

# **Program Announcement**

**Department of Defense Congressionally Directed Medical Research Programs**

**Ovarian Cancer Research Program**

**Ovarian Cancer Academy Dean Award**

**Funding Opportunity Number: W81XWH-09-OCRP-OCADEAN**

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Objectives**

The Ovarian Cancer Research Program (OCRP) was established in fiscal year 1997 (FY97) to promote innovative research focused on eliminating ovarian cancer. Appropriations for the OCRP from FY97 through FY08 totaled \$121.7 million (M). The FY09 appropriation is \$20M.

The overall goal of the FY09 OCRP is to eliminate ovarian cancer by supporting high impact, innovative research. In striving to achieve this goal, the FY09 OCRP is supporting unique partnerships and fostering the next generation of investigators in ovarian cancer.

### **B. Award Description**

The OCRP Ovarian Cancer Academy Dean Award supports visionary individuals who are established ovarian cancer researchers with a strong record of mentoring and a commitment to leadership. In addition to leading the Ovarian Cancer Academy, the Academy Dean will be recognized with the life-long title of Department of Defense (DOD) Ovarian Cancer Research Professorship.

The Ovarian Cancer Academy is envisioned as a unique, interactive virtual academy that will provide intensive mentoring, national networking, and a peer group for junior faculty in their pursuit to become successful, highly productive ovarian cancer researchers. The Ovarian Cancer Academy will be multi-institutional and will consist of five individually awarded Early-Career Investigators and their designated mentors. Each Early-Career Investigator will be within the first three years of his/her first faculty position (or equivalent) and his/her designated mentor will be an experienced ovarian cancer researcher with a strong record of mentoring young investigators.

The OCRP Integration Panel (IP), Program Manager, and Grant Manager will assume the role of an external advisory board (EAB) to the Academy. The EAB will plan, organize, and host an annual one-day workshop and a biennial three-day conference for presentation of research, networking, and developing collaborative efforts by all Academy members. It is anticipated that participation in the Ovarian Cancer Academy will facilitate scientific collaborations, faculty advancement, as well as career progression and the receipt of independent peer reviewed funding for Early-Career Investigators.

The Academy Dean is expected to develop an interactive academy consisting of the five Early-Career Investigators and their designated mentors, establish methods for regular interactive communication between all Academy members, and assess research progress and career progression of the Early-Career Investigators. Additionally, the Academy Dean will be asked to participate in the development and organization of the annual one-day workshop and the biennial three-day conference that the Academy EAB will host.

At the time of award, a pre-award planning meeting, attended by all Early-Career Investigators and their designated mentors, the Dean, and members of the EAB, will be held in the Baltimore-Washington, DC area. During the pre-award planning meeting, the Academy Dean will assign secondary mentors to each of the Early-Career Investigators.

*Individuals must be nominated to be considered for this award mechanism; self-nominations are accepted.*

### C. Eligibility

The Academy Dean must be an independent, established ovarian cancer researcher. Refer to the Application Instructions & General Information, Appendix 1, for general eligibility information.

### D. Funding

- The period of performance is **5 years**.
- The maximum allowable funding for the entire period of performance is **\$500,000** in direct costs.
- In addition to the direct costs, indirect costs may be proposed in accordance with the institution's negotiated rate agreement.

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

- Salary
- Administrative support, if applicable.
- Costs associated with establishing and maintaining a “virtual” academy (e.g., hardware and/or software for audio- or video-teleconferencing or web-based communications)
- Travel between institutions participating in academy
- Travel to an Academy Pre-Award Planning Meeting in the Baltimore-Washington, DC area for annual one-day and biennial three-day workshops with the OCRP EAB and other Academy members
- Other direct costs as described in Application Instructions & General Information for Detailed Budget and Justification

*The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot \$0.5M of the \$20M FY09 OCRP monies to fund 1 Ovarian Cancer Academy Dean application, depending upon the quality and number received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent on the availability of Federal funds for this program.*

### E. Award Administration

Changes in the Academy Dean are discouraged. However, if requested, changes require review by the OCRP staff and are at the discretion of the Grants Officer. Refer to the Application Instructions and General Information, Appendix 5, for general award administration information.

