Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Multi-Team Award

Funding Opportunity Number: W81XWH-10-BCRP-MTA

TABLE OF CONTENTS

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

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 FY09 totaled over $2.3 billion. The FY10 appropriation is $150 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. The BCRP encourages risk-taking research; however, all projects must demonstrate solid judgment and rationale.

B. Award Description

The BCRP Multi-Team Award supports the creation of a collaborative research project among three teams, each led by a Principal Investigator (PI) with a history of creativity and innovation, to focus on a critical area of breast cancer. The Multi-Team Award should create an environment that fosters and supports innovation and creativity, with consistent, intensive interaction across teams in a way that engages all members of the teams in all aspects of the research project. The multi-team approach is expected to transform the research process through the integration of basic and clinical disciplines, substantive cross-disciplinary training among the scientists on the teams, and integral participation of consumer advocates. The requirements for this award are as follows:

Research Question: Research proposed under the Multi-Team Award must focus on a question of significant importance to breast cancer that has been inadequately addressed, or for which there may be an absence of an established paradigm or technical framework. The research question should address overarching issues that have broad implications for the disease and risk management (e.g., risk factors, dormancy) and not focus merely on the study of specific pathways or genes. Clinical research (may include clinical trials) must be included as part of the proposed work.

Teams of Scientists and Consumers: The Multi-Team Award supports the collaborative efforts of three teams consisting of scientists and consumer advocates.

> **PIs:** The three PIs, one for each team, must include one basic scientist, one clinician, and one additional individual from any appropriate area of expertise (e.g., epidemiology). At least two different institutions must be represented by the three PIs. Each of the three PIs is expected to have a track record of innovation and creativity, and be well qualified to lead his/her respective team in this intensive collaboration. The collaborating PIs should work together to develop the research plan, determine the management structure, and prepare the application. It should be clear that all PIs have an equal level of intellectual input into the proposed project. Collectively, the members of the teams should represent the appropriate

diversity of expertise necessary for addressing the research question. Effort is expected to be balanced among the three teams, unless otherwise justified.

Consumer Advocates: Each PI's team must include one or more breast cancer consumer advocates who will be integrally involved throughout the planning and implementation of the research project and management of the collaboration. Consumer advocates should be involved in the identification of the research question, project design, oversight, recruitment, and evaluation, in addition to other areas. Interactions with the research team members should be well-integrated and ongoing, not limited to attending seminars and semi-annual meetings. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer, they should be involved with a breast cancer advocacy organization, and their role in the project should be independent of their employment. They should not be employees of any of the organizations applying for the grant. Regardless of their professional credentials, they should have a high level of training and familiarity with current issues in breast cancer research.

Team Interaction and Training: Regular in-person meetings and cross-training among members of all three teams are requirements of this award. The in-person multi-team meetings are intended to assess research progress, address problems, and define future directions. These meetings must take place at least twice a year and must be attended by all three PIs and key research team members (including consumer advocates). It is also expected that frequent (e.g., weekly) meetings of all team members will occur using phone conference/webcast communications technology to share data and monitor progress toward specific aims. A server should be established that makes team member presentations and source data available to all team members. To provide immersive training and interaction across disciplines, at least two key members of each research team must dedicate time to working on the funded research in another collaborating team's laboratory or clinic. This cross-training may be accomplished through one extensive visit of several weeks or through several separate visits.

The PIs must present a clear plan for how they would manage and facilitate meaningful collaboration among the separate research teams to enable successful completion of the proposed research. Participating institutions must be willing to resolve potential intellectual and material property issues and remove institutional barriers to achieving high levels of cooperation. The proposal should include an organizational chart identifying the roles of all team members and the workflow within and between labs. The required Statement of Work (SOW) should indicate specific milestones, and how specific aims toward these milestones will be staged or integrated. Key decision points in the organizational/work flow chart and SOW should be clearly defined, and their impact on the overall project should be clear.

A Preproposal Narrative is required as part of the pre-application; application submission is by invitation only.

C. Eligibility

PIs can be at any academic level (or equivalent). Refer to General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

- The maximum period of performance is **4** years.
- The maximum allowable funding for the entire period of performance is $**4.5M** in direct costs.
- The applicants may request the entire maximum direct cost amount for a project that may be less than the maximum 4-year period of performance.
- Regardless of the period of performance proposed, the applicants may not exceed the maximum direct cost. In addition to the direct costs, indirect costs may be proposed in accordance with the organization's negotiated rate agreement.
- A separate award will be made to each PI's organization.
- The PIs are expected to be equal partners in the research, and direct cost funding should be divided accordingly unless otherwise warranted and clearly justified.

