

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Idea Award

Funding Opportunity Number: W81XWH-11-BCRP-IDEA

Catalog of Federal Domestic Assistance Number: 12.420

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-application Submission Deadline:** 5:00 p.m. Eastern time (ET), May 31, 2011
- **Invitation to Submit an Application:** July 2011
- **Application Submission Deadline:** 11:59 p.m. ET, August 25, 2011
- **Scientific Peer Review:** October 2011
- **Programmatic Review:** December 2011

New for fiscal year 2011 (FY11): The Grants.gov Research & Related Budget form is a mandatory component of all Grants.gov application packages.

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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 support innovative research focused on eradicating breast cancer. Appropriations for the BCRP from FY92 through FY10 totaled over \$2.5 billion. The FY11 appropriation is \$150 million (M).

The BCRP challenges the scientific community to design innovative, high-impact research that will address critical issues and foster new directions toward the vision of eradicating breast cancer. The BCRP promotes unique partnerships and multidisciplinary collaborations that will accelerate advances in breast cancer research. In addition, the BCRP supports training the next generation of breast cancer investigators through mentored research. The BCRP seeks applications from all areas of basic, translational, clinical, behavioral, and epidemiological research. Applications focused on understudied areas, such as breast cancer prevention and health disparities, are encouraged.

B. Award Information

The BCRP Idea Award mechanism has been revised for FY11.

The Idea Award is designed to support promising research that has extraordinary potential to yield highly impactful data and new avenues of investigation. This mechanism supports innovative research that could ultimately lead to critical discoveries or major advancements that will accelerate the eradication of breast cancer. Although groundbreaking research often involves a degree of risk, applications should include a well-formulated, testable hypothesis based on strong scientific rationale.

Impact and Innovation are the most important aspects of the Idea Award; however, applications that have the potential for high impact, but are not considered innovative, will also meet the intent of this award mechanism. Preliminary data is allowed, but not required.

Impact: Research that has high potential impact may lead to major advancements and significantly accelerate the eradication of breast cancer.

Innovation: Research deemed conceptually innovative may introduce a new paradigm, challenge current paradigms, look at existing problems from new perspectives, or exhibit other uniquely creative qualities.

It is the responsibility of the Principal Investigator (PI) to explicitly articulate the project's potential impact on breast cancer and how the project is innovative.

Partnering PI Option: The Idea Award mechanism encourages applications that include meaningful and productive collaborations between investigators. The Partnering PI Option under the Idea Award mechanism is structured to accommodate two PIs, with each under a separate award. The Initiating and Partnering PIs have different submission requirements; however, both PIs should contribute to the preparation of a single application. The collaborative partners may have expertise in similar or disparate scientific disciplines, but each partner is expected to bring different strengths to the application. New collaborations are encouraged, but

not required. It is the responsibility of the collaborating investigators to describe how their combined expertise in the collaboration will better address the research question and explain why the work should be done together rather than through separate efforts. ***Applications submitted by a mentor and postdoctoral trainee as Initiating and Partnering PIs do not meet the intent of the Partnering PI Option.***

C. Eligibility Information

- Investigators at all academic levels (or equivalent) are eligible to submit an application
- Each individual may submit only one pre-application as a PI or Initiating PI.
- Cost sharing/matching is not an eligibility requirement.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

Applications with a **single PI or Partnering PI Option**:

- The maximum period of performance is **2** years.
- The maximum allowable direct costs amount for the entire period of performance is **\$500,000** plus indirect costs.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- Regardless of the period of performance proposed, the applicant may not exceed the maximum allowable direct costs. Indirect costs shall be proposed in accordance with the organization's negotiated rate agreement.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **2** years.
- For the Partnering PI Option, no additional funds will be provided. 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.

Refer to the General Application Instructions, Section II.C., for budget regulations and instructions for the Research & Related Budget form. In addition, for this award mechanism, direct costs:

Must be requested for:

- Travel for the PI(s) to attend one 3½ day Department of Defense BCRP Era of Hope meeting, if the meeting falls within the period of performance of the award. The Era of Hope meeting is held to disseminate the results of BCRP-sponsored research. Costs associated with travel to this meeting, up to \$1800, should be included in Year 2 of the budget. These travel costs are in addition to those allowed for annual scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs
- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$7.5M of the \$150M FY11 BCRP appropriation to fund approximately 10 Idea 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.

II. SUBMISSION INFORMATION

Submission is a multi-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/>).

Partnering PI Option: The Idea Award mechanism is structured to accommodate up to two 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 PI will be identified as the Partnering PI. Initiating and Partnering PIs each have different submission requirements; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, Statement of Work, and other required components. The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified separately by email. Please note that the 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. If an application is invited, only the Initiating PI will receive a letter of invitation via email from CDMRP. The letter will provide the information necessary to begin application submission through 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.

A. Where to Obtain the Application Package

To obtain the complete application package, including all required forms, perform a Grants.gov (<http://www.grants.gov/>) basic search using the Funding Opportunity Number: W81XWH-11-BCRP-IDEA.

