

# Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Ovarian Cancer Research Program

Teal Innovator Award

**Funding Opportunity Number: W81XWH-11-OCRP-TIA**

**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 8, 2011
- **Invitation to Submit an Application:** July 2011
- **Application Submission Deadline:** 11:59 p.m. ET, August 18, 2011
- **Scientific Peer Review:** October 2011
- **Programmatic Review, Stage 1:** November 2011
- **Programmatic Review, Stage 2:** 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.*

**TABLE OF CONTENTS**

- I. Funding Opportunity Description.....3**
  - A. Program Description .....3
  - B. Award Information.....3
  - C. Eligibility Information .....4
  - D. Funding .....4
- II. Submission Information .....5**
  - A. Where to Obtain Application Package.....5
  - B. Pre-Application Submission Content and Form .....5
  - C. Application Submission Content and Form .....7
  - D. Submission Dates and Times .....10
  - E. Other Submission Requirements.....10
- III. Application Review Information .....10**
  - A. Application Review and Selection Process .....10
  - B. Application Review Criteria .....11
  - C. Recipient Qualification .....13
  - D. Application Review Dates .....13
  - E. Notification of Application Review Results .....13
- IV. Administrative Actions .....13**
  - A. Rejection.....13
  - B. Modification .....13
  - C. Withdrawal .....14
  - D. Withhold.....14
- V. Award Administration Information.....14**
  - A. Award Notice .....14
  - B. Administrative and National Policy Requirements .....14
  - C. Reporting .....14
  - D. Award Transfers .....15
  - E. Pre-Award Meeting .....15
- VI. Agency Contacts.....15**
  - A. CDMRP Help Desk.....15
  - B. Grants.gov Contact Center.....15
- VII. Application Submission Checklist .....16**

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

The Ovarian Cancer Research Program (OCRP) was established in 1997 to provide support for research of exceptional scientific merit focused on eliminating ovarian cancer. Appropriations for the OCRP from FY97 through FY10 totaled \$160.45 million (M). The FY11 appropriation is \$20M. The overall goal of the FY11 OCRP is to eliminate ovarian cancer by supporting innovative, high-impact research.

### B. Award Information

The intent of the OCRP Teal Innovator Award is to support the recruitment of a *visionary individual* from any field principally outside of, but not exclusive of, ovarian cancer to focus his/her creativity, innovation, and leadership on ovarian cancer research. This individual must have experience in guiding a research team and demonstrate that he/she is committed to investigating paradigm-shifting ideas in ovarian cancer. The Teal Innovator Award will provide the Principal Investigator (PI) with the funding and freedom to pursue his/her most novel, visionary, high-risk ideas that could significantly impact the field of ovarian cancer research or patient care. The proposed Teal Innovator must be highly recognized in his/her field and present evidence of this recognition. Examples include, but are not limited to, recognition at the level of endowed chair, membership in the Institute of Electrical & Electronics Engineers, National Academy of Sciences, National Academy of Engineering, or Institute of Medicine, or other national or international recognition. The proposed Teal Innovator may be from diverse organizations including, but not limited to, academic institutions, government agencies, the private sector, small businesses, biotechnology companies, and/or professional societies.

Since the intent of the Teal Innovator Award mechanism is to foster paradigm-shifting ideas in ovarian cancer research, the central feature of the award is the novel contribution that the award recipient will bring to the field and to the goal of eliminating ovarian cancer. As such, the PI is required to submit an essay addressing his/her area(s) of focus and how they will use the award to apply their most creative vision to ovarian cancer research. The primary criteria for funding this award will be the PI's past record of creativity, the PI's promise for continued innovative thinking, and an indication of how this award will create paradigm-shifting ideas that will accelerate progress toward the elimination of ovarian cancer. *Experience in ovarian cancer research is not required*; however, the Teal Innovator Award must focus on ovarian cancer. In addition, the Teal Innovator Award recipient is required to do the following:

- Commit all funds from this award to ovarian cancer research.
- Articulate his/her percent commitment to this award.
- Demonstrate the commitment of members of his/her research team to working on ovarian cancer research and significantly impacting the detection, diagnosis, prevention, treatment, and/or control of ovarian cancer.
- Mentor a junior scientist from his/her research team as an ovarian cancer researcher.

- Serve as an OCRP ambassador for the elimination of the disease (e.g., participate in an ovarian cancer advocacy group, present at a future OCRP Ovarian Cancer Academy conference, or join the OCRP Integration Panel (IP) at the conclusion of the award).

