Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Postdoctoral Fellowship Award

Funding Opportunity Number: W81XWH-10-BCRP-POSTDOC2

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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 Postdoctoral Award mechanism was first offered in FY93. Since that time, 2,250 Postdoctoral (including Fellowship and Traineeship) Award applications have been received, and 603 have been recommended for funding. The Postdoctoral Fellowship Award supports exceptionally talented recent medical or other doctoral graduates performing innovative, high-impact breast cancer research during their postdoctoral training, and allows them to obtain the necessary experience for an independent career at the forefront of breast cancer research. Candidates for this award should exhibit a strong desire to pursue a career in breast cancer research.

Under this award mechanism, the postdoctoral trainee is considered the Principal Investigator (PI) and, as such, should write the project narrative with appropriate direction from the mentor. While the PI is not required to have previous experience in breast cancer research, this application must focus on breast cancer research. Applications must emphasize the PI's high potential for success in becoming an independent breast cancer researcher based on his/her qualifications, achievements, and letters of recommendations. The mentor (or co-mentor, if applicable) must possess the appropriate expertise and experience in breast cancer, to include peer reviewed breast cancer funding and publications, and clearly demonstrate a commitment to guiding the PI's research and training. The application should include information about the mentor's experience in conducting innovative research and how he/she intends to support the PI's innovative breast cancer research endeavors. If the mentor is not an experienced breast cancer researcher, then a formal co-mentorship by an established breast cancer researcher is required.

Applications must provide details on the suitability of the PI's overall training plan and research project for attaining the goals of this mechanism. In addition, applications must elaborate on the qualities of the training environment in which the candidate will work, provide details on the training program and describe how this training will facilitate the candidate's career development as an independent, innovative breast cancer researcher. A multidisciplinary research approach to

breast cancer is highly encouraged but not required; however, if there are multidisciplinary aspects to the training, they should be clearly outlined in the application.

The application must articulate the potential impact that the proposed work will have on breast cancer, and how the proposed work is innovative. The research should be based on a sound scientific rationale based on a thorough review of previous work in the field.

C.   Eligibility

As of the application submission deadline, all eligible PIs must have:

- Been in the laboratory, in which the proposed research is to be performed, for no more than 2 years,
- A total of less than 4 years of postdoctoral research experience (excluding clinical residency or fellowship training), and
- Successfully completed the requirements for a doctoral or medical degree.

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

D.   Funding

- The maximum period of performance is **3** years.
- The maximum allowable direct cost for the entire period of performance is **$300,000**.
- Up to **$100,000** per year can be requested in direct costs.
- In addition to the direct costs, indirect costs may be proposed in accordance with the organization's negotiated rate agreement.
- Training awards usually have a different institutional indirect charge than research awards. Postdoctoral Fellowship Award applicants are encouraged to check with their organization concerning indirect costs.

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

- Salary/stipend (PI only)
- Health insurance
- Research supplies
- Equipment
- Training
- Tuition
- Workshops
- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to $1,800 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 PI 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 $8.1M of the $150M FY10 BCRP appropriation to fund approximately 25 Postdoctoral Fellowship 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

No change in PI is allowed for the Postdoctoral Fellowship Award once the application has been submitted. Changes in organization or mentor will be allowed only at the discretion of the Grants Officer. 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), November 18, 2010**
- **Confidential Letters of Recommendation: 5:00 p.m. ET, December 2, 2010**
- **Application Submission Deadline:**   **11:59 p.m. ET, December 2, 2010**
- **Scientific Peer Review:**   **January 2011**
- **Programmatic Review:**   **March 2011**

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/).

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*.

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 – Tab 3**

  Include mentor(s) names in the list.

- **Required Files – Tab 4**

  Letter of Intent (LOI) Narrative (one-page limit): Provide a brief description of the research to be conducted. LOI Narratives are used for program planning purposes only (e.g., reviewer recruitment) and *will not be reviewed* during either the peer or programmatic review sessions.

  List of Individuals Providing Confidential Letters of Recommendation: Enter into the appropriate data fields the names, position titles, email addresses, and phone numbers for three individuals, including the PI's mentor(s), who will provide letters of recommendation. Each individual will receive an email generated from the CDMRP eReceipt system containing specific instructions on how to upload his/her letter.

- **Submit Pre-application – Tab 5**

- **Other Documents Tab**

  Not applicable.

B.   Step 2 – Application Components

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 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 (six-page limit):** Upload as "ProjectNarrative.pdf."

     The PI must describe his/her career goals and the proposed research project. Postdoctoral Fellowship Award project narratives must be written by the trainee, while also showing evidence of appropriate direction from the mentor(s).

