

Program Announcement

Department of Defense Congressionally Directed Medical Research Programs

Prostate Cancer Research Program

Physician Research Training Award

Funding Opportunity Number: W81XWH-11-PCRP-PRTA

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 18, 2011
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, June 8, 2011
- **Application Submission Deadline:** 11:59 p.m. ET, June 8, 2011
- **Scientific Peer Review:** July 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.....	3
	A. Program Description	3
	B. Award Information.....	4
	C. Eligibility Information	4
	D. Funding	5
II.	Submission Information	6
	A. Where to Obtain the Application Package.....	6
	B. Pre-Application Submission Content and Form	6
	C. Application Submission Content and Form.....	7
	D. Submission Dates and Times	12
	E. Other Submission Requirements.....	12
III.	Application Review Information	13
	A. Application Review and Selection Process.....	13
	B. Application Review Criteria	13
	C. Recipient Qualification	15
	D. Application Review Dates	15
	E. Notification of Application Review Results	15
IV.	Administrative Actions.....	16
	A. Rejection	16
	B. Modification.....	16
	C. Withdrawal.....	16
	D. Withhold	17
V.	Award Administration Information.....	17
	A. Award Notice	17
	B. Administrative and National Policy Requirements.....	17
	C. Reporting.....	17
	D. Award Transfers.....	17
VI.	Agency Contacts.....	18
	A. CDMRP Help Desk.....	18
	B. Grants.gov Contact Center.....	18
VII.	Application Submission Checklist	19

I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Prostate Cancer Research Program (PCRP) was established in 1997 to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY10 totaled \$1.05 billion. The FY11 appropriation is \$80 million (M).

The overall goal of the FY11 PCRP is to find and fund innovative, high-impact research that will eliminate death and suffering from prostate cancer. Specifically, the PCRP seeks to support innovative, high-risk, high-gain research with potential near-term impact; sponsor multidisciplinary synergistic research; fund translational studies to promote the fluid transfer of knowledge between bedside and bench; invest in research on patient survivorship (quality of life); foster the next generation of prostate cancer investigators through mentored research; and promote research into prostate cancer health disparities.

PCRP Overarching Challenges

Consistent with the program's overall goal, each PCRP funding opportunity either requires or encourages (see Award Information below) applications to address one of the following PCRP overarching challenges:

- Develop effective treatments for advanced prostate cancer (i.e., disease relapse with no available curative therapy)
- Distinguish aggressive from indolent disease

PCRP Focus Areas (*revised for FY11*)

All applications for FY11 PCRP funding opportunities should also address at least one of the following PCRP focus areas:

Biomarkers: Discovery and validation of biomarkers for the detection, prediction of response to therapy, prognosis, and progression of prostate cancer.

Genetics: Understanding the genetics and epigenetics responsible for susceptibility, disease progression, and treatment outcomes for clinically significant prostate cancer.

Imaging: Development of new anatomic and molecular imaging technology for the detection and management of prostate cancer.

Survivorship: Studies on the impact of treatment, nutrition, metabolism, and exercise on the well-being of prostate cancer patients and their families.

Therapy: Identification of new targets, pathways, and therapeutic modalities, including immunotherapy and mechanisms of resistance.

Tumor Biology and Immunology: Understanding prognosis and progression of prostate cancer.

B. Award Information

The PCRCP Physician Research Training Award mechanism was first offered in FY03. Since then, 113 Physician Research Training Award applications have been received, and 54 have been recommended for funding.

The Physician Research Training Award supports a mentored training experience to prepare physicians with clinical duties and/or responsibilities for productive careers in prostate cancer research. The trainee is considered the Principal Investigator (PI) of the proposal. The PI must demonstrate a commitment to a career as an investigator at the forefront of prostate cancer research and clinical practice; however, the PI is not required to have previous prostate cancer research experience. Applications must include a robust description of an individualized, prostate cancer-focused training program that will provide the PI with experience in key areas relevant to the proposed work and foster the PI's development as a prostate cancer researcher. This award requires the involvement of at least one designated mentor with an established research program in prostate cancer, evidenced by publications and funding. The PI and mentor(s) should work together to design a robust training program appropriate to the area of study, which may include coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities.

