questions:

- (1) What will the ultimate applicability of the research be?
  - What types of patients will it help and how?
  - What are the potential clinical applications, benefits, and risks?
  - What is the projected time it may take to achieve a consumer-related outcome?
- (2) If the research is too basic for clinical applicability, what are the interim outcomes?
  - What types of contributions will this study make to advance research?
  - How will the research enhance this or other studies being conducted?

#### **E. Proposal:**

**1. Format:** All proposals must be converted into an electronic PDF file for electronic submission. Proposals must be uploaded under the “Required Files” tab of the CDMRP eReceipt system. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. To prepare proposals for PDF submission, the instructions in this subsection must be followed carefully.

The proposal must be clear and legible and conform to the following guidelines:

- Type Font: 12 point, 10 pitch.
- Type Density: No more than 15 characters per inch. (For proportional spacing, the average for any representative section of text should not exceed either 15 characters per inch or 114 characters per line.)
- Spacing: Single-spaced between lines of text, no more than five lines of type within a vertical inch.
- Margins: Minimum of 0.5-inch top, bottom, right, and 1-inch left.
- Color, Resolution, and Multimedia Objects: Proposals may include color, high resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these items must not exceed 15 seconds in length and a size of 10 MB. Since some reviewers work from black and white printed copies, applicants may wish to include text in the proposal directing the reviewer to the electronic file for parts of the proposal that may be difficult to interpret when printed in black and white.
- Spell out all acronyms the first time they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations, and symbols.
- Language: English.
- Print Area: 7.0 x 10.0 inches (approximately 18 cm x 25.5 cm).

**2. Proposal Title/Referral Page: No page limit.** Complete the Title/Referral Page, which can be downloaded at <https://cdmrp.org/programAnnouncements.cfm>. Complete each section as described:

- a. Proposal title (up to 160 characters).
- b. Proposal log number (this will be automatically provided when the Proposal Information is completed and saved).
- c. PI's full name (first, middle initial, last).
- d. Submitting institution.
- e. Award mechanism: Type in "HBCU Collaborative Partnership Award."
- f. Indicate if this is a NEW proposal, DUPLICATE proposal to other FY04 CDMRP program announcements, or RESUBMITTED proposal to this program.
- g. Keyword descriptive technical terms: To assist the staff in assigning proposals to the appropriate scientific peer review panel, please specify the subject area of the proposal. Also, list specific keywords and descriptive technical terms that would best describe the technical aspects of the project.
- h. Conflicts of interest: To avoid real and apparent conflicts of interest during the review process, list the names of all scientific participants in the proposal including consultants, collaborators, and subawardees. In addition, list the names of other individuals outside the scope of this proposal who may have a conflict of interest in review of this proposal. Provide the following information for each participant: name, institutional affiliation(s), and, if applicable, her or his role(s) on the proposed project.

**3. Table of Contents/Checklist: Start section on a new page; one-page limit.** Prepare a [Table of Contents/Checklist](#), with page numbers. Number all pages consecutively at the bottom center, beginning with the Title/Referral Page.

**4. Proposal Relevance Statement: Start section on a new page; one-page limit.** HBCU Collaborative Partnership Award applicants should describe explicitly the plan for developing a prostate cancer research and training program at the HBCU. **Specifically state how the proposed partnership addresses the overarching problem of prostate cancer disparity in African Americans.** Articulate how the proposal's combination of training and relevance to prostate cancer biology, etiology, prevention, detection, diagnosis, and/or therapy will prepare the HBCU participants as successful prostate cancer researchers. If this proposal is duplicative of a proposal submitted to another FY04 CDMRP program announcement, provide a strong justification for submitting duplicate proposals and the proposal's relevance to prostate cancer.

