

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

HBCU/MI Partnership Training Award

Funding Opportunity Number: W81XWH-08-BCRP-HPT

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I. HELPFUL INFORMATION

A. Contacts

1. Program announcement, proposal format, or required documentation: To view all funding opportunities offered by the Congressionally Directed Medical Research Programs (CDMRP), perform a Grants.gov basic search using the CFDA Number 12.420. Submit questions as early as possible. Response times will vary depending upon the volume of inquiries. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079

Fax: 301-619-7792

Email: cdmrp.pa@amedd.army.mil

2. eReceipt system: Questions related to pre-application components through the CDMRP eReceipt system should be directed to the eReceipt helpdesk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time.

Phone: 301-682-5507

Website: <https://cdmrp.org>

Email: help@cdmrp.org

3. Grants.gov contacts: Questions related to submitting applications through the [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov/) portal should be directed to Grants.gov help desk. Deadlines for proposal submission are 11:59 p.m. Eastern time on the deadline date. Therefore, there is an approximate 3-hour period during which the Grants.gov help desk will NOT be available. Please plan ahead accordingly, as the CDMRP help desk is not able to answer questions about Grants.gov submissions.

Phone: 800-518-4726, Monday through Friday 7:00 a.m. to 9:00 p.m. Eastern time

Email: support@grants.gov

Grants.gov will notify Principal Investigators (PIs) of changes made to this Program Announcement and/or Application Package ONLY if the PI clicks on the “send me change notification emails” link and subscribes to the mailing list on the Opportunity Synopsis Page for this announcement. If the PI does not subscribe and the Application Package is updated or changed, the original version of the Application Package may not be accepted.

B. National Technical Information Service

The technical reference facilities of the National Technical Information Service (www.ntis.gov) are available for the purpose of surveying existing knowledge and avoiding needless duplication

of scientific and engineering effort and the expenditure thereby represented. All other sources also should be consulted to the extent practical for the same purpose.

C. Commonly Made Mistakes

- Not obtaining or confirming the organization's DUNS number well before the proposal submission deadline.
- Not obtaining or confirming the organization's registration with the Central Contractor Registry (CCR) well before the proposal submission deadline.
- Failing to request "send me change notification e-mails" from Grants.gov.
- Not contacting HELP DESKS until just before or after deadlines.
- Not completing the pre-application submission before the mandatory pre-application deadline (pre-application remains in draft status).
- Using an incorrect Grants.gov application package to submit a proposal through Grants.gov. Each Program Announcement/Funding Opportunity requires a specific application package.
- Uploading attachments into incorrect Grants.gov forms.
- Attaching files in the wrong location on Grants.gov forms.
- Submitting attachments that are not PDF documents, except for the R&R Subaward Budget Attachment(s) Form.
- Exceeding page limitations.
- Failing to submit a proposal 48-72 hours before the deadline so that Grants.gov can provide notification of errors and allow for resubmission of application package.
- Failing to submit proposal by submission deadline.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History and Objectives

The Breast Cancer Research Program (BCRP) was established in fiscal year 1992 (FY92) to promote innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY07 totaled \$2.1 billion. The FY08 appropriation is \$138 million (M).

The BCRP challenges the scientific community to design innovative research that will foster new directions for, address neglected issues in, and bring new investigators to the field of breast cancer research. The BCRP focuses its funding on innovative projects that have the potential to make a significant impact on breast cancer, particularly those involving multidisciplinary and/or multi-institutional collaborations and alliances. The BCRP encourages risk-taking research; however, all projects must demonstrate solid judgment and rationale.

B. Award Description

The Breast Cancer Research Program (BCRP) HBCU/MI Partnership Training Award was first offered in FY00. Since that time, 31 HBCU/MI Partnership Training Award proposals have been received and 13 have been recommended for funding. The HBCU/MI Partnership Training Award supports two or more Historically Black Colleges and Universities/Minority Institutions (HBCU/MI) faculty-level investigators in acquiring the training and experience necessary to obtain independent breast cancer research funding and to support the establishment of a sustainable breast cancer research program at the applicant HBCU/MI. This award provides mentorship and training at an institutional level by supporting a collaboration between multiple investigators (the Principal Investigator [PI] and co-Principal Investigator(s) [co-PI(s)] at the applicant HBCU/MI and at least one established breast cancer researcher (Primary Collaborating Mentor) at another research institution.