## **II. TIMELINE FOR SUBMISSION AND REVIEW**

Submission is a two-step process consisting of (1) pre-application submission and (2) application submission.

### **Pre-application (Nomination)**

<b>Submission Deadline:</b>	<b>September 9, 2009, 5:00 p.m. Eastern Time (ET)</b>
<b>Invitation to Submit Proposal:</b>	<b>October 2009</b>
<b>Application Submission Deadline:</b>	<b>December 2, 2009, 11:59 p.m. ET</b>
<b>Scientific Peer Review:</b>	<b>January 2010</b>
<b>Programmatic Review:</b>	<b>February 2010</b>

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2010.

## **III. SUBMISSION PROCESS**

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) an application submission through [Grants.gov](http://www.grants.gov/) (<http://www.grants.gov/>).

PIs and organizations identified in the application 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 help desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

The Government reserves the right to reject duplicative applications submitted to different award mechanisms within the same program or to other CDMRP programs.

### **A. Step 1 – Pre-Application Components and Submission**

***Pre-application submission is the required first step.*** The pre-application consists of the components discussed below. All pre-application components must be submitted electronically through the [CDMRP eReceipt system](https://cdmrp.org/) by **5:00 p.m. ET on the deadline date**. Refer to the Application Instructions & General Information for detailed information.

- Nomination Submission
- Nominee Identification
- Nominee Biographical Sketch (four-page limit)
- Nomination Letter (two-page limit)
  - The nominator should provide a letter describing the nominee's unique qualifications and accomplishments to serve as Academy Dean of the Ovarian Cancer Academy. This letter should address the nominee's respected and

productive role in ovarian cancer research. The letter should also address the nominee's commitment to the leadership and success of this unique, interactive virtual academy in providing collaborative mentoring of Early-Career Investigators, with the goal of developing their independent and sustainable careers in ovarian cancer research.

***Self nominations will be accepted.***

**Nomination Screening:** Nominations will be reviewed by the OCRP IP, which is composed of scientists, clinicians, and consumer advocates. Nominees whose qualifications meet the intent of the Dean award mechanism will be invited to submit applications. Selection will be based on the Nominee's qualifications and accomplishments to be recognized with the life-long title of DOD Ovarian Cancer Research Professorship and to serve as Academy Dean of the Ovarian Cancer Academy, as well as his/her commitment to the leadership and success of this interactive virtual academy. Each nominee will be notified as to whether they have been invited to submit an application. The Nomination Letter will be provided to those nominees invited to submit an application.

## **B. Step 2 – Application Components and Submission**

*Academy Dean nominees will receive notification of invitation to submit an application for the Ovarian Cancer Academy Dean Award. Applications will not be accepted unless a PI has been invited. Do not submit an application unless a letter of invitation has been received.*

Applications must be submitted electronically by the Authorized Organizational Representative (AOR) through Grants.gov ([www.grants.gov](http://www.grants.gov)).

Each application submission must include the completed application package of forms and attachments identified in [www.grants.gov](http://www.grants.gov) for the US Army Medical Research Acquisition Activity (USAMRAA) Program Announcement/Funding Opportunity. In addition to the specific instructions below, please refer to the Application Instructions & General Information 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 for the Academy Dean application (eight-page limit)**
    - **Background and Experience:** Explain how the applicant's experiences make him/her an ideal candidate for the Academy Dean. Include a description of the Academy Dean's background and experience as an established ovarian cancer researcher. Describe the record of mentoring and training young investigators, and how this mentorship contributed significantly to their careers.
    - **Commitment:** Describe the Academy Dean's commitment to the leadership of the Ovarian Cancer Academy, and to the success of this unique, interactive

virtual academy in providing collaborative mentoring of Early-Career Investigators with the goal of developing sustainable, independent careers in ovarian cancer research.