**5. Proposal Resubmission Statement (required for resubmissions): Start section on a new page; two-page limit.** Proposals that have been declined for funding in a previous year may be resubmitted to the FY04 PCRFP. Resubmitted/revised proposals must meet all requirements for the Idea Development Award mechanism described in this program announcement. If an applicant designates the proposal as a resubmission, the resubmission box on the Title/Referral page must be marked, and a two-page Proposal Resubmission Statement and the previous year's Peer Review Summary Statement **must** be included with the proposal. This two-page Proposal Resubmission Statement must address the issues identified in the Peer Review Summary Statement of the previously unfunded submission. In addition, this section must address all aspects of the critique from the previous peer and programmatic reviews, and should reference any new preliminary data. A copy of the Summary Statement from the unfunded submission must also be included and placed immediately after the two-page Resubmission Statement. The Government reserves the right to reject proposals that fail to provide this information.

Applicants should be aware that the year-to-year status of funding for the PCRP does not permit establishment of standing panels for scientific peer review. Therefore, the submission of a revised proposal does not guarantee funding or an improved global priority score.

**6. Main Body: Start section on a new page; 10-page limit inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other relevant information needed to judge the proposal.**

Describe the proposed project using the outline provided below:

- a. Collaborative Arrangement: Detail the proposed collaborative arrangement and emphasize the specific goals. A concise description of the proposed interaction between the HBCU and the collaborating institution should be articulated. Qualifications and facilities of the collaborating institution should be addressed. Document the experience of the collaborating institution in developing institutional training and research programs and in acquiring funding in prostate cancer research. Include information on training/collaborations with HBCU investigators.
- b. Research/Training Program: Describe explicitly the value of the proposed research/training as it relates to the applicant institution's plans for developing a prostate cancer research/training program that will increase the number of HBCU scientists working on prostate cancer disparity. Proposals must include a clearly articulated plan for a research/training program that focuses on biology, etiology, prevention, detection, diagnosis, and or treatment that addresses the disparity of prostate cancer in African Americans. Plans for supporting postdoctoral trainees can be included in this section. Articulate how the proposal will catalyze the applicant institution's development of successful prostate cancer research training programs.
- c. Communication: Outline a plan for preparing reports issued between the applicant and the collaborating institutions and document progress showing how each institution is responding to problems, etc. Please note that these "status reports" cannot be used in lieu of actual meetings and the communications between the institutions' faculties.

**7. Abbreviations: Start section on a new page; one-page limit.** Provide a list of all acronyms, abbreviations, and symbols used.

**8. References: Start section on a new page; no page limit.** List all relevant references 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).

**9. Biographical Sketches: Three-page limit per individual.** Biographical sketches should be included for each of the key personnel listed on the budget page, including collaborating investigators and support staff. These documents are a critical component of the review process. Incomplete or missing biographical sketches may result in lower priority scores. The [Biographical Sketch](#) form may be used. Use of this form is not mandatory, but the information requested shall be presented in a similar format.

**10. Existing/Pending Support: Start section on a new page; no page limit.** List on a separate page the titles, time commitments, supporting agencies, durations, and levels of funding for all existing and pending research projects involving the PI and key personnel. If no support exists, state



“none.” Proposals submitted under this program announcement should not duplicate other funded research projects.

**11. Facilities/Equipment Description: No page limit.** Describe the facilities available for performance of the proposed research/services. Describe the institutional commitment, including any additional facilities or equipment proposed for purchase or available for use at no cost to the USAMRMC. Indicate if Government-owned facilities or equipment are proposed for use.

**12. Questionnaires, Survey Instruments, or Clinical Protocols: No page limit.** Include an appropriately titled page listing the documents you have included in this section.

**13. Publications and/or Patent Abstracts: Five-document limit.** Include up to five relevant publication reprints and/or patent abstracts. A patent abstract should provide a non-proprietary description of the patent application. If more than five such items are included in the submission, the extra items will not be peer reviewed.

**14. Administrative Documentation: No page limit.** Submit only material specifically requested or required in this program announcement. **This section is not for additional figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, or other relevant information needed to judge the proposal.** Unrequested material that is submitted may be construed as an attempt to gain a competitive advantage and will be removed; it may be grounds for administrative rejection of the proposal.