The goals of the HBCU/MI Partnership Training Award include but are not limited to the following:

- All investigators (PI, co-PI(s), and collaborating mentors) will work together to complete a coordinated, substantive project that will provide training in breast cancer research and that will result in publications;
- The quality of the training will enable the HBCU/MI investigators to obtain independent breast cancer research funding;
- A lasting collaboration between the applicant HBCU/MI and mentoring institution will be established; and
- The research collaboration will help lay the foundation for a future breast cancer training program by improving research resources at the applicant HBCU/MI.

The focus of the HBCU/MI Partnership Training Award proposals should be on:

- Extending and enhancing the skills of the HBCU/MI PI and co-PI(s) so that they may become competitive breast cancer researchers;
- Completing a research project of high relevance to breast cancer that will lead to publication(s); and
- Establishing successful independently funded breast cancer researchers at the applicant HBCU/MI.

Proposals for the HBCU/MI Partnership Award may target any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment; however, proposals are especially encouraged in the following research areas:

- Morbidity and/or mortality disparities in underserved/minority populations;
- Epidemiology, including molecular, nutrition, diet, and environment;
- Access to care;

- Treatment and outcomes;
- Social/behavioral sciences; and/or
- Public health or other population-based research.

Please note that only one investigator from the applicant HBCU/MI may be named PI for the proposal in the CDMRP eReceipt Online Proposal Submission System; the additional faculty-level investigators from the applicant HBCU/MI should be identified as the co-PI(s). The key collaborating investigator from the mentoring institution should be identified as the Primary Collaborating Mentor; additional mentors from the collaborating institution should be identified as secondary or tertiary mentor(s). Proposals will not be evaluated and awards will not be made for “to be named” participants (PI, co-PI(s), or collaborating mentors).

C. Eligibility

PIs must be HBCU/MI faculty members with doctoral degrees. Eligible institutions are those approved as HBCU/MI by the Department of Education. Proposals are assigned HBCU/MI status if the submitting institution is so designated by the Department of Education on the date the program announcement is released. A list of eligible HBCU/MI is available on the CDMRP website at <http://cdmrp.army.mil/spp> under “Minority Institutions.”

The Primary Collaborating Mentor must have an established breast cancer research program at the mentoring institution as evidenced by their record in acquiring funding for breast cancer research and experience in training breast cancer researchers.

Refer to the Application Instructions, Appendix 1, for general eligibility information.

D. Funding

Funding for an HBCU/MI Partnership Training Award can be requested for up to \$1M for direct costs for up to a 4-year performance period plus indirect costs as appropriate. The mentoring institution may receive up to 40% of the direct costs during the first year of an award. However, no more than 25% of total direct costs for the full award can be granted to the mentoring institution during the lifetime of the award.

Within the guidelines provided in the Application Instructions, funds can cover:

- salary
- research supplies
- equipment
- tuition for special training and/or other educational opportunities
- consultation with scientific and/or technical experts(e.g., statisticians, editors)
- administrative and technical assistance
- travel to scientific/technical meetings
- travel between collaborating institutions

- establishment of a formal technical assistance program in which experienced and well-funded investigators provide consultation and mentoring to key personnel at the applicant institution in grant proposal writing and grantsmanship

The Congressionally Directed Medical Research Programs (CDMRP) requires attendance at the biennially scheduled 3½-day DOD BCRP Era of Hope meeting, which is held to disseminate the results of BCRP-sponsored research.

The CDMRP expects to allot \$6M of the \$138M FY08 BCRP appropriation to fund approximately 4 HBCU/MI Partnership Training Award proposals, depending on the quality and number of proposals received. Funding of proposals received in response to this program announcement is contingent on the availability of Federal funds for this program.

E. Award Administration

Refer to the Application Instructions, Appendix 5, for general information on changes in award personnel or institution.

III. TIMELINE FOR SUBMISSION AND REVIEW

Proposal submission is a two-step process consisting of (1) pre-application submission and (2) proposal submission. ***Pre-application submission is a required first step.***

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time, March 27, 2008
- **Invitation to Submit Proposal** April 25, 2008
- **Proposal Submission Deadline:** 11:59 p.m. Eastern time, June 19, 2008
- **Peer Review:** August 2008
- **Programmatic Review:** September 2008

Awards will be made approximately 4 to 6 months after receiving the funding notification letter, but no later than September 30, 2009.