B. Pre-Application Submission Content and Form

All pre-application components must be submitted through the CDMRP eReceipt System (<https://cdmrp.org/>). 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.

Partnering PI Option: *The Initiating PI is responsible for submission of all pre-application components.*

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 CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

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, Section II.B., for additional information on pre-application submission):

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

Partnering PI Option: The Initiating PI must enter the contact information for the Partnering PI in the Partnering PI section.

- **Required Files – Tab 4**

Preproposal Narrative: Provide responses in the appropriate data fields to the following:

- Describe the proposed research idea. (1,000 character limit)
- Describe the potential impact of the proposed research and how it is innovative. (2,000 character limit)

Each individual may submit only one pre-application as a PI or Initiating PI. If multiple pre-applications are submitted by the same individual, only the first pre-application that was received will be accepted; additional pre-applications will be administratively rejected.

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

No additional documents are allowed.

Pre-Application Screening

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the Department of Defense (DOD) and CDMRP, pre-applications will be screened based on adherence to the intent of the award mechanism.

- **Notification of Pre-Application Screening Results**

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., a critique of strengths and weaknesses) on their pre-application. Pre-application notification dates are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

C. Application Submission Content and Form

Applications will not be accepted unless the PI or Initiating PI has received a letter of invitation.

Each application submission must include the completed application package of forms and attachments provided in Grants.gov for this Program Announcement/Funding Opportunity. The application package is submitted by the Authorized Organizational Representative (AOR) through the Grants.gov portal (<http://www.grants.gov/>).

Partnering PI Option: The CDMRP requires separate Grants.gov application package submissions for the Initiating PI and the Partnering PI. Initiating and Partnering PIs will each be assigned unique and separate log numbers by the CDMRP eReceipt System. Each Grants.gov application package must be submitted using the unique log number.

Application Components for Single PIs or for Initiating PIs under the Partnering PI Option:

Grants.gov application package components: For the Idea Award, the Grants.gov application package includes the following components (refer to the General Application Instructions, Section II.C., for additional information on application submission):

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

2. **Attachments Form**

- **Attachment 1: Project Narrative (10-page limit):** Upload as “ProjectNarrative.pdf.”

Throughout the Project Narrative, describe how the proposed research is impactful and how it is innovative. Describe in detail the potential impact it may have on the eradication of breast cancer. PIs must demonstrate logical reasoning and a sound scientific rationale established through a critical review and analysis of preliminary data and/or published literature for the proposal to be competitive.

Describe the proposed project using the following outline:

- **Background:** Present the ideas and reasoning behind the proposed work. Present applicable preliminary data and/or cite relevant literature.
- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.

- Specific Aims: Concisely explain the project’s specific aims. If this application is part of a larger study, present only the research aims that this award would fund.
- Research Strategy: Describe the experimental design, methods, and analyses including appropriate controls in sufficient detail for analysis. Address potential problem areas and present alternative methods and approaches. If human subjects or human biological samples will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples. Describe the statistical plan, if appropriate, for the research proposed.
- **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 the references cited (including URLs if available) in the project narrative 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).
 - List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.
 - 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 or 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.

- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”

Use the outline below.

- 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.
 - Innovation: Briefly describe how the proposed project is innovative.
 - Impact: Briefly describe how the proposed project will have an impact on the eradication of breast cancer.
- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”
 - Clearly describe, in a manner readily understood by lay persons, the rationale and objective for the proposed project.
 - 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?
 - **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C., for detailed information.

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

- **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.”

Describe the ultimate vision for how the proposed work, if successful, will make major advancements and significantly accelerate the eradication of breast cancer.

- **Attachment 7: Innovation Statement (one-page limit):** Upload as “Innovation.pdf.”

Summarize how the proposed research is innovative. Investigating the next logical step or incremental advancement on published data is not considered innovative. The following examples of ways in which research 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.
- Clinical interventions: Use of a novel method or technology for preventing, detecting, diagnosing, or treating breast cancer.
- 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.

3. Research & Related Senior/Key Person Profile (Expanded) Form: Refer to the General Application Instructions, Section II.C., 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 the Partnering PI, if applying under the Partnering PI Option.
- Key Personnel Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”
 - Include the Partnering PI, if applying under the Partnering PI Option.

4. Research & Related Budget: Refer to the General Application Instructions, Section II.C., for detailed information.

- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”

For the Partnering PI Option: Initiating and Partnering PIs must each submit a budget and justification as part of their separate Grants.gov application packages. The Research & Related Budget form for the Initiating PI should not include budget information for the Partnering PI, even if they are at the same organization.

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

6. R & R Subaward Budget Attachment(s) Form (if applicable): Refer to the General Application Instructions, Section II.C., for detailed information.

For the Partnering PI Option: Application Components for the Partnering PI(s):

The 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 the 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, Section II.C., for detailed information on completing the SOW. ***Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.***
- 3. Research & Related Budget Form:** Refer to the General Application Instructions, Section II.C., for detailed information.
 - Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”
Initiating and Partnering PIs must each submit a budget and justification as part of their separate Grants.gov application packages. The Research & Related Budget form for the Partnering PI should not include budget information for the Initiating PI, even if they are at the same organization.
- 4. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C., for detailed information.
- 5. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C., for detailed information.