The first item in this section must be a list of all the items included in the Administrative Documentation section. Provide the following items in the Administrative Documentation:

- The [Statement of Eligibility form](#), signed by the Department Chair, Program Director, Dean, or equivalent official at the applicant institution indicating that the project director holds a faculty position at an HBCU and possesses a doctoral level degree and therefore is an eligible applicant for this award.
- A letter signed by the Department Chair, Dean, or equivalent official from the applicant institution assuring the commitment of the institution to the proposed program. This letter should reflect the extent to which the institution will support the collaboration by relieving participants of their academic and/or clinical responsibilities to have additional time for research and training, providing access to appropriate facilities, and providing opportunities for professional interactions with senior colleagues.
- A letter signed by the Department Chair, Program Director, Dean, or equivalent official at the collaborating institution describing the commitment of the collaborating institution to the training/development/mentorship of the investigators at the applicant institution and the relevance of the proposed research/training to prostate cancer.
- Letters of support from any additional consultants/collaborators or institutions that will be supplying essential assistance to the proposed project describing their roles in the research/training relevant to prostate cancer.

All administrative documentation must be incorporated into the electronic PDF version of your proposal. Support documentation will not be accepted separately from the electronic proposal submission. All documents or letters requiring signatures must be signed and then incorporated into the submitted proposal.



**F. Budget Information:** Budget Information includes the [Detailed Cost Estimate forms and Budget Justification](#). Budget Information is uploaded under the “Required Files” tab of the CDMRP eReceipt system.

**1. Funding Restrictions:** Funding for HBCU Collaborative Partnership Awards can be requested for a maximum of \$600,000 for direct costs for up to a 3-year performance period, plus indirect costs as appropriate. Collaborating non-HBCU institutions may receive up to 40% of first year total costs. However, no more than 25% of total costs for the full award can be granted to collaborating institutions during the lifetime of an award. Direct costs for HBCU Collaborative Partnership Awards can cover salary support, tuition for special training and/or education, consultation with established investigators, consultation with scientific and/or technical experts (e.g., statisticians, editors), administrative and technical assistance, purchase of essential equipment or equipment rental, and expenses including research supplies, office supplies, and travel. Funds may be requested for postdoctoral trainees. (Training awards frequently have a different institutional overhead charge. All training investigators are encouraged to check with their institution concerning overhead costs.) Funds also may be used to establish formal technical assistance programs in which experienced and well-funded investigators provide consultation and mentoring in grant writing and grantsmanship. The amount allotted for travel is \$1,800 per year.

**2. Detailed Cost Estimate Forms and Justifications Instructions:** Budget is an important consideration in both peer and programmatic review, and applicants are cautioned to use discretion in budget requests. Budgets will also be reviewed during award negotiations. Complete justification must be provided for expenses in all categories. The Detailed Cost Estimate form and Justification for your proposal must be uploaded as a PDF file, separate from the proposal.

The following section provides instructions for preparing the Detailed Cost Estimate form. All amounts entered should be in U.S. dollars.

**a. Personnel:**

**i. Name:** Starting with the Project Director (PI), list the names of all participants who will be involved in the project during the initial budget period, regardless of whether salaries are requested. Include all collaborating investigators, research associates, individuals in training, and support staff. Only **ONE** person may be identified as the PI of the proposal.

**ii. Role on Project:** Identify the role of each individual listed on the project. Describe his or her specific functions in the “Justification” section of the Detailed Cost Estimate form.

**iii. Type of Appointment (Months):** List the number of months per year reflected in an individual’s contractual appointment with the applicant organization. The DOD staff assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time, e.g., 50%, note this with an asterisk (\*) and provide a full explanation in the “Justification” section of the Detailed Cost Estimate form. Individuals may have split appointments (e.g., for an academic period and a summer period). For each type of appointment, identify and enter the number of months on separate lines.