- **Vision:** Describe the Academy Dean's vision of the Ovarian Cancer Academy, and how it will provide an interactive environment, and intensive mentoring and networking for the Early-Career Investigators. Describe the roadmap as to how the Academy will develop successful, highly productive ovarian cancer researchers in a collaborative and interactive research training environment within the 5-year period of performance.
- **Management of the Academy:** Explain how the Academy Dean will assess and communicate on the progress of all of the Early-Career Investigators. Describe how the Academy Dean will facilitate communication and collaboration among all of the Early-Career Investigators and designated mentors to include participating in periodic interactive meetings in a virtual environment. Explain how the Ovarian Cancer Academy will provide a synergistic approach to the development of these Early-Career Investigators.

- **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)
- Letters of Institutional Support (no page limit per letter)
- Letters of Collaboration (if applicable, no page limit per letter)
- Intellectual and Material Property Plan (if applicable; no page limit): Provide a plan for resolving intellectual and material property issues among participating institutions

- **Attachment 3: Technical Abstract (one-page limit)**

- **Attachment 4: Public Abstract (one-page limit)**

- **Attachment 5: Statement of Work (SOW, three-page limit)**

- **Attachment 6: Detailed Budget and Justification**

- **Attachment 7: Impact Statement (one-page limit)**

Explain how the Ovarian Cancer Academy will provide a unique, interactive, and intensive career development and research training platform that will allow Early-Career Investigators to develop and sustain careers and become highly productive ovarian cancer researchers.

- **Attachment 8: Federal Agency Financial Plan (if applicable)**

- **Attachments 9-15: Subaward Detailed Budget and Justification (if applicable)**

### **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)
- Key Personnel Current/Pending Support

### **4. Research & Related Project/Performance Site Location(s) Form**

## **IV. INFORMATION FOR APPLICATION REVIEW**

### **A. Application Review and Selection Overview**

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of applications 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, overall goals of the program, and the specific intent of the award mechanism. 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 to maintain the integrity of the merit-based selection process. Each tier of review requires panelists to sign a non-disclosure statement attesting that application and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other corrective actions.

Institutional personnel and PIs are prohibited from contacting persons involved in the application review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the institution's application. Violations by panelists or PIs that compromise the confidentiality of the peer review and programmatic review processes may also result in suspension or debarment of their employing institutions from Federal awards.

Furthermore, it is a crime for Federal officials to disclose confidential information of one party to another third party (Title 18 United States Code 1905).

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

### **B. Review Criteria**

**1. Peer Review:** All applications will be evaluated according to the following criteria, which are listed in decreasing order of importance.

- **Academy Dean**
  - How the Academy Dean is committed to leading the Ovarian Cancer Academy and ensuring that it provides interactive and intensive mentoring and networking for the development and sustainment of the Early-Career Investigators' careers in ovarian cancer.
  - How the Academy Dean's overall career and experiences in ovarian cancer research make him/her the ideal candidate for the Academy Dean.
  - How the Academy Dean's record of mentoring young investigators in ovarian cancer research indicates the potential for successful mentorship and career development of up to five Early-Career Investigators from multiple institutions and disciplines.
- **Vision**
  - How the Academy Dean's vision for the Ovarian Cancer Academy meets the intent of this award mechanism of developing a unique, interactive virtual Academy that will provide intensive mentoring, networking, and a collaborative peer group for the development and sustainment of Early-Career Investigators.
  - How the Academy roadmap will develop successful, highly productive ovarian cancer researchers in a collaborative research training environment within the 5-year period of performance.
- **Management of the Academy**
  - How the Academy Dean will facilitate communication and collaboration among all of the Early-Career Investigators and Mentors.
  - How the Early-Career Investigators' career progression and sustainment as independent investigators in ovarian cancer research will be assessed.
  - How the Ovarian Cancer Academy will provide a synergistic approach to the development of junior faculty and prepare each of the Early-Career Investigators for an independent and sustainable career in ovarian cancer research.
- **Impact**
  - How the Ovarian Cancer Academy will provide intensive mentoring, networking, and a peer group for the Early-Career Investigators in a unique, interactive, collaborative virtual research training environment that will allow them to develop and sustain careers in ovarian cancer research.