IV. SUBMISSION PROCESS

Proposal submission is a two-step process consisting of (1) a pre-application submission through the [CDMRP eReceipt system \(https://cdmrp.org/\)](https://cdmrp.org/) and (2) a proposal submission (***requires a letter of invitation***) through [Grants.gov \(http://www.grants.gov/\)](http://www.grants.gov).

Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

A. Step 1 – Pre-Application Components and Submission

The pre-application consists of the components discussed below. All pre-application components must be submitted electronically through the [CDMRP eReceipt system](#) by **5:00 p.m Eastern time on the pre-application deadline**. The PI and Organization identified in the proposal submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or Organization after submission of the pre-application, the PI must contact the eReceipt helpdesk at help@cdmrp.org or 301-682-5507. In addition to the specific instructions below, refer to the [Application Instructions](#) for detailed information.

1. Proposal Information
2. Proposal Contacts
3. Collaborators and Conflicts of Interest (COI)
4. Preproposal Narrative (five-page limit)

The investigator is responsible for articulating clearly how the proposed partnership addresses each of the following screening criteria for preproposals:

- **Training Plan:** Explain how this award will train two or more investigators at the applicant HBCU/MI in breast cancer research. Describe how this award will provide investigators at the applicant HBCU/MI with the opportunity to acquire the knowledge and research experience needed to obtain independent breast cancer research funding. Describe how this award will lay the foundation for a future breast cancer training program at the applicant HBCU/MI.
- **Collaboration:** Describe a clear, productive, and substantive collaboration throughout the term of the award between two or more investigators at the applicant HBCU/MI and at least one established investigator(s) with a strong track record of obtaining funding in breast cancer research at the mentoring institution.
- **Research Project:** Describe plans for developing and completing a coordinated, substantive research project that addresses a critical problem in breast cancer research or patient care. The research project may address any aspect of breast cancer biology, etiology, prevention, detection, diagnosis, and/or treatment. Topics of particular interest include:
 - Disparities in morbidity and/or mortality in underserved/minority populations;
 - Epidemiology including molecular, nutrition, diet, and environment;
 - Access to care;
 - Treatment and outcomes;
 - Social/behavioral sciences; and
 - Public health and/or other population-based research.

- Research Resources: Describe how the research resources at the applicant HBCU/MI will be improved through this award.
5. Pre-application Supporting Documentation
- References (one-page limit)
 - Biographical Sketches (4-page limit per individual)
- Include biographical sketches for PI, co-PI(s), and collaborating mentor(s).
6. Primary Collaborating Mentor's Narrative (two-page limit)

The primary collaborating mentor must describe the research collaboration using the following outline:

- Collaboration: Describe how formal training, informal and formal communication, and access to facilities and equipment will be provided for this mentored research experience. Address institutional support for each collaborating mentor's time and for access to research resources for the HBCU/MI investigators (PI and co-PI(s)).
- Mentoring: Describe how the Primary Collaborating Mentor is experienced in breast cancer research, including previous success in obtaining funding for breast cancer research. Also address each collaborating mentor's experience in mentoring scientists. Indicate the time commitment of each collaborating mentor to the collaboration.
- HBCU/MI Investigators: Provide details on the qualifications of each HBCU/MI investigator (PI and co-PI(s)). Demonstrate how this collaboration will advance the capabilities of the PI and co-PI(s) to develop and sustain an independent research program in breast cancer at the HBCU/MI.

Preproposal Screening: Preproposals will be reviewed by the BCRP Integration Panel, which is composed of scientists, clinicians, and consumer advocates. PIs whose pre-applications meet the intent of the award mechanism will be invited to submit proposals. Each PI will be notified as to whether they have been invited to submit a proposal.

B. Step 2 – Proposal Components and Submission

Proposal submission will not be accepted unless the PI has been invited. Do not submit a proposal unless a letter of invitation has been received. Proposals must be submitted electronically by the AOR (Authorized Organizational Representative) through Grants.gov (www.grants.gov). No paper copies will be accepted.

Each proposal submission must include the completed Grants.gov application package of forms and attachments identified in www.grants.gov for the US Army Medical Research Acquisition Activity (USAMRAA) program announcement. The PI and Organization identified in the proposal submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or Organization after submission of the pre-application, the PI must contact the eReceipt helpdesk at help@cdmrp.org or 301-682-5507. In addition to the

specific instructions below, please refer to the Application Instructions for detailed requirements of each component.