**iv. Annual Base Salary:** Enter the annual institutional base salary for each individual listed for the project.

**v. Percentage of Effort on Project:** The qualifications of the PI and the amount of time that he or she and other professional personnel will devote to the research are important

factors in selecting research proposals for funding. For each key staff member identified on the budget form, list the percentage of each appointment to be spent on this project.

**vi. Salaries Requested:** Enter the salaries in whole dollar figures for each position for which funds are requested. The salary requested is calculated by multiplying an individual's institutional base salary by the percentage of effort on the project.

**vii. Fringe Benefits:** Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization for all sponsors. Documentation to support the fringe benefits should be provided.

**viii. Totals:** Calculate the totals for each position and enter these as subtotals in the columns indicated.

**b. Consultant Costs:** Regardless of whether funds are requested, provide the names and organizational affiliations of all consultants.

**c. Major Equipment:** It is the policy of the DOD that all commercial and non-profit recipients provide the equipment needed to support proposed research. However, the need for equipment support at an HBCU is recognized and will be taken into consideration during the review and negotiation process. In those rare cases where specific additional equipment is approved for commercial and non-profit organizations, such approved cost elements shall be separately negotiated. Moreover, it is expected that institutions will share 50% of the cost of equipment purchased for this research proposal when individual equipment costs are equal to or exceed \$2,500.

**d. Materials, Supplies, and Consumables:** A general description and total estimated cost of expendable equipment and supplies are required. Itemize supplies in separate categories (e.g., glassware, chemicals, radioisotopes). Categories in amounts less than \$1,000 do not need to be itemized. If animals are to be purchased, state the species, strain (if applicable), and the number to be used. If human cell lines are to be purchased, state the source and the description.

**e. Travel Costs:** Travel costs may not exceed \$1,800 per year.

**f. Research-Related Subject Costs:** Itemize costs of subject participation in the research study. These costs are strictly limited to expenses specifically associated with the proposed study. The USAMRMC will not provide funds for ongoing medical care costs that are not related to a subject's participation in the research study.

**g. Other Expenses:** Itemize other anticipated direct costs such as publication and report costs, rental for computers and other equipment (provide hours and rates), and communication costs. Unusual or expensive items should be fully explained and justified. Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.

**h. Subaward Costs:** A description of services or materials that are to be awarded by subcontract or subgrant is required. For awards totaling \$10,000 or more, provide the following specific information:

- Identification of the type of award to be used (e.g., cost reimbursement, fixed price);
- Identification of the proposed subcontractor or subgrantee, if known, and an explanation of why and how the subcontractor or subgrantee was selected or will be selected;
- Whether the award will be competitive and, if noncompetitive, rationale to justify the absence of competition; and
- The proposed acquisition price.

**i. Indirect Costs (overhead, general and administrative, and other):** The most recent rates, dates of negotiation, base(s), and periods to which the rates apply should be disclosed along with a statement identifying whether the proposed rates are provisional or fixed.

**j. Total Costs for the Entire Proposed Period of Support (second page of the Detailed Cost Estimate form):** Enter the totals under each budget category for all additional years of support requested and itemize these totals in the “Justification” section of the Detailed Cost Estimate form. Note with an asterisk (\*) and explain any significant increases or decreases from the initial year budget. All amounts should be in U.S. dollars. Total costs for the entire proposed period of support should equal the amount previously entered online in the Proposal Information <https://cdmrp.org/proposals>.

**3. Justification (third page of the Detailed Cost Estimate form):** Each item in the budget should be clearly justified under the “Justification” section of the Detailed Cost Estimate form.

**G. Regulatory Requirements:** Completed and signed copies of the “[Certificate of Environmental Compliance](#)” and “[Principal Investigator Safety Program Assurance form](#)” must be uploaded under the “Required Files” tab of the CDMRP eReceipt system as separate PDF files.

Do not submit other Regulatory Documents (Research Involving Human Subjects and/or Anatomical Substances; Research Involving Animals) with the proposal. Instead, the applicant should provide these documents to the USAMRMC only upon request.