This award is intended to provide aggressive protection of at least 40% of the PI's time for research. In addition, salary for up to a 50% combined level of effort from one to two key support personnel may be provided by this award. Up to \$10,000 in funds per year from this award may be used for research supplies and equipment. These funds may be used for research with laboratory animals and human biological substances, as well as research with human subjects, provided that the funds are not used to support clinical trials. PIs may participate in clinical trials as part of their training for this award, but funding for the clinical trials must come from a source other than this award.

All applications for the Physician Research Training Award are to be written by the PI, with appropriate direction from the mentor(s). The PCRCP seeks Physician Research Training Award applications from the wide spectrum of basic to clinical research. In addition, applications (1) should be relevant to at least one of the PCRCP focus areas and (2) are encouraged, although not required, to be responsive to one of the PCRCP overarching challenges.

C. Eligibility Information

- The PI must be a physician with clinical duties and/or responsibilities who, at the application submission deadline, is either:
 - In the last year of an accredited medical residency or medical fellowship program, or
 - Within 3 years of having initiated an appointment as an Instructor, Assistant Professor, or equivalent.
- 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, and the minimum is **3** years.
- The maximum allowable direct costs amount for the entire period of performance is **\$650,000** plus indirect costs. The maximum allowable direct costs amount *per year* is **\$130,000** 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 *up to a maximum rate of 8%*.

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:

- The PI to travel to one 3½-day PCRCP IMPaCT (Innovative Minds in Prostate Cancer Today) Meeting, which is held to disseminate the results of PCRCP-sponsored research.

May be requested for (not all-inclusive):

- Salary support for the PI (The organizational commitment must demonstrate at least 40% protection of the PI's time for research.)
- Up to 50% combined salary support for one or two key support personnel (e.g., laboratory technician, research nurse, data manager)
- Up to \$10,000 per year for research supplies and equipment
- Courses, seminars, and workshops (including textbooks and/or related materials)
- Publication costs
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

Must not be requested for:

- Mentor salary

The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$3.5M of the \$80M FY11 PCRCP appropriation to fund approximately 5 Physician Research Training 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-PCRP-PRTA.

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/>).

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**
- **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:

The PI *must* request a confidential letter of recommendation from the mentor(s) named in the application by entering his/her name, position title, email address, and phone numbers into the appropriate data fields. Up to two additional individuals may also be entered to provide letters of recommendation; however, the total number of letters must not exceed three.

The mentor(s) and, if applicable, other individuals will receive an email generated from the CDMRP eReceipt System containing specific instructions on how to upload the letter(s). The PI should monitor via eReceipt whether the letter(s) have been received; however, the PI will not be able to view the content of the letter(s). The confidential letter(s) of recommendation must be submitted through the CDMRP eReceipt System by 5:00 p.m. ET on the application deadline date.

The confidential letter(s) of recommendation must be submitted by the individual named in the pre-application. If this is not possible, the PI must contact the CDMRP eReceipt Help Desk for assistance at help@cdmrp.org or 301-682-5507. Specific points to address in the letter(s) of support that are unique to the award mechanism are described under “Application Submission Content and Form” below. All letters should be provided on letterhead, signed, and uploaded as a PDF file.

- **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 Physician Research Training Award, additional application components are also required and should be submitted as directed below.

Grants.gov application package components: For the Physician Research Training 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 (eight-page limit):** Upload as “ProjectNarrative.pdf.”

The PI must describe his/her career goals and the proposed research project. The inclusion of preliminary data relevant to prostate cancer and the proposed project is encouraged but not required. Any preliminary data provided should be from the PI, mentor(s), or member(s) of the collaborating team. *The Project Narrative must be written by the trainee while also showing evidence of appropriate direction from the mentor(s).*

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

Training Program: Describe the training program, which may include coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Provide a timeline for the training program and describe how it is integrated with and designed to support the proposed research. Describe the mentor's background and experience in prostate cancer research, and discuss how the mentor(s) will assist the PI in developing his/her career. Explain how the training program is supported by the training environment; this should include a description of ongoing prostate cancer research at the organization. Include information on training or collaborations with other investigators.