The package includes:

1. SF-424 (R&R) Application for Federal Assistance Form
2. Attachments Form

- Attachment 1: Project Narrative (ten-page limit)

Describe the proposed project using the following outline:

- Background: Provide a brief statement of the ideas and reasoning on which the proposed collaboration(s) is based. State the specific aims of the study (or studies) and how these will help to develop competitive, successful, independently funded breast cancer researchers at the applicant HBCU/MI. Briefly describe the methods to be used. Cite relevant literature references.
- Collaborative Arrangement: Concisely describe the proposed interaction between the applicant HBCU/MI and mentoring institution. Provide information on the PI and co-PI(s) from the applicant HBCU/MI who will be trained through this award. Provide details on the qualifications and attributes of the PI and co-PI(s), and demonstrate their commitment to developing and sustaining a breast cancer research program at the applicant institution. Demonstrate the applicant HBCU/MI's commitment to developing and sustaining the collaboration. Explain the pertinent qualifications of the collaborating mentor(s) including their record in acquiring funding for breast cancer research and experience in training breast cancer researchers. List the facilities at the mentoring institution that will be made available to the PI and co-PI(s) through this collaboration. Include any information on previous training/collaborations between the mentoring institution and the applicant HBCU/MI, if applicable.
- Training Program: Discuss the proposed training program in depth, including any planned special seminar series, journal clubs, plans to attend grant writing workshops, expert consultations, and technical and assistance programs. Describe the collaborating mentor(s) role in the training program. Specify how the collaboration will result in the training needed to produce competitive, successful, independently funded breast cancer researchers at the applicant HBCU/MI and development of an ongoing, independently funded breast cancer research program at the applicant HBCU/MI.
- Research: Describe the ideas and reasoning behind the proposed research. Include a summary of the research strategy, experimental design, and methodology. Describe the skills to be developed and knowledge to be acquired from the proposed research by HBCU/MI faculty investigators.

- Research Resources: Describe the facilities available at the applicant HBCU/MI and how research resources at the applicant institution will be improved through this award. Explain how the research resources will advance the HBCU/MI toward establishing ongoing, independently funded breast cancer researchers and lay the foundation for a future independent breast cancer training program.
- Communication: Outline the communication plan that will be used to establish and maintain the proposed collaboration. This plan should include frequent and ongoing virtual and real-time interactions: A 1-week visit or time devoted to learning one technique will not be considered sufficient. Discuss the frequency of communication and face-to-face meetings between and among the PI, co-PI(s), and all collaborating mentor(s). If the PI, co-PI(s), and collaborating mentor(s) are geographically distant, explain in detail how communication and training will be accomplished. Provide a plan for jointly preparing reports that offer updates on the status of the training and collaboration by the PI, co-PI(s), and all collaborating mentor(s). These reports should show how each institution is responding to issues or problems that may arise. These status reports may not be used in lieu of actual meetings between the collaborators.
- Attachment 2: Supporting Documentation
 - References Cited
 - Acronyms and Symbol Definitions
 - Facilities & Other Resources
 - Description of Existing Equipment
 - Publications and/or Patent Abstracts (five-document limit)
 - Primary Collaborating Mentor's Narrative (four-page limit)

The Primary Mentor must describe the research collaboration using the following outline:

- Collaboration: Address the collaboration that will be established, demonstrating how the mentoring institution and each collaborating mentor will support the mentored research experience. Detail the communication plan, including the schedule of face-to-face meetings and opportunities for informal communication. Provide plans for training of the PI and co-PI(s) from the applicant HBCU/MI. Provide clear evidence of institutional support for each collaborating mentor's time and access of the PI and co-PI(s) from the HBCU/MI to the mentoring institution's facilities and equipment.
- Mentoring: Describe how the primary collaborating mentor has experience in breast cancer research and has success in acquiring funding in breast cancer research. Provide evidence of each collaborating mentor's experience as a scientific mentor. Indicate the time commitment to the collaboration.

Describe how the primary collaborating mentor contributed to the development of the proposal (training plan, research strategy etc).