**H. USAMRAA Documents:** The most current version of the institution’s negotiated “Rate Agreement,” the “[Certifications and Assurances for Assistance Agreements](#),” and the “[Representations for Assistance Agreements](#)” must be uploaded by the Contract Representative from the Sponsored Programs Office (or equivalent). These documents must be uploaded as separate PDF files under the Contract Representative’s “My Profile” tab of the CDMRP eReceipt system prior to negotiations.

**I. Submission Dates and Times: Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant’s institution’s Sponsored Programs Office (or equivalent) by the deadline.** If your proposal is either incomplete or not approved electronically before the deadline, it will not be considered for review. The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time June 15, 2004 deadline.

**The timeline for HBCU Collaborative Partnership Awards is:**

<b>Pre-proposal Submission Deadline:</b>	<b>5:00 p.m. Eastern time March 2, 2004.</b>
Pre-proposal Review:	March 2004
Review Summary Sent to Applicant:	April 2004
<b>Proposal Submission/Approval Deadline:</b>	<b>5:00 p.m. Eastern time June 15, 2004</b>
Peer Review:	July 2004
Programmatic Review:	October 2004
Request for Additional Documents:	As early as 2 weeks after the completion of programmatic review.
Notification Letter:	Approximately 4 weeks after programmatic review.
Award Start Date:	Between November 2004 and September 2005.

**J. Electronic Submission Requirements:** Electronic submission is required. Proposals will be accepted only as PDF files submitted through the CDMRP eReceipt system at <https://cdmrp.org/proposals>.

Several steps are critical to successful proposal submission.

- The Proposal Information must be submitted prior to submission of the proposal. Applicants are encouraged to begin this part of the submission process early.
- The e-mail address of a Contract Representative from the Sponsored Programs Office (or equivalent) must be included.
- Applicants are encouraged to coordinate early with their Sponsored Programs Office.
- The Contract Representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate on behalf of the institution is required to provide final approval before the proposal is accepted.
- The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time June 15, 2004 deadline.
- Any supporting documentation that the applicant includes with the proposal must be incorporated into the PDF file prior to upload.
- Some items to be included in the proposal will need to be scanned. These items might include figures, tables, letters, or publications. All scanned documents, including figures, tables, and graphs, should be scanned at a resolution of 300-400 dpi or less.
- Budget Information includes the Detailed Cost Estimate form and the Budget Justification form. Budget Information must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.
- The Regulatory documents required at submission include a completed, signed Certificate of Environmental Compliance and a completed, signed Principal Investigator Safety Program Assurance form. These must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.

## VIII. PROPOSAL REVIEW INFORMATION

### A. Proposal Review and Selection Overview:

**1. Process:** The CDMRP uses a two-tiered review process for proposal evaluation. The two tiers are fundamentally different. The first tier is a scientific peer review of proposals against established criteria for determination of scientific merit. The second tier is a programmatic review of proposals that compares submissions to each other and recommends proposals for funding based on scientific merit as well as overall program goals.

**2. Peer Review:** Peer review is conducted by panels organized according to scientific discipline or specialty area. The primary responsibility of the peer review panels is to provide unbiased, expert advice on the scientific/technical merit and relevance of proposals, based upon the review criteria published for each award mechanism.

Peer review panels are composed of a chair, scientific reviewers, consumer reviewers, and a nonvoting scientific review administrator. Scientific reviewers are selected based on their expertise and their experience with scientific peer review. Consumer reviewers are nominated by an advocacy or support organization and are selected on the basis of their leadership skills, commitment to advocacy, and interest in science. Consumers augment the peer review by bringing the patient perspective to the assessment of science and to the relevance of research.

Panel members rate each proposal based on specific evaluation criteria developed for each award mechanism (see below). Two types of ratings are used. First, each of the evaluation criteria, except for the budget, is rated on a scale of 1 (lowest merit) to 10 (highest merit). This criteria scoring ensures that each component is considered in peer review. Second, the overall proposal is given a global priority score using a scale of 1 (highest merit) to 5 (lowest merit). Criteria scores are neither averaged nor mathematically manipulated to determine the global priority score. Instead, reviewers are asked to use the criteria scores as a guide in determining the global priority score. In rare instances, a proposal may be disapproved at peer review if gravely hazardous or unethical procedures are involved, or if the proposal is so seriously flawed that its completion is implausible.