     Describe the proposed project using the following outline:

     ○ PI's Career Goals: The PI should describe his/her career goals and how the proposed training and research experience will promote his/her career development in breast cancer research or patient care. The PI should discuss his/her career/research plans after the completion of this award.

     ○ Research Project: Describe the proposed innovative research project, including background, hypothesis/rationale/purpose, objectives, and methods. The PI should discuss the relevance of this research to his/her career goals and the potential impact it might have on breast cancer. Preliminary data are not required.

   - **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 (if applicable) (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 resources necessary for the proposed work.

○ Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.

○ Transcripts: Include a copy of the PI's transcripts from both undergraduate and graduate institutions. All foreign-language transcripts must be accompanied by a certified English translation. The Government reserves the right to request official transcripts during award negotiations.

○ Letter of Formal Co-Mentorship Support (if applicable): If the mentor is not an experienced breast cancer researcher, then a formal co-mentorship by an established breast cancer researcher is required. Provide a signed letter from the Chair of the department that acknowledges the formal designation and role of the co-mentor for the PI's training program.

- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf."
  ○ Training Program
    - The PI should describe his/her career goals and how the proposed training supports him/her in attaining these goals.
    - The PI should describe how the proposed research project will train him/her to make valuable contributions to the study or treatment of breast cancer.
    - Describe the innovative nature of the training program.
  ○ Research Plan
    - 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: Briefly describe how the proposed project will have an impact on the PI's career development and 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 proposed research in a manner readily understandable by non-scientists.

- Do not duplicate the technical abstract
  - ○ Describe the PI's career goals in breast cancer research or patient care.
    - How does the training plan support the PI in attaining these goals?
    - How does the research plan support the PI in attaining these goals?
  - ○ 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?

- **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.

  Include both the training plan and research plan in the SOW.

- **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.

- **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."

  State how the training program is designed to impact the PI's expertise in breast cancer research or patient care. Explain how this award will foster the PI's likelihood to pursue a career in breast cancer research. State explicitly the potential impact of the proposed work on breast cancer research or patient care.

- **Attachment 9: Innovation Statement (one-page limit):** Upload as "Innovation.pdf."

  Summarize how the proposed research is innovative. The following examples of ways in which proposals may be innovative, *although not all-inclusive*, are intended to help PIs frame the innovative features of their applications:

  - ○ Study concept – Investigation of a novel idea and/or research question.

- ○ Research method or technology – Use of novel research methods or new technologies, including technology development, to address a research question.

- ○ Existing methods or technologies – Application or adaptation of existing methods or technologies for novel research or clinical purposes, or for research or clinical purposes that differ fundamentally from those originally intended.

- ○ Investigating the next logical step as an incremental advancement on published data is not considered innovative.

- **Attachment 10: Training Program Statement (two-page limit):** Upload as "Training.pdf."

Clearly outline the individualized, breast cancer-focused training program, including a timeline, coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Indicate specifically how the individualized training program will advance the PI's development as a breast cancer researcher and explain how it will promote innovative thinking about breast cancer. Describe how the training program is supported by the environment, including a description of ongoing breast cancer research at the institution. Describe the mentor's background and experience in breast cancer research, and how the mentor will participate in the training program. Include information on training or collaborations with other investigators.

- **Attachment 11: Eligibility Statement:** Upload as "Eligibility.pdf."

Use the Eligibility Statement form (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official verifying that the eligibility requirements will be met by the application submission deadline.

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 mentor's and co-mentor's (if applicable) biographical sketch

- Key Personnel Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."
  - ○ Include mentor's and co-mentor's (if applicable) current/pending support and indicate if the funding supports breast cancer research

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

Additional Application Components: In addition to the completed Grants.gov application package of forms and attachments, BCRP Postdoctoral Fellowship Award applications also require the following:

1. **Confidential Letters of Recommendation (three letters total, two-pages each): Three** confidential letters of recommendation must be submitted by the individuals (including the mentor[s]) designated during the pre-application process. All letters must be submitted electronically through the CDMRP eReceipt system by *5:00 p.m. ET on the application deadline*. The PI should monitor whether the letters have been received in the eReceipt system; however, the PI is not able to view these letters. If confidential letters of recommendation cannot be submitted by the individuals named in the pre-application, the PI should contact the CDMRP eReceipt help desk at help@cdmrp.org or 301-682-5507.