- Personnel: Provide an assessment of the background and preparation of the PI and co-PI(s). Demonstrate how this collaboration will foster the professional development of the PI and co-PI(s) and advance the development of a successful, independently funded breast cancer research program at the applicant HBCU/MI.
 - Letters of Institutional Support (two-page limit per letter)
 - ***A letter signed by the department chair, dean, or equivalent official from the applicant HBCU/MI institution*** documenting the institution's commitment to the proposed training program. This letter should reflect the extent to which the institution will support the collaboration by relieving participants (PI and co-PI(s)) of their academic and/or clinical responsibilities so that they will have sufficient time for collaboration and training, provide access to appropriate facilities, and provide opportunities for professional interactions with senior colleagues.
 - ***A letter signed by the department chair, dean, or equivalent official at the mentoring institution*** describing the institution's commitment to the training/development/mentorship of the PI and co-PI(s) from the applicant HBCU/MI institution and the nature of the proposed collaboration/training.
 - Letters of Collaboration (if applicable)
 - Attachment 3: Technical and Public Abstracts
Please note that these abstracts should include specific elements (training plan, research plan, and impact). Refer to the Application Instructions for detailed information.
 - Attachment 4: Statement of Work (SOW)
Please note that the SOW should include specific elements relevant to training and research. Refer to the Application Instructions for detailed information.
 - Attachment 5: Impact Statement
State explicitly how the proposed work will have an impact on breast cancer research or patient care. State explicitly how the proposed work will provide the HBCU/MI faculty investigators with the training needed to obtain independent breast cancer research funding and support establishment of an independently funded breast cancer research program at the applicant HBCU/MI.
3. Research & Related Senior/Key Person Profile (Expanded Form)
- PI Biographical Sketch (four-page limit)
 - PI Current/Pending Support

- Key Personnel Biographical Sketches (four-page limit each)
 - Include biosketches for all co-PI(s) and collaborating mentor(s).
 - Key Personnel Current/Pending Support
 - Include current/pending support for all co-PI(s) and collaborating mentor(s).
4. Research & Related Budget Form
 - Budget Justification
 5. Research & Related Project/Performance Site Location(s) Form
 6. R&R Subaward Budget Attachment(s) Form (if applicable)

V. INFORMATION FOR PROPOSAL REVIEW

A. Proposal Review and Selection Overview

All proposals are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of proposals against established criteria for determining scientific merit. The second tier is a programmatic review that compares submissions to each other and recommends proposals for funding based on scientific merit and overall goals of the program. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess>

The peer review and programmatic review processes are conducted confidentially and anonymously to maintain the integrity of the merit-based selection process. Each tier of review requires panelists to sign a non-disclosure statement attesting that proposal and evaluation information will not be disclosed outside the panel. Violations of the nondisclosure statement can result in the dissolving of a panel(s) and other correcting actions. Correspondingly, institutional personnel and PIs are prohibited from contacting persons involved in the proposal review process to gain protected evaluation information or to influence the evaluation process. Violations of this prohibition will result in the administrative withdrawal of the institution's proposal. Violations by panelists or PIs that compromise the confidentiality or anonymity of the peer review and programmatic review processes may also result in suspension or debarment of their employing institutions from Federal awards.

The Government reserves the right to review all proposals based on one or more of the required attachments or supporting documentation (e.g., Impact Statement).

B. Review Criteria

1. Peer Review: All proposals will be evaluated according to the following criteria. The first four criteria are equally the most important and the last four are in decreasing order of importance.

- **Training Plan**
 - How the award will support the development of a sustainable program in breast cancer research at the applicant HBCU/MI.
 - How the proposed training will enable HBCU/MI investigators to transition to independent breast cancer researchers at the applicant HBCU/MI.
- **HBCU/MI Institution**
 - Whether the PI, co-PI(s), and the applicant HBCU/MI demonstrate a commitment to developing a sustainable program focused on breast cancer research.
 - Whether the applicant HBCU/MI demonstrates a commitment to establishing and sustaining the collaboration with the mentoring institution.
 - Appropriateness of the PI's background, experience, and expertise, and that of each co-PI, to accomplish the proposed work.
 - How the research resources at the applicant HBCU/MI will be improved.
- **Mentoring Institution**
 - Whether the primary collaborating mentor has demonstrated that he or she is an established breast cancer researcher.
 - Whether the collaborating mentor(s) and mentoring institution have a strong record of developing training programs and acquiring research funding.
 - How each collaborating mentor's qualifications, experience, and record in breast cancer research combine to support the development of a productive collaboration with the applicant HBCU/MI.
 - Whether the mentoring institution demonstrates a commitment to the development of a sustainable breast cancer research program at the applicant HBCU/MI.
 - How the primary collaborating mentor played a role in developing the proposal and project.
- **Collaboration**
 - How the PI, co-PI(s), and collaborating mentor(s) will contribute significantly to the planned project(s).
 - How the plan for communication will aid in the establishment and/or maintenance of an ongoing collaboration between the participating institutions.
 - How the proposed collaboration will be sustained beyond the conclusion of this award.

