

# **Program Announcement**

**Department of Defense Congressionally Directed Medical Research Programs**

**Prostate Cancer Research Program**

**Collaborative Undergraduate HBCU Student Summer Training Program Award**

**Funding Opportunity Number: W81XWH-11-PCRP-STPA**

**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
- **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.*

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## 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 PCRP Collaborative Undergraduate HBCU Student Summer Training Program Award (STPA) mechanism was first offered in FY04. Since then, 39 STPA applications have been received, and 24 have been recommended for funding.

The STPA supports the training of the next generation of prostate cancer researchers. Because the emphasis is on individuals who may be likely to focus their research on addressing prostate cancer health disparities, this award funds new or existing summer prostate cancer training programs for undergraduate students from Historically Black Colleges and Universities (HBCU) at institutions with ongoing prostate cancer research. This award also requires the Principal Investigator (PI), who should be an established prostate cancer researcher at the host institution, to collaborate with faculty advisors from the undergraduate trainees' HBCU. ***Applicants must enroll a minimum of four undergraduate HBCU trainees per year, who may be recruited from multiple HBCUs.***

The PI's institution, which may also be an HBCU, must have a record of achievement in prostate cancer research and in research training. When the PI's institution is an HBCU, the undergraduate trainees must be recruited from different HBCU(s). A goal of this award is to establish or strengthen collaborations between the PI's institution and the undergraduate trainees' HBCU, which will foster the recruitment of talented trainees from the HBCU(s) to the PI's institutional prostate cancer training program. It is expected that these awards will provide educational and training opportunities for undergraduate HBCU students at an important career decision-making point.

Applications for this award should address the following key aspects for the proposed prostate cancer undergraduate training program:

- The qualifications of the Program Director (designated as the PI) and other program faculty and staff who will serve as collaborating mentors, including their track record in training undergraduate students;
- The proposed training program for the undergraduate HBCU trainees at the PI's institution, including research, seminars/symposia, coursework, etc.;
- The plans for recruitment of undergraduate HBCU trainees and for continued interaction of the PI with the trainees beyond the summer internship period;
- The qualifications and the role of the faculty advisor(s) at the trainees' HBCU(s), who will be responsible for working with the PI to coordinate trainee activities during both the summer training program and throughout the corresponding academic year.

In addition, research projects proposed for trainees (1) should be relevant to at least one of the PCRP focus areas and (2) are encouraged, although not required, to be responsive to one of the PCRP overarching challenges.

Trainees must spend 8 to 12 weeks during the summer participating in the program at the PI's institution. The trainees in this program can be named or designated "to be named" (TBN) at the time of application submission; however, the criteria for selection of the trainees at the HBCU(s) must be described in detail within the body of the application.

Although a single individual must be clearly designated as the PI, it is expected that the application will name and describe the qualifications of multiple mentors. The mentor(s) must show a commitment to the undergraduate trainees' HBCU(s) through a plan to provide additional mentoring opportunities to participating trainees at the institution beyond the summer internship period.

To assess the progress of the training program, at the discretion of the government, each host institution may be expected to participate in an on-site audit by the Government or its designee.

### **C. Eligibility Information**

- The PI must be an independent investigator at or above the level of Assistant Professor (or equivalent) and have a proven record in prostate cancer research and 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 and the minimum is **2** years.
- The maximum allowable direct costs amount for the entire period of performance is **\$185,000** 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.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **3** years.
- 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 PCRIP IMPaCT (Innovative Minds in Prostate Cancer Today) Meeting, which is held to disseminate the results of PCRIP-sponsored research. Funding for trainees to travel to the next IMPaCT Meeting will be administered separately from this award.

May be requested for (not all-inclusive):

- \$6,000 stipend per undergraduate HBCU trainee per summer
- Up to \$25,000 per year for administrative costs for speakers, trainee tracking, and other administrative expenses

- Tuition and courses (including preparatory courses for advanced biomedical education)
- Health insurance
- Faculty