The peer review summary statement is a product of scientific peer review. Each summary statement includes the peer review scores and an evaluation of the project as assessed by the peer reviewers according to the evaluation criteria published in this program announcement.

**3. Programmatic Review:** The second tier is programmatic review. Programmatic review is accomplished by the IP, which is composed of scientists, clinicians, and consumer advocates. The scientific members of the IP represent diverse disciplines and specialty areas, and the consumer members represent national advocacy constituencies. One of the functions of programmatic review is to maintain a broad portfolio of grants across all disciplines. Programmatic review is a comparison-based process in which proposals from multiple research areas compete in a common pool. IP members primarily use the peer review summary statements and the proposal abstracts. SOWs may also be reviewed. Full proposals are not forwarded to programmatic review.

HBCU/Minority Institutions (MI) proposals will be reviewed concurrently with all others in the same research area during scientific peer review, but may be evaluated separately during programmatic review. Consistent with the CDMRP's goal, recommendations for funding HBCU/MI submissions will be based upon scientific excellence and program relevance.

## B. Review Criteria:

1. **Peer Review:** HBCU Collaborative Partnership Award proposals will be evaluated according to the following criteria:

- **Project Director:** Is the Project Director an HBCU faculty member and does he or she have the appropriate qualifications and experience to coordinate and manage the partnership? Does the Project Director devote an appropriate effort to this partnership?
- **Applicant Institution:** Will the collaboration advance the applicant institution's capability to develop a research/training program in prostate cancer? Does the applicant institution play the primary role in conception, design, and direction of the proposed partnership?
- **Collaborating Institution:** Does the collaborating institution have the background, qualifications, experience, and personnel in prostate cancer research to develop a productive collaboration with the applicant institution? Is the collaborating institution committed to the applicant institution's development both during and after the funding period of this award?
- **Training/Research Plan:** Is there a reasonable plan to develop an ongoing program in prostate cancer research and training at the HBCU by the end of the award period? Is there potential for development of a long-term collaboration? Does the research plan address the disparate burden of prostate cancer in African Americans? Are the conceptual framework, concepts, hypothesis, design, methods, and analyses of the research adequately developed? How do the collaborating and applicant institutions propose to sustain the interactive environment necessary for the development of an effective program? Does the proposed partnership develop a credible environment at the applicant institution to increase the numbers of investigators focused on prostate cancer research?
- **Scientific Relevance:** Does the proposed research address the disparity in prostate cancer incidence, morbidity, and mortality between African Americans and other ethnic groups? Do the proposed research and training concepts clearly focus on prostate cancer biology, etiology, prevention, detection, diagnosis, and/or treatment as they relate to the African American population?
- **Budget:** Is the budget reasonable for the work proposed?

2. **Programmatic Review:** The ratings and evaluations of scientific peer review panels are primary factors in programmatic review. The IP also considers other criteria to maintain the PCRCP's broad portfolio. The criteria the IP uses to make funding recommendations are:

- Ratings and evaluations of the scientific peer review panels;
- Programmatic relevance;
- Relative innovation; and
- Program portfolio balance.

Scientifically sound proposals that best fulfill the above criteria and most effectively address the unique focus and goals of the program are selected by the IP and recommended to the Commanding General, USAMRMC, for funding.

## IX. AWARD ADMINISTRATION INFORMATION

**A. Award Notices:** After the two-tiered evaluation process is completed, every applicant will receive notification of the award status of his or her proposal and a copy of the peer review summary statement. Applicants can expect to be notified of the agency's decision in November 2004.