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

- Salary
- Research supplies
- Equipment
- Clinical costs
- Support for collaboration and training
- Support for bi-annual multi-team meetings
- Travel between collaborating organizations
- Travel costs of up to $3,600 per year to attend scientific/technical meetings
- Other direct costs as described in the General Application Instructions for the Detailed Budget and Justification

In addition, funding must be requested for the three PIs, consumer advocates, and trainees to attend one 3½-day Department of Defense BCRP Era of Hope meeting, which is held to disseminate the results of BCRP-sponsored research.

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately $23M of the $150M FY10 BCRP appropriation to fund approximately three Multi-Team Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.

E. Award Administration

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2011. Refer to the General Application Instructions, Appendix 4, for general award administration information.

II. TIMELINE FOR SUBMISSION AND REVIEW

- **Pre-application Submission Deadline: 5:00 p.m. Eastern time (ET), March 18, 2010**
- **Invitation to Submit an Application: April 2010**
- **Application Submission Deadline: 11:59 p.m. ET, June 23, 2010**
- **Scientific Peer Review: July 2010**
- **Programmatic Review: September 2010**

Application submissions will not be accepted unless the pre-application process is completed by the pre-application deadline.

III. SUBMISSION PROCESS

Submission is a two-step process requiring both (1) pre-application submission through the CDMRP eReceipt system (https://cdmrp.org/) and (2) application submission through Grants.gov (http://www.grants.gov/). ***Applications will be invited based on pre-application screening.***

The BCRP Multi-Team Award mechanism is structured to accommodate three PIs. One partner will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The other PIs will be identified as the Partnering PIs. Initiating and Partnering PIs each have different submission requirements; however, all PIs should contribute significantly to the development of the proposed research project including the project narrative, Statement of Work, and other required statements. The Initiating PI must complete the pre-application submission process and submit the contact information for each Partnering PI. If an application is invited, the Initiating PI will receive a letter of invitation via email by the CDMRP eReceipt system. The letter will provide the information necessary to begin application submission through Grants.gov. Each Partnering PI will subsequently be notified separately by email. Please note that each Partnering PI must follow the link in this email and register with CDMRP eReceipt in order to associate his/her grant application package with that of the Initiating PI.

Submission of the same research project to different funding opportunities within the same program and fiscal year is discouraged. The Government reserves the right to reject duplicative applications.

PIs and organizations identified in the application should be the same as those identified in the pre-application. If a change in PI or organization is necessary after submission of the pre-application, the PI must contact the eReceipt help desk at help@cdmrp.org or 301-682-5507.

A. Step 1 – Pre-Application Components

All pre-application components must be submitted through the CDMRP eReceipt system by ***5:00 p.m. ET on the deadline***. Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

The Initiating PI is responsible for submission of all pre-application components.

The pre-application consists of the following components, which are organized in the CDMRP eReceipt system by separate tabs (Refer to the General Application Instructions for additional information on pre-application submission.):

- **Proposal Information – Tab 1**
- **Proposal Contacts – Tab 2**
- **Collaborators and Conflicts of Interest (COI) – Tab 3**

  The Initiating PI must enter the contact information for the Partnering PI(s) in the Partnering PI section.

- **Required Files – Tab 4**

  Preproposal Narrative (three-page limit): The Preproposal Narrative is inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons.

  The Preproposal Narrative should include the following:

  - Discuss the research question to be addressed by the teams.
  - Describe how the proposed work meets the intent of the Multi-Team Award mechanism.

  Pre-Application Supporting Documentation: The items to be included as supporting documentation for the pre-application are limited to:

  - References Cited: 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). The inclusion of Internet URLs to references is encouraged.
  - Key Personnel Biographical Sketches (four-page limit per individual): Include biosketches for the three PIs and the consumer advocates.

- **Submit Pre-application – Tab 5**
- **Other Documents Tab**

  Not Applicable.

Pre-Application Screening: Pre-applications will be screened by the BCRP Integration Panel based on the following criterion:

- Adherence to the intent of the award mechanism

Following the pre-application screening, PIs will be notified of whether or not they are invited to submit an application; however, they will not receive feedback (e.g., strengths and weaknesses) on their pre-application.