- **Research**
 - How the proposed research is feasible and will potentially lead to publication of results in the peer-reviewed literature.
 - How the proposed research will provide the HBCU/MI investigators with the knowledge and experience needed to become independent breast cancer researchers and obtain research funding.
 - How the proposed research will lead to the establishment of a competitive, independently funded breast cancer research program at the applicant HBCU/MI.
- **Resources/Environment**
 - Whether the applicant HBCU/MI has the appropriate scientific environment, resources, and collaborative arrangements needed to develop a sustainable breast cancer research program.
 - The appropriateness of the scientific environment for the proposed research at both the applicant HBCU/MI and mentoring institution.
 - The quality and extent of institutional support, including whether both institutions demonstrate a strong institutional commitment to supporting the development of the breast cancer research program by relieving participants of academic or clinical responsibilities so that they can commit sufficient time to the collaboration and training.
 - Whether the appropriate management and leadership for the proposed partnership are present at the applicant HBCU/MI and the mentoring institution.
- **Impact**
 - How the research makes an original and important contribution to the goal of advancing research on the etiology, prevention, diagnosis, and/or treatment of breast cancer.
 - The impact the proposed research and training will have on the expertise of the PI and co-PI(s) in breast cancer research or patient care.
 - How the research collaboration will help establish a sustainable breast cancer research and training program at the applicant HBCU/MI.
 - How the research and training will provide the PI and co-PI(s) with the necessary expertise to competitively pursue careers in breast cancer research.
- **Budget**
 - How the budget is appropriate for the proposed research.
 - Whether the applicant HBCU/MI will receive at least 75% of the direct costs over the lifetime of the award to use on projects directly related to building a breast cancer research program.
 - Whether the mentoring institution will receive no more than 40% of direct costs budgeted for the first year of the award and no more than 25% of the direct costs budgeted over the award performance period.

2. Programmatic Review: Criteria used by programmatic reviewers to make funding recommendations that maintain the program's broad portfolio include:

- Ratings and evaluations of the peer reviewers,
- Programmatic relevance,
- Relative impact,
- Program portfolio balance, and
- Adherence to the intent of the award mechanism.

Scientifically sound proposals that best fulfill the above criteria and most effectively address the unique focus and goals of the program will be identified by Integration Panel members and recommended for funding to the Commanding General, USAMRMC.

VI. COMPLIANCE GUIDELINES

Compliance guidelines have been designed to ensure the presentation of all pre-applications and proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format. Failure to adhere to formatting guidelines makes documents difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in proposal rejection. *Pre-applications or proposals missing required components as specified in the Program Announcement/Funding Opportunity may be administratively rejected.*

The following will result in administrative rejection of the pre-application:

- Preproposal Narrative exceeds page limit.
- Preproposal Narrative is missing.
- Margins are less than specified in the formatting guidelines.
- Print Area exceeds that specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.
- FY08 Integration Panel (IP) members are included in any capacity in the pre-application process and any supporting document. A list of the FY08 IP members may be found at <http://cdmrp.army.mil>.

The following will result in administrative rejection of the entire proposal:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Margins are less than specified in the formatting guidelines.
- Print Area exceeds that specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.

- Budget and/or budget justification are missing.
- FY08 Integration Panel (IP) members are included in any capacity in the proposal process, budgets, and any supporting document. A list of the FY08 IP members may be found at <http://cdmrp.army.mil>.

For any other sections of the pre-application or proposal with a defined page limit, pages exceeding the specified limit will be removed and not forwarded for peer review. Material submitted after the submission deadline, unless specifically requested by the Government, will not be forwarded for peer review.

Proposals that appear to include plagiarized information will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to perform the investigation and provide those findings to the Grants Officer for a determination of the final disposition of the application.