**B. Administrative Requirements:** All awards are made to organizations, not individuals. A PI should submit a proposal through, and be employed by or affiliated with, a university, college, non-profit research institute, commercial firm, or government agency (including military laboratories) in order to receive support. To be eligible for award, a prospective recipient should meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (Office of Management and Budget Circular A-110 and DOD Grant and Agreement Regulations). Any organization requesting receipt of an award from this announcement must be registered in the Central Contractor Registration (CCR) database. Access to the CCR online registration is through the CCR homepage at <http://www.ccr.gov>.

**Any change in the institution, the PI, and/or the SOW will require that the PI resubmit contact information.** Any delay in the submission of updated information could result in a delay in the contracting and regulatory review and a subsequent delay in payment.

**C. Award Negotiation:** Award negotiation consists of discussions, reviews, and justifications of critical issues involving USAMRAA. A Contract Specialist from USAMRAA will contact the Contract Representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate contracts and grants at the applicant's institution. As part of the negotiation process, additional documentation and justifications related to the proposed SOW and associated budgets may be required.

Note that the award start date will be determined during the negotiation process.

### D. Regulatory Review:

**1. Overview:** Concurrent with the USAMRAA negotiations, the office of Surety, Safety and Environmental will review the Certificate of Environmental Compliance, and Principal Investigator Safety Program Assurance form submitted with the proposal. The USAMRMC RCQ office will review documents related to Research Involving Animal Use and Research Involving Human Subjects/Anatomical Substance Use submitted upon request to ensure that Army regulations are met.

**2. Certificate of Environmental Compliance:** The [Certificate of Environmental Compliance](#) must be submitted with the proposal. If multiple research sites/institutions are funded in your proposal, then a Certificate of Environmental Compliance for each site will be requested at a later date.

**3. Safety Program Documents:** The [Principal Investigator Safety Program Assurance form](#) must be submitted with the proposal.

A Facility Safety Plan is also required and will be requested at a later date. However, your institution may already have an approved Facility Safety Plan. To determine the status of approval, check the USAMRMC website at <http://mrmc-www.army.mil/crprcqsosohdfsplan.asp>. If your institution is not listed on the aforementioned website, contact your Facility Safety Director/Manager to initiate completion of the institution-based Facility Safety Plan. Specific requirements for the Safety Program Plan can be found at <http://mrmc-www.army.mil/docs/rcq/FY02FSPAAppendix.doc>.

If multiple research sites/institutions are funded in your proposal, then a Facility Safety Plan for each site/institution not listed in the aforementioned website will be requested at a later date.

**4. Research Involving Animal Use:** Animal use documents should not be submitted with the proposal and will be requested at a later date. Specific requirements for research involving animals can be found at <http://mrmc-www.army.mil/docs/rcq/FY02AnimalAppendix.doc>.

**5. Research Involving Human Subjects/Anatomical Substances:** Human Subjects and/or Anatomical Substances use documents should not be submitted with the proposal and will be requested at a later date. In addition to local Institutional Review Board (IRB) approval to conduct research involving human subjects and/or anatomical substances, a second tier of IRB review and approval is also required by the DOD. This second review is conducted by the Human Subjects Research Review Board (HSRRB), which is administered by the USAMRMC RCQ office. The HSRRB is mandated to comply with specific laws and directives governing all research involving human subjects that is conducted or supported by the DOD. These laws and directives are rigorous and detailed and will require information in addition to that supplied to the local review board. For example:

- Intent to Benefit. In the development of a research protocol for submission to the DOD, the applicant must specifically address, if applicable, the Intent to Benefit. An individual not legally competent to consent (e.g., minors) may not be enrolled in DOD-sponsored research unless the research is intended to benefit each and every subject enrolled in the study. Applicants should be aware that this law makes placebo-controlled clinical trials problematic because of the ‘intent to benefit’ requirement whenever participation is sought of subjects from whom consent must be obtained by the legally authorized representative.
- The DOD considers cell lines of human origin to be human anatomical substances. Use of these cell lines is subject to HSRRB review and approval.