### **C. Eligibility Information**

- PI must be at or above the level of Professor (or equivalent) and be recognized in his/her field.
- 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 **5** years.
- The maximum allowable direct costs for the entire period of performance are **\$2.5M** 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 **5** years.

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 may be requested for (not an all-inclusive list):

- Salary
- Research supplies
- Research-related subject costs
- Clinical research costs
- Training
- Workshops
- Support for collaborations
- Travel between collaborating organizations
- Travel costs of up to \$3,600 per year to attend scientific/technical meetings
- Travel costs for attendance at the 3-day Ovarian Cancer Academy meeting along with the recipients of the Ovarian Cancer Academy and the Academy Dean awards, and OCRP staff during Year 2 of this award.

*The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$4M of the \$20M FY11 OCRP appropriation to fund approximately one Teal Innovator Award application, 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-OCRP-TIA.

### **B. Pre-Application Submission Content and Form**

All pre-application components must be submitted by the PI 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.

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](mailto: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**
- **Required Files – Tab 4**

**Preproposal Narrative (three-page limit):** The Preproposal Narrative should describe the PI's unique qualifications and accomplishments that demonstrate how the PI is a true visionary in his/her field.

The Preproposal Narrative is the PI's personal statement, which should include:

- Who the PI is and what qualifies him/her for this award.
- Evidence of leadership and recognition in his/her field.
- Evidence of capacity for creativity and promise for continued original and innovative thinking.
- Commitment to ovarian cancer research.
- Why the PI wants to study ovarian cancer.
- Proposed research idea and the significant impact it might have on ovarian cancer.

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

- PI Biographical Sketch (four-page limit). The biographical sketch should support the personal statement.

**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 who will provide letters of recommendation. If the PI is invited to submit an application, 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.

### **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 the PI's unique qualifications that stress creativity in past work, promise for continued original and innovative thinking, and potential for advancing paradigm-shifting ideas that will impact ovarian cancer, as well as the proposed research idea. PIs whose qualifications meet the intent of the award mechanism will be invited to submit applications.

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

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit an application; however, they will not receive feedback (e.g., a critique of strengths and weaknesses). Pre-application notification dates are indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

## C. Application Submission Content and Form

*PIs will be notified if they are invited to submit an application for the Teal Innovator Award. Applications will not be accepted unless the PI has received an 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/>). For the Teal Innovator Award, additional application components (Letters of Recommendation) are also required and should be submitted as directed below.

**Grants.gov application package components:** For the Teal Innovator 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 (6-page limit):** Upload as “ProjectNarrative.pdf.”

The Project Narrative page limit applies to text and any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons. Describe the proposed project in detail using the outline below.

The content should clearly state *why you, the PI, should be selected for this unique award* and should address the following topics specifically from your perspective:

- **Qualifications for This Award:** Explain why you are qualified to receive this award. Give examples of breakthrough creative thinking, leadership skills, and achievements that demonstrate your abilities as an innovator.
- **Current Status of Ovarian Cancer Research:** Describe your views of the major issues or barriers in ovarian cancer that must be overcome to achieve a significant advancement in the detection, diagnosis, prevention, and/or control of ovarian cancer.
- **Vision of the Future:** Describe what you foresee as the critical approaches that will most likely produce creative, breakthrough discoveries in ovarian cancer.
- **Specific Ideas:** Summarize the innovative research ideas that you envision pursuing under the auspices of this award. Explain why your ideas may be paradigm-shifting or challenge current assumptions and how they will significantly impact ovarian cancer. This should not be a summary of research methodology.
- **Commitment:** Explain why you want to study ovarian cancer. Describe your commitment to this award. Describe the research team that will be devoted to this research effort, including how a junior scientist from your team will be

mentored as an ovarian cancer researcher. Describe the research team's commitment to significantly impacting ovarian cancer research or patient care. Provide examples of how you might serve as an ambassador for the OCRP.

- **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 (no page limit): 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 (no page limit): 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 (no 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) (no 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) (no page limit): Provide a plan for resolving intellectual and material property issues among participating organizations.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf." Not required at this time. Leave Attachment 3 space blank.

- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”  
Not required at this time. Leave Attachment 4 space blank.
  - **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.  
Not required at this time. Leave Attachment 5 space blank.
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.”
    - Key Personnel Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  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 of forms and attachments, Teal Innovator Award applications also require the following components:

1. **Confidential Letters of Recommendation (two-page limit per letter):** Three confidential letters of recommendation must be submitted by the individuals 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; 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](mailto:help@cdmrp.org) or 301-682-5507.  
Each letter should describe the PI’s unique qualifications and accomplishments. Specifically, each letter should offer the writer’s perspective on the PI’s:
  - Creative and original accomplishments,
  - Recognition in his/her field,

- Visionary and leadership qualities, and
- Likelihood of innovation and productivity in ovarian cancer research.

**2. Oral Presentation:** PIs who are invited to submit an application will be required to give an oral presentation that will be held in the Baltimore/Washington, DC area on or about **December 15, 2011**. In the event an applicant is invited to the Programmatic Review, Stage 2 (see Programmatic Review, Section III.B.2), but is unable to attend, CDMRP Staff and the Grants Officer will advise the applicant on a case-by-case basis.

Each presentation will include a 10-minute talk by the PI, followed by a 20-minute question and answer session with IP members. The following questions will be the topics for discussion during the PI's talk and the question and answer session. PIs who are selected should prepare a presentation consisting of no more than four slides that specifically address these questions:

- What conceptual or intellectual barriers do you consider the most urgent to overcome in order to advance the field of ovarian cancer or to impact ovarian cancer patient care?
- How will your vision for eliminating ovarian cancer challenge current assumptions and look beyond tradition and convention?
- Without addressing any specifics of the project, how do you envision your research contributing to the next leap forward in our understanding of ovarian cancer?
- How will you use your leadership skills to make an impact on ovarian cancer and serve as an ambassador for the OCRP?

#### **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 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 primary criteria, which are of equal importance:
  - **Principal Investigator**
    - How the PI's record of accomplishment demonstrates outstanding ability as an independent and visionary scholar and investigator, and as a highly recognized leader in his/her field.
    - How the application reflects the PI's creativity and innovative thinking, and supports the likelihood that the PI could have a significant impact on ovarian cancer.
    - How the letters of recommendation suggest that the PI could direct his/her creative energy to significantly impact ovarian cancer.
    - How the PI indicates that he/she will commit his/her time to ovarian cancer research and serve as an ambassador for the OCRP.
    - How the PI describes the commitment of his/her research team to ovarian cancer research during the award period.
    - How the PI will incorporate mentoring a junior scientist from his/her research team in ovarian cancer during the award period.
  - **Relevance and Impact**
    - How the PI's promise for original and innovative thinking will create and advance paradigm-shifting ideas that might ultimately eliminate ovarian cancer.

- How overcoming the major issues or barriers that are described in the proposal narrative will achieve a significant advance in the field of ovarian cancer research or impact ovarian cancer patient care.
- **Vision and Ideas**
  - How the PI's ideas reflect original and innovative thinking.
  - How the PI's research goals and vision suggest innovative, creative thinking that is not hindered by either tradition or convention.
  - How the PI communicates a clear vision of what he/she hopes to accomplish during the award period.

In addition, the following secondary 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:

**Stage 1**—During the first stage of 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 equally considered criteria are used by programmatic reviewers:

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

**Stage 2**—During the second stage of programmatic review, the following criteria will be used:

- Understanding the major issues or barriers in ovarian cancer
- Articulation of a vision that challenges current assumptions, and creates and advances paradigm-shifting ideas in ovarian cancer
- Articulation of a vision that has potential for significant impact on our understanding of ovarian cancer
- Leadership capabilities to instill commitment in the research team, and to serve as an ambassador for ovarian cancer

### **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**

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

- Preproposal Narrative is missing.

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.

### **B. Modification**

- 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 OCRP IP 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 OCRP IP members may be found at <http://cdmrp.army.mil/ocrp/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 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.

## **E. Pre-Award Meeting**

At the Government's discretion, the PI may be requested to participate in a pre-award meeting.

## **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 inquiries.

Phone: 1-301-682-5507

Email: [help@cdmrp.org](mailto: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 Contract 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](mailto: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

<b>Grants.gov Application Components</b>	<b>Action</b>	<b>Completed</b>
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.	
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.	
<b>Additional Application Components</b>	<b>Action</b>	<b>Completed</b>
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System.	
Oral Presentation	Confirm ability to give an oral presentation in the Baltimore/Washington, DC area on or about <b>December 15, 2011</b> (if selected for Stage 2)	