B. Step 2 – Application Components

Applications will not be accepted unless the Initiating PI has received a letter of invitation. Applications are submitted by the Authorized Organizational Representative (AOR) through Grants.gov (http://www.grants.gov/). Applications must be submitted **by *11:59 p.m. ET on the deadline.***

Each application submission must include the completed application package of forms and attachments identified in Grants.gov for this Program Announcement/Funding Opportunity.

The CDMRP requires separate Grants.gov application package submissions for the Initiating PI and each Partnering PI. Initiating and Partnering PIs will each be assigned unique and separate log numbers by the CDMRP eReceipt system. Each PI must submit his/her Grants.gov application package using only his/her unique log number.

Application Components for the Initiating PI:

The Grants.gov application package consists of the following components (Refer to the General Application Instructions, Section II.B., for additional information on application submission):

1. SF 424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section II.B., for detailed information.

2. Attachments Form

- **Attachment 1: Project Narrative (25-page limit):** Upload as "ProjectNarrative.pdf."

  Within the Project Narrative, the PIs must clearly explain how the proposed research, if successful, would answer a question of significant importance to breast cancer. The research strategy should be outlined in detail and fully supported by preliminary data, published reports, and/or sound scientific rationale. ***The collaborating PIs should work together to develop the research plan and write the Project Narrative.***

  Describe the proposed work and team interaction using the following outline:

  - Background: Present the ideas and reasoning behind the proposed work. Describe the major question in breast cancer research that is the focus of the proposal. Describe previous experience most pertinent to this proposal. Cite relevant literature.

- Hypothesis or Objective: State the hypothesis to be tested or the objective to be reached.
- Specific Aims: Concisely explain the projects' specific aims to be funded by this proposal.
- Research Strategy: Describe the experimental design, methods, and analyses including appropriate controls and statistical plan in sufficient detail for analysis. Address potential problem areas, and present alternative methods and approaches. For use of human subjects or human biological samples, include a detailed plan for the recruitment of subjects or the acquisition of samples, including the source(s) and availability.
- Research Teams and Environment: Describe how the background in innovative research, research experience, and leadership skills make each PI well qualified to coordinate this collaborative effort. Discuss the qualifications of the team members and how they possess the appropriate expertise necessary to address the research question. Describe the research environments and how the facilities and resources will support the research requirements and the collaborative project.
- Consumer Advocate Participation: Describe the integral roles that consumer advocates will play in the planning, design, implementation, and evaluation of the research. Describe the consumer advocates' previous training and familiarity with current issues in breast cancer. Explain how the consumer advocates' experience and expertise will be integrated into the research project and management of the collaboration.
- Team Interaction and Training: Describe how the PIs will collectively manage the collaboration among the three teams, and include an organizational chart identifying the roles of all team members and the workflow within and between labs. Present an overall management plan to facilitate group interactions, data sharing, adherence to regulatory requirements, administrative support, and oversight. Describe how the management plan will integrate and optimize research efforts and result in a unified collaborative effort. Provide a clear strategy to ensure cross-team participation and real-time communication of results, issues, problems, and progress. Include plans for conducting two in-person multi-team meetings per year. Present a detailed plan for implementing the required cross-training of at least two key members from each research team. Describe how the cross-training experience will augment the research team's efforts and will contribute to the impact of the proposed work.

- **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named "Support.pdf." If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***Each component has no page limit unless otherwise noted.***
  - References Cited: 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). The inclusion of Internet URLs to references is encouraged.

- List of Acronyms and Symbols: Provide a list of acronyms and symbols (e.g., PCR = polymerase chain reaction).
- Facilities, Existing Equipment, and Other Resources: Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the US Army Medical Research and Materiel Command (USAMRMC). Indicate if Government-owned facilities or equipment are proposed for use. Reference should be made to the original or present contract under which the facilities or equipment items are now accountable. There is no form for this information.
- Publications and/or Patent Abstracts (five-document limit): Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then they must be included. Extra items will not be reviewed.
- Letters of Organizational Support (two-page limit per letter): Provide a letter (or letters if applicable), signed by the Department Chair or appropriate organization official, reflecting the laboratory space, equipment, and other resources available for the project.
- Letters of Collaboration (two-page limit per letter): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support and/or resources necessary for the proposed work. ***Include a letter from each of the consumer advocates.***
- Intellectual and Material Property Plan: Provide a plan for resolving intellectual and material property issues among participating organizations.

- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf."
  - Background: Present 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 the specific aims of the study.
  - Study Design: Briefly describe the study design including appropriate controls.
  - Impact: Summarize briefly how the proposed project, if successful, will have an impact on breast cancer research or patient care.
- **Attachment 4: Public Abstract (one-page limit):** Upload as "PublicAbs.pdf."
  - Describe the scientific objective and rationale for the proposal in a manner readily understandable by non-scientists.
    - Do not duplicate the technical abstract.
  - Describe the ultimate applicability of the research.
    - What types of patients will it help and how will it help them?
    - What are the potential clinical applications, benefits, and risks?

- What is the projected time it may take to achieve a patient-related outcome?

  - If the research is too basic for clinical applicability, describe the interim outcomes.
  - What are the likely contributions of this study to advancing the field of research?
  - How will the research enhance this or other studies being conducted?

- **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as "SOW.pdf." Refer to the General Application Instructions, Section II.B., for detailed information.

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

- **Attachment 6: Detailed Budget and Justification (no page limit):** Upload as "Budget.pdf." Use the Detailed Budget and Justification form (available for download on the Full Announcement page in Grants.gov). Refer to the General Application Instructions, Section II.B., for detailed information.

  Initiating and Partnering PIs must each submit a unique and separate detailed budget and justification.

- **Attachment 7: Subaward Detailed Budget and Justification (if applicable) (no page limit):** Use a separate Detailed Budget and Justification form for each subaward budget. Combine into a single file and upload as "SubBudgets.pdf." Refer to the General Application Instructions, Section II.B., for detailed information.

- **Attachment 8: Impact Statement (one-page limit):** Upload as "Impact.pdf."

  Describe the ultimate vision for how the proposed work, if successful, will have a significant impact on breast cancer.

- **Attachment 9: Team Statement (two-page limit):** Upload as "Team.pdf."

  Describe the plan for dynamic team interactions, including the importance and necessity of each team's role. Provide a detailed description of how the consumer advocates will be integrated as team members in the planning and implementation of the research. Describe how the combination of the research teams, the active integration of the consumer advocates, and the cross-training of the team members will collectively transform the research process, and address a question of significant importance to breast cancer.

3. Research & Related Senior/Key Person Profile (Expanded) Form: Refer to the General Application Instructions, Section II.B., for detailed information.

- PI Biographical Sketch (four-page limit): Upload as "Biosketch_LastName.pdf."
- PI Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."

- Key Personnel Biographical Sketches (four-page limit each): Upload as "Biosketch_LastName.pdf."
    - Include all investigators and consumer advocates.
- Key Personnel Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."
    - Include all investigators and consumer advocates.

4. Project/Performance Site Location(s) Form: Refer to the General Application Instructions, Section II.B., for detailed information.

Application Components for the Partnering PIs:

Each Partnering PI must follow the link in the email from CDMRP eReceipt and complete the registration process prior to the application submission deadline in order to associate his/her grant application package with that of the Initiating PI.

The application submission process for each Partnering PI uses an abbreviated application package of forms and attachments from Grants.gov that includes:

1. **SF 424 (R&R) Application for Federal Assistance Form**

2. **Attachments Form**

    - **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as "SOW.pdf." Refer to the General Application Instructions for detailed information on completing the SOW. ***Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating and Partnering PIs should be noted for each task.***
    - **Attachment 6: Detailed Budget and Justification:** Use the Detailed Budget and Justification form (available for download on the Full Announcement page in Grants.gov). Upload as "Budget.pdf." ***Initiating and Partnering PIs must each submit a unique and separate detailed budget and justification.***
    - **Attachment 7: Subaward Detailed Budget and Justification (if applicable):** Use a separate Detailed Budget and Justification form for each subaward budget. Combine into a single file and upload as "SubBudgets.pdf."

3. **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 applications to each other and makes recommendations for funding to

the Commanding General, USAMRMC, based on scientific merit, the overall goals of the program, and specific intent of the award mechanism. The highest scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP may be found at http://cdmrp.army.mil/fundingprocess

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Each level of review requires panelists to sign a nondisclosure 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. Organizational personnel and PIs are prohibited from contacting persons involved in the 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 organization's application. Violations by panelists or PIs that compromise the confidentiality of the review process may also result in suspension or debarment of their employing organizations 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).