The following criteria will not be individually scored, but may impact the overall evaluation of the application:

- **Budget**
  - How the budget is appropriate for coordinating and managing the Ovarian Cancer Academy, and is within the limitations of the award mechanism.

- **Application Presentation**
  - How the writing and components of the application influenced the review.

**2. Programmatic Review:** The following criteria are used by programmatic reviewers to make funding recommendations that maintain the program's broad portfolio:

- Adherence to the intent of the award mechanism,
- Ratings and evaluations of the peer reviewers,
- Programmatic relevance,
- Relative impact, 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 will be identified by Integration Panel (IP) members and recommended for funding to the Commanding General, US Army Medical Research and Materiel Command. The highest scoring applications from the first tier of review are not automatically recommended for funding. All applications are carefully considered to ensure that the funds available are allocated to those proposals that best fulfill the goals and objectives of the program.

## V. ADMINISTRATIVE ACTIONS

After receipt of pre-applications from CDMRP eReceipt or applications from Grants.gov, the following administrative actions may occur.

### A. Rejection

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

- Nomination Letter exceeds page limit.
- Nomination Letter is missing.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

## **B. Modifications**

- Pages exceeding the specified limits will be removed for all documents other than the Project Narrative.
- Documents not requested will be removed.
- ***NEW for FY09:*** Following the application deadline, you may be contacted by email from CDMRP with a request to provide certain missing supporting documents (excluding those listed directly above in Section A, Rejection). The missing documents must be provided by 5:00 p.m. ET on the second full business day following the date the email was sent. Otherwise, the application will be peer reviewed without the missing documents.

## **C. Withdrawal**

The following may result in administrative withdrawal of the application:

- FY09 IP member(s) is found to be involved in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY09 IP members may be found at <http://cdmrp.army.mil/ocrp/panel09>
- Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs.
- The application does not conform to this funding opportunity description to an extent that precludes appropriate scientific peer and programmatic review.
- Direct costs as shown on the detailed budget form exceed the maximum allowed by the award mechanism.
- Inclusion of URLs, with the exception of links to published references.

## **D. Withhold**

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to provide the findings of the investigation to the USAMRAA Contracting/Grants Officer for a determination of the final disposition of the application.

## **VI. CONTACT INFORMATION**

**A. Program Announcement/Funding Opportunity, application format, or required documentation:** To view all funding opportunities offered by the 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](mailto:cdmrp.pa@amedd.army.mil)

**B. eReceipt system:** Questions related to pre-application components through the CDMRP eReceipt system should be directed to the eReceipt help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET.

Phone: 301-682-5507  
Website: <https://cdmrp.org>  
Email: [help@cdmrp.org](mailto:help@cdmrp.org)

**C. Grants.gov contacts:** Questions related to application submission through the [Grants.gov](http://www.grants.gov/) (<http://www.grants.gov/>) portal should be directed to the Grants.gov help desk, which is available Monday through Friday, 7:00 a.m. to 9:00 p.m. ET. Deadlines for application submission are 11:59 p.m. ET on the deadline date. Please note that the CDMRP help desk is unable to answer questions about Grants.gov submissions.

Phone: 800-518-4726  
Email: [support@grants.gov](mailto:support@grants.gov)

*Grants.gov will notify PIs of changes made to this Program Announcement/Funding Opportunity and/or application package ONLY if the PI subscribes to the mailing list by clicking on the “send me change notification emails” link 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.*