D. Submission Dates and Times

All submission dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity. Pre-application and application submissions are required. Failure to meet any one of the deadlines shall result in application rejection.

E. Other Submission Requirements

Refer to the General Application Instructions, Appendix 2, for detailed formatting guidelines.

All applications must be submitted through Grants.gov. Organizations are required to provide a Data Universal Number System (DUNS) number and register with the Central Contractor Registry (CCR) to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Appendix 3, for information on Grants.gov requirements.

III. APPLICATION REVIEW INFORMATION

A. Application Review and Selection Process

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 technical 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 technical merit, the relevance to the mission of the DOD and CDMRP, and the 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 can be found at <http://cdmrp.army.mil/about/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 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. 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. Application Review Criteria

1. Peer Review: To determine technical merit, all applications will be evaluated according to the following scored criteria, which are listed in decreasing order of importance:

- **Impact**
 - How the research, if successful, may lead to major advancements and significantly accelerate the eradication of breast cancer.
 - How the potential gain warrants any perceived risk.
- **Research Strategy and Feasibility**
 - How the scientific rationale logically supports the project and its feasibility, as demonstrated by a critical review and analysis of preliminary data and/or published literature.
 - 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.

- For projects applying for the Partnering PI Option, how the partner's expertise supports the proposed project and whether there is added value in working together to accomplish the proposed research.

- **Personnel**

- How the research team's background and expertise are appropriate to accomplish the proposed work.
- How the levels of effort are appropriate for successful conduct of the proposed work.

In addition, the following unscored criteria will also contribute to the overall evaluation of the application:

- **Innovation**

- How the research proposes new paradigms or challenges existing paradigms in one or more of the following ways: Concept or question, research methods or technologies, adaptations of existing methods or technologies, and clinical interventions.
- How the proposed research is a unique and creative research idea, and not the next logical step or continuation of a previous research project.
- How the proposed research represents more than an incremental advance upon published data.

- **Environment**

- How the scientific environment is appropriate for the proposed research.
- How the research requirements are supported by the availability of and accessibility to facilities and resources.
- How the quality and extent of institutional support are appropriate for the proposed research.

- **Budget**

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

- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influenced the review.

2. Programmatic Review: To determine the application's relevance to the mission of the DOD and CDMRP, as well as to make funding recommendations, the following criteria are used by programmatic reviewers:

- Ratings and evaluations of the peer reviewers
- Programmatic relevance
- Relative impact and innovation

- Program portfolio composition
- Adherence to the intent of the award mechanism

C. Recipient Qualification

Refer to the General Application Instructions, Appendix 1, for additional information on organization and Government agency requirements.

D. Application Review Dates

All application review dates and times are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

E. Notification of Application Review Results

Each PI and organization will receive notification of the funding recommendation. PIs will receive a scientific peer review summary statement on the strengths and weaknesses of the application.

IV. ADMINISTRATIVE ACTIONS

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

A. Rejection

Multiple pre-applications received from the same individual will result in only the first pre-application being accepted; additional pre-applications will be rejected administratively.

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Submission of an application for which a letter of invitation was not received.
- **Partnering PI Option:** Both associated (Initiating and Partnering PI) applications are 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.
- 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 IV.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 pre-application or application:

- FY11 BCRP Integration Panel member 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 FY11 BCRP Integration Panel members may be found at <http://cdmrp.army.mil/bcrp/panels/panels11>.
- 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 Research and Related Budget form exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs with the exception of links to published references.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be required 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.

V. AWARD ADMINISTRATION INFORMATION

A. Award Notice

Awards will be made no later than September 30, 2012. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

B. Administrative and National Policy Requirements

Refer to the General Application Instructions, Appendix 4, Section C, for general information regarding administrative and national policy requirements.

C. Reporting

Refer to the General Application Instructions, Appendix 4, Section D, for general information on reporting requirements.

D. Award Transfers

Refer to the General Application Instructions, Appendix 4, Section E, for general information on organization or PI changes.

VI. AGENCY CONTACTS

A. CDMRP Help Desk

Questions related to Program Announcement/Funding Opportunity content or submission requirements and questions related to the submission of the pre-application through the CDMRP eReceipt System should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquires.

Phone: 1-301-682-5507

Email: help@cdmrp.org

B. Grants.gov Contact Center

Questions related to application submission through the Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. Federal holidays). Note that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

Phone: 1-800-518-4726

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 | Single or Initiating PI Completed | Partnering PI Completed (if applicable) |
|---|--|--|--|
| 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 Impact Statement (Impact.pdf) as Attachment 6. | | |
| | Upload Innovation Statement (Innovation.pdf) as Attachment 7. | | |
| 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. | | |
| Research & Related Budget | Complete form as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field. | | |
| Project/Performance Site Location(s) Form | Complete form as instructed. | | |
| R&R Subaward Budget Attachment(s) Form | Complete form as instructed. | | |