B. Review Criteria

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

- **Research Question**
  - How the research addresses a key question of major importance to breast cancer.
  - How the proposed research, if successful, will have a significant impact on breast cancer.
  - How the proposed research is translational in nature and whether it includes a clinical research component.
- **Research Teams**
  - How the background of innovative research, research experience, and leadership skills of each PI make him/her well qualified to coordinate this collaborative effort.
  - Whether the PIs represent both basic and clinical areas of expertise.
  - How the background and expertise of the research team members are appropriate to accomplish the proposed work.
  - How the levels of effort are appropriate for successful conduct of the proposed work.
  - How well the effort is balanced among the three teams, unless otherwise justified.

- **Consumer Advocate Participation**
  - How the consumer advocates are integrally involved in the research and management processes of each participating team.
  - How the qualifications and background of the consumer advocates are appropriate to their involvement in the proposed collaboration.
- **Team Interaction and Training**
  - How the overall management plan will integrate and optimize research and collaborations, and result in a unified research effort.
  - How well the plan for cross-training of team members is developed.
  - Whether there is a detailed plan for implementing the required in-person multi-team meetings.
  - How the teams plan to maximize use of resources and avoid unnecessary duplication of effort.
  - How well the PIs outline a clear strategy and plan to ensure cross-team participation and real-time communication of results, issues, problems, and progress.
- **Research Strategy and Feasibility**
  - How the scientific rationale supports the project and its feasibility, as demonstrated by a critical review and analysis of the literature, the presentation of preliminary data, and/or logical reasoning.
  - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed and integrated into the project.
  - How well the PIs acknowledge potential problems and address alternative approaches.
- **Environment**
  - How the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
  - How the quality and extent of organizational support are appropriate for the proposed research.

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

- **Budget**
  - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **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.

- Ratings and evaluations of the peer reviewers
- Programmatic relevance
- Relative innovation and impact
- Program portfolio composition
- Adherence to the intent of the award mechanism

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:

- Preproposal Narrative exceeds page limit.
- Preproposal Narrative 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:

- 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).
- Submission of an application for which a letter of invitation was not received.
- Initiating or Partnering PI(s) application is not submitted by the deadline.

B. Modifications

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Project Narrative and Preproposal Narrative.
- Documents not requested will be removed.
- Following the application deadline, you may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed in Section V-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 reviewed as submitted.

C. Withdrawal

The following may result in administrative withdrawal of the application:

- FY10 BCRP Integration Panel (IP) member(s) is found to be involved in the preapplication 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 FY10 BCRP IP members may be found at http://cdmrp.army.mil/bcrp/panel10
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Direct costs as shown on the detailed budget form exceed maximum allowed by this Program Announcement/Funding Opportunity.
- 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 US Army Medical Research Acquisition Activity (USAMRAA) Contracting/Grants Officer for a determination of the final disposition of the application.

VI. CONTACT INFORMATION

A. CDMRP Program Announcement Help Desk: Questions related to Program Announcement/Funding Opportunity content or submission requirements should be directed to the CDMRP Program Announcement help desk, which is available Monday through Friday from 7:30 a.m. to 4:00 p.m. ET. 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
Email: cdmrp.pa@amedd.army.mil

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

Phone: 301-682-5507
Email: help@cdmrp.org

C. Grants.gov Contact Center: Questions related to application submission through the Grants.gov portal should be directed to Grants.gov help desk, which is available 24 hours a day, 7 days a week. Please note that the CDMRP Program Announcement and eReceipt system help desks are unable to provide technical assistance regarding Grants.gov submissions.

Phone: 800-518-4726
Email: support@grants.gov

Sign up on Grants.gov for "send me change notification emails" by following the link on the Synopsis page for the Program Announcement/Funding Opportunity. If the application package is updated or changed, the original version of the application package may not be accepted by Grants.gov.

VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Initiating PI Completed	Each Partnering PI Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed		
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1		Not Applicable (N/A)
	Upload Supporting Documentation (Support.pdf) as Attachment 2		N/A
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3		N/A
	Upload Public Abstract (PublicAbs.pdf) as Attachment 4		N/A
	Upload Statement of Work (SOW.pdf) as Attachment 5		
	Upload Detailed Budget and Justification (Budget.pdf) as Attachment 6		
	Upload Subaward Detailed Budget and Justification (SubBudgets.pdf) as Attachment 7		
	Upload Impact Statement (Impact.pdf) as Attachment 8		N/A
	Upload Team Statement (Team.pdf) as Attachment 9		N/A
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field		N/A
	Attach PI Current & Pending Support (Support_LastName.pdf) to the appropriate field		N/A
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field		N/A
	Attach Current & Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field		N/A
Project/Performance Site Location(s) Form	Complete form as instructed		N/A