Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Breast Cancer Research Program

Postdoctoral Fellowship Award

Funding Opportunity Number: W81XWH-11-BCRP-POSTDOC

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)**,** June 7, 2011
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, June 21, 2011
- **Application Submission Deadline:** 11:59 p.m. ET, June 21, 2011
- **Scientific Peer Review:** August 2011
- **Programmatic Review:** October 2011

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

Table of Contents

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 Postdoctoral Fellowship Award supports exceptionally talented recent doctoral or medical graduates in their pursuit of 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 fellow 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 recommendation. The mentor (or co-mentor, if applicable) must possess the appropriate expertise and experience in breast cancer, to include publications and current peer reviewed breast cancer funding, 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. Mentorship by an investigator without an established record of mentoring pre- and postdoctoral trainees may be offset by the overall strength of the training program. 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 award 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 Information

- As of the application submission deadline, all eligible PIs must have:
  - o Successfully completed the requirements for a doctoral or medical degree, and
  - o Been in the laboratory or clinical research setting in which the proposed research is to be performed for no more than 2 years as a postdoctoral researcher, and
  - o A total of less than 4 years of postdoctoral research experience (excluding clinical residency or fellowship training.)
- Cost sharing/matching is not an eligibility requirement. Refer to the General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

- The maximum period of performance is **3** years.
- The maximum allowable direct costs amount for the entire period of performance is **$300,000** 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.
- Up to **$100,000** per year can be requested in direct costs.
- 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 PI of the award is expected to have discretion over the management of the budget during the award period. The Postdoctoral Fellowship Award is not intended to support general laboratory expenses for the mentor.

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 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/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

Must not be requested for:

- Mentor or other salary

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately $13.5M of the $150M FY11 BCRP appropriation to fund approximately 30 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.

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/).

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-POSTDOC.

B. Pre-Application Submission Content and Form

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

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 – Tab 3**

  Include the mentor(s) name(s) in the list.

- **Required Files – Tab 4**

  Letter of Intent (LOI) (one-page limit): Provide a brief description of the research to be conducted. LOIs 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**

  No additional documents are required**.**

C. Application Submission Content and Form

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/). For the Postdoctoral Fellowship Award, additional application components are also required and must be submitted as directed below.

Grants.gov application package components: For the Postdoctoral Fellowship 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 (six-page limit):** Upload as "ProjectNarrative.pdf."

      The PI must describe his/her career goals and the proposed research project. The Project Narrative 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:

      o   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.

      o   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.***

      o   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).

      o   List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.

      o   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.

- o 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.

- o 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.

- o 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.

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

- o 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.

- o Mentor Qualifications (two-page limit): Include a description of the qualifications of the mentor and co-mentor (if applicable). Specifically address the following:
  - – Experience in conducting innovative research
  - – Experience in breast cancer to include publications and funding
  - – Record and success in mentoring pre- and postdoctoral trainees

- o 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."
  - o Training Program
    - – Describe your career goals and how the proposed training will support you in attaining these goals.
    - – Describe how the proposed research project will train you to make valuable contributions to the study or treatment of breast cancer.
    - – Describe the innovative nature of the training program and environment.
  - o 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.
  - o Impact: Briefly describe how the proposed project addresses a critical problem in breast cancer research or patient care.

- **Attachment 4: Public Abstract (one-page limit):** Upload as "PublicAbs.pdf."
  - o Describe the scientific objective and rationale for the proposed project in a manner readily understandable by non-scientists.
    - Do not duplicate the technical abstract.
  - o Describe your career goals in breast cancer research or patient care.
    - How will the training plan support you in attaining these goals?
    - How will the research plan support you in attaining these goals?
  - o 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?
  - o If the research is too basic for clinical applicability, describe the interim outcomes.
  - o 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.

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

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

  State explicitly the potential impact of the proposed work on breast cancer research or patient care.

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

  Summarize how the proposed research is 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:

  - o Study concept – Investigation of a novel idea and/or research question.
  - o Research method or technology – Use of novel research methods or new technologies, including technology development, to address a research question.

- o 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 8: Training Program Statement (two-page limit):** Upload as "Training.pdf."

  Clearly describe and outline the individualized, breast cancer-focused training program, including a timeline, coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Inclusion of a chart, graph, or table is suggested. 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. Include information on training or collaborations with other investigators.

- **Attachment 9: 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.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."
     - o Include mentor's and co-mentor's (if applicable) biographical sketch
   - Key Personnel Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."
     - o Include mentor's and co-mentor's (if applicable) current/pending support

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."

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.

Additional Application Components: In addition to the completed Grants.gov application package, Postdoctoral Fellowship Award applications also require the following components:

1. **Confidential Letters of Recommendation (two-page limit per letter recommended): 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 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:

     o The PI's potential to become a successful and independent breast cancer researcher;

     o The degree to which the PI participated in the idea development and application preparation;

     o 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; and

     o 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.

   - **Additional confidential letters of recommendation**: The remaining letter(s) should highlight the PI's potential for success in pursuing a career in breast cancer research. Specifically, each letter should include the writer's perspective on:

     o The PI's qualifications, characteristics, and achievements;

     o The PI's potential for productivity and desire for establishing a successful career at the forefront breast cancer research;

     o The relevance of the proposed research project to training the PI in breast cancer; and

     o 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.

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, US Army Medical Research and Materiel Command (USAMRMC), based on technical merit, the relevance to the mission of the Department of Defense (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:

- **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 there is evidence that the mentor has previously conducted innovative research.

- **Training and Environment**
  - How comprehensive and detailed is the training plan.
  - 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 appropriate for the proposed training and research.
  - How the training and research requirements are adequately supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
  - How the application provides evidence of a strong institutional commitment to research training in breast cancer.

- **Impact**
  - How the project addresses a critical problem in breast cancer research or patient care.

- **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.

In addition, the following unscored criteria will also contribute to 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**
  - 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 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.

- Pre-application is 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 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 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).

- The PI does not meet the eligibility criteria.

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.

Changes in PI or mentor are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

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	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 Impact Statement (Impact.pdf) as Attachment 6.	
	Upload Innovation Statement (Innovation.pdf) as Attachment 7.	
	Upload Training Program Statement (Training.pdf) as Attachment 8.	
	Upload Eligibility Statement (Eligibility.pdf) as Attachment 9.	
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.	
Additional Application Components	**Action**	**Completed**
Confidential Letters of Recommendation	Confirm upload of all three letters to the CDMRP eReceipt System.	