Specific requirements for research involving human subjects and/or anatomical substances can be found at <http://mrmc-www.army.mil/docs/rcq/HSAppendix19Feb02.pdf>. An informed consent form template can be located at [http://mrmc-www.army.mil/docs/rcq/consentform\\_template.pdf](http://mrmc-www.army.mil/docs/rcq/consentform_template.pdf).

**6. Award/Regulatory Approval:** Once an award is made, the applicant may not use, employ or subcontract for the use of any human subjects, human anatomical substances, or use of laboratory animals without express written approval from the applicable USAMRMC RCQ office. USAMRMC RCQ will forward these express written approvals directly to the applicant with a copy furnished to the institution’s Sponsored Programs Office (or equivalent).

**E. Reporting:** All research awards will require the timely delivery of several reports during the research effort. Reporting requirements consist of an annual report (for each year of research except the final year) that presents a detailed summary of scientific issues and accomplishments and a final report (submitted in the last year of the award period) that details the findings and issues for the entire project.



## X. OTHER INFORMATION

**A. Disclosure of Proprietary Information outside the Government:** By submission of a proposal, the applicant understands that proprietary information may be disclosed outside the Government for the sole purpose of technical evaluation. The USAMRMC will obtain a written agreement from the evaluator that proprietary information in the proposal will only be used for evaluation purposes and will not be further disclosed or utilized. Funded proposals may be subject to public release under the Freedom of Information Act; proposals that are not selected for funding will not be subject to public release.

**B. Government Obligation:** Applicants are cautioned that only an appointed Contracting/Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government to fund preparation of a proposal or to support research should be inferred from discussions with a technical project officer. Applicants who, or organizations that, make financial or other commitments for a research effort in the absence of an actual legal obligation signed by the USAMRAA Contracting/Grants Officer do so at their own risk.

**C. Information Service:** Offerors may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia, 22161, for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. To the extent practical, all other sources should also be consulted for the same purpose.

**D. Inquiry Review Panel:** Applicants can submit a letter of inquiry to the USAMRMC in response to funding decisions made for a given proposal. Members of the CDMRP staff, USAMRMC Judge Advocate General staff, and USAMRAA Grants Officers constitute an Inquiry Review Panel and review each inquiry to determine whether factual or procedural errors in either peer or programmatic review have occurred, and if so, what action should be taken.

**E. Title to Inventions and Patents:** In accordance with the Bayh-Dole Act (35 USC 200 et seq.<sup>2</sup>), title to inventions and patents resulting from such federally funded research may be held by the grantee or its collaborator, but the U.S. Government shall, at a minimum, retain nonexclusive rights for the use of such inventions. An investigator must follow the instructions in the assistance agreement concerning license agreements and patents.

**F. J-1 Visa Waiver:** It is the responsibility of the awardee to ensure that the research staff is able to complete the work without intercession by the DOD for a J-1 Visa Waiver on behalf of a foreign national in the United States under a J-1 Visa.

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<sup>2</sup>Title 35, United States Code, Section 200 et seq.

## XI. ACRONYM LIST

AVI	Audio Video Interleave
CCR	Central Contractor Registration
CDMRP	Congressionally Directed Medical Research Programs
CFDA	Catalog of Federal Domestic Assistance
CPA	HBCU Collaborative Partnership Training Award
DOD	Department of Defense
FY	Fiscal Year
HBCU	Historically Black Colleges and Universities
HBCU/MI	Historically Black Colleges and Universities/Minority Institutions
HSRRB	Human Subjects Research Review Board
IP	Integration Panel
IRB	Institutional Review Board
M	Million
MB	Megabytes
MPEG	Moving Picture Experts Group
PCRP	Prostate Cancer Research Program
PDF	Portable Document Format
PI	Principal Investigator
RCQ	Regulatory Compliance and Quality
SOW	Statement of Work
USAMRAA	US Army Medical Research Acquisition Activity
USAMRMC	US Army Medical Research and Materiel Command
USC	United States Code
WAV	Wave