Research Project: Describe the proposed research project, including the background, hypothesis/purpose and rationale, broad objectives and specific aims, and methods. Address potential problem areas and present alternative methods and approaches.

Focus Areas and Overarching Challenges: Briefly describe (a) how the proposed research and training are responsive to at least one of the PCRFP focus areas and, *if applicable*, (b) how the proposed research addresses one of the PCRFP overarching challenges.

- **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, they must be included. Extra items will not be reviewed.

- Letters of Organizational Support: Provide a letter (or letters if applicable), signed by the Department Chair or appropriate organization official, indicating the level of organizational commitment to fostering the PI's research and clinical career, as reflected by (1) the extent to which the PI will be relieved of clinical or other responsibilities to secure additional time for research, (2) the provision of adequate laboratory facilities and equipment, and (3) opportunities for critical professional interaction with senior colleagues with established research careers. The letter(s) must demonstrate a commitment to allow at least 40% effort on the project by the PI.
- Letters of Collaboration (if applicable): Provide a signed letter from each collaborator that describes how he/she will support the project, to include unique expertise and/or availability of, and access to, research resources.
- Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- Transcripts: Include a copy of the PI's transcripts from both undergraduate and graduate/professional 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.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf."

Technical abstracts should be written using the outline below. The technical abstract is used by all reviewers; however, programmatic reviewers do not have access to the full application and rely on the technical abstract for appropriate description of the project's key aspects.

- Training Plan
 - The PI should describe his/her career goals and how the proposed training supports him/her in attaining these goals.
 - The PI should describe how the proposed research project will train him/her to make valuable contributions to the study and/or treatment of prostate cancer.
- Research Plan
 - Background: Present the ideas and reasoning behind the proposed work.
 - Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
 - Specific Aims: State the specific aims of the study.
 - Study Design: Briefly describe the study design including appropriate controls.
- Impact: Summarize how the proposed research will have an impact on the elimination of death and suffering from prostate cancer.

- **Attachment 4: Public Abstract (one-page limit):** Upload as “PublicAbs.pdf.”

Public abstracts should be written using the outline below. Do not duplicate the technical abstract. The public abstract is used by consumer peer reviewers along with other components of the application package.

- Describe the scientific objective and rationale for the proposed project in a manner that will be *readily understood by readers without a background in science or medicine*.
- Describe the PI’s career goals in prostate cancer research and patient care.
 - How does the training program support the PI in attaining these goals?
 - How does the research plan support the PI in attaining these goals?
- Describe the ultimate applicability of the research.
 - What types of patients will it help, and how will it help them?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a patient-related outcome?
- If the research is too basic for clinical applicability, describe the interim outcomes.
- What are the likely contributions of this study to advancing the field of research?

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

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

State explicitly how the proposed research project will have an impact on prostate cancer research and/or patient care, including its contribution to the goal of eliminating death and suffering from prostate cancer. If applicable, describe how the proposed research addresses one of the PCRP overarching challenges.

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

Use the Eligibility Statement template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements will be met at 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.”

Include the mentor’s and co-mentor’s (if applicable) biographical sketch.

- Key Personnel Current/Pending Support (no page limit): Upload as “Support_LastName.pdf.”

Include the 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 of forms and attachments, Physician Research Training Award applications also require the submission of a confidential letter of recommendation from the mentor(s), which must be uploaded by the mentor(s) to the CDMRP eReceipt System. *Additional letters of recommendation may also be submitted by up to two other individuals (the maximum total number of letters is three).* All letters of recommendation should be provided on letterhead, signed, and uploaded as PDF files.