   - *Confidential letter(s) of recommendation from the mentor(s):* A letter must come from the PI's primary mentor, describing his/her commitment to the PI's training, career development, and mentorship. If the PI has a formal co-mentor, then that individual must also submit a letter of recommendation. Each mentor's letter of recommendation should describe:
     - The PI's potential to become a successful and independent breast cancer researcher;
     - The mentor's commitment to the training, career development, and mentorship of the PI, including details of the mentor's proposed interactions with the PI during the PI's training and how the mentor intends to support the PI's pursuit of innovative research endeavors;
     - The mentor's experience in conducting innovative research, evidence of current funding in breast cancer, and record of training other postdoctoral fellows;
     - The relevance of the proposed research project to training the PI in breast cancer and how the project reflects a measure of innovative thinking about breast cancer;
     - The PI's proposed research training program, including descriptions of the training environment, experience with laboratory techniques, conferences, and journal clubs, and how it will facilitate the PI's career development as a successful breast cancer researcher; and
     - The degree to which the PI participated in the idea development and application preparation.

   - *Additional confidential letters of recommendation:* The remaining letter(s) should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success in pursuing a career in breast cancer research. Specifically, each letter should offer the writer's perspective on:
     - The PI's qualifications, characteristics, and achievements;
     - The PI's potential for productivity and desire for establishing a successful career at the forefront of breast cancer research;

- ○ The relevance of the proposed research project to training the PI in breast cancer; and
- ○ The suitability of the mentor and training environment for providing the PI with a solid foundation in breast cancer research and the freedom to pursue innovative ideas.

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.

- **Principal Investigator**
  - ○ How the PI's achievements (as reflected by exceptional academic performance, awards, honors, previous publications, and previous funding) indicate a potential for a successful career in breast cancer research.
  - ○ How the PI's stated career goals demonstrate a strong personal commitment to pursuing an independent career at the forefront of breast cancer research.

- ○ How the letters of recommendation support the PI's high potential for success and dedication to a career in breast cancer research.
- **Mentor (and Co-Mentor, if applicable)**
  - ○ How the mentor is appropriately trained and well suited to guide this research project, including the mentor's funding, publications, and experience in breast cancer research.
  - ○ How the mentor's background, qualifications, research program, committed resources, and available time support his/her ability to supervise the PI's training and research project.
  - ○ How the mentor's training achievements, as reflected by his/her previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in breast cancer research.
  - ○ Whether the mentor's letter of recommendation indicates a high level of commitment to training the PI.
  - ○ Whether the quality of the application suggests that the mentor provided appropriate guidance in its preparation.
  - ○ Whether the mentor has prior evidence of conducting innovative research.
- **Training and Environment**
  - o How comprehensive and detailed the training plan is for effectively advancing the PI's career in breast cancer research.
  - o How the training will provide valuable experience to prepare the PI for an independent career at the forefront of breast cancer research.
  - ○ How the scientific environment is high-quality and appropriate for the proposed training and research.
  - ○ Whether high-quality and suitable facilities and resources are available to support the training and research requirements (including collaborative arrangements).
  - ○ How the application provides evidence of a strong institutional commitment to research training in breast cancer.
- **Impact**
  - ○ How the training program and research project will have an impact on the PI's expertise in breast cancer research or patient care.
  - ○ How this award will foster the PI's likelihood to pursue a career in breast cancer research.
  - ○ How the project addresses a critical problem in breast cancer research.
- **Innovation**
  - ○ How the proposed training program and environment promote the development of innovative breast cancer researchers.

- ○ Whether the proposed research is innovative in study concept or question, research methods or technologies, unique adaptations of existing methods or technologies, or other ways.
- **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 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 PI acknowledges potential problems and addresses alternative approaches.

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.
- **Eligibility**
  - ○ Whether the PI meets the eligibility requirements.

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

V. ADMINISTRATIVE ACTIONS

After receipt of applications from Grants.gov, the following administrative actions may occur:

A. Rejection

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).

- Pre-application was not submitted.

B. Modifications

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Project 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/panels/panels10.

- 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.

- The PI does not meet the eligibility criteria as described in this Program Announcement/Funding Opportunity.

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	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1	
	Upload Supporting Documentation (Support.pdf) as Attachment 2	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3	
	Upload Public Abstract (PublicAbs.pdf) as Attachment 4	
	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	
	Upload Innovation Statement (Innovation.pdf) as Attachment 9	
	Upload Training Program Statement (Training.pdf) as Attachment 10	
	Upload Eligibility Statement (Eligibility.pdf) as Attachment 11	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field	
	Attach PI Current & Pending Support (Support_LastName.pdf) to the appropriate field	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field	
	Attach Current & Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field	
Project/Performance Site Location(s) Form	Complete form as instructed	
Additional Application Components	Action	Completed
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System	