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

The confidential letters should include the following:

- *A confidential letter of recommendation from the mentor(s)*, describing his/her commitment to the PI’s training, career development, and mentorship in prostate cancer research. The mentor’s letter(s) should address the following:
 - The PI’s potential to become a successful and independent prostate cancer researcher in addition to continuing practice as a physician;
 - The commitment of the mentor(s) to the training, career development, and mentorship of the PI, including details of the proposed interactions of the mentor(s) with the PI during the PI’s training;
 - The training environment, including ongoing prostate cancer research in the mentor’s laboratory (or laboratories) and in the organization as a whole, resources available, and how this environment will promote the development of the PI as a prostate cancer researcher;
 - The individualized training program and how it will facilitate the PI’s development as a successful prostate cancer physician-scientist;

- The mentor's and co-mentor's (if applicable) record in training clinical fellows, residents, and postdoctoral fellows;
- The degree to which the PI participated in the project development and application preparation, and the degree to which the PI will participate in the execution of the application if funded.
- ***Two additional confidential letters of recommendation (optional).*** Additional letters should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success as a prostate cancer researcher and clinician. Specifically, each letter should offer the writer's perspective on:
 - The PI's qualifications, characteristics, and achievements;
 - The PI's potential for productivity and desire for establishing a successful career in prostate cancer research ***and*** patient care;
 - The relevance of the proposed research project to training the PI in prostate cancer research; and
 - The suitability of the mentor(s) and training environment for providing the PI with a solid foundation to support an independent career in prostate cancer research.

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, 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 of equal importance:
 - **Principal Investigator**
 - To what extent the PI's achievements (as reflected by exceptional academic performance, awards, honors, and/or previous publications and funding) indicate a potential for a successful career as a prostate cancer physician-scientist.
 - To what extent the PI's stated career goals demonstrate a strong personal commitment to pursuing an independent career as a leader in prostate cancer research and patient care.
 - To what extent the letters of recommendation from the mentor(s) and others, if applicable, support the PI's high potential for a productive career as a prostate cancer physician-scientist.
 - Whether the proposed PI level of effort is appropriate for successful training and completion of the proposed work.

- **Mentor(s)**
 - Whether the mentor and/or co-mentor is an established prostate cancer researcher, as evidenced by a demonstrated record of funding and publications in prostate cancer research.
 - To what extent the mentor's and co-mentor's (if applicable) own training and experience in prostate cancer research, and his/her research program and committed resources support the ability to supervise the PI's training and research project.
 - To what extent the mentor's and co-mentor's (if applicable) training record(s), as reflected by previous trainees' career achievements and areas of interest, indicate the potential for successful training of the PI in prostate cancer research.
 - Whether the mentor's and co-mentor's (if applicable) letters of recommendation indicate a high level of commitment to training the PI.
 - Whether the quality of the application suggests that the mentor(s) provided appropriate guidance in its preparation.
- **Training Program and Environment**
 - How well the PI has outlined a detailed, individualized training program that will effectively prepare the PI for a career at the forefront of prostate cancer research and patient care.
 - Whether the training program and research project are appropriately integrated.
 - To what extent the scientific environment is appropriate for the proposed training activities, including professional interaction with established prostate cancer researchers.
 - Whether there is a clear organizational commitment to allow at least 40% protection of the PI's time for research.
 - To what extent the training and research requirements are adequately supported by the availability of, and accessibility to, facilities and resources (including collaborative arrangements).
- **Research Project**
 - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, prostate cancer-relevant preliminary data (if included), and/or logical reasoning.
 - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
 - How well the PI acknowledges potential problems and addresses alternative approaches.

- **Impact**

- To what degree the expected results of the project will contribute to the goal of eliminating death and suffering from prostate cancer.
- To what degree the proposed training plan will develop the PI's career as a physician-scientist dedicated to prostate cancer research.

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

- **Responsiveness to Overarching Challenges**

- To what degree, if any, the proposed research project is responsive to one of the PCRCP overarching challenges.

- **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 equally considered criteria are used by programmatic reviewers:

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

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. 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 application:

- FY11 PCRP Integration Panel (IP) member is found to be involved in the preapplication or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY11 PCRP IP members may be found at <http://cdmrp.army.mil/pcrp/panels/panel11>.
- 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 as described in this Program Announcement/Funding Opportunity.

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be 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 strongly discouraged for the Physician Research Training Award mechanism. Extenuating circumstances necessitating a change of PI or mentor 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 inquiries.

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 Eligibility Statement (Eligibility.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.	
Additional Application Components	Action	Completed
Confidential Letters of Recommendation	Confirm upload to CDMRP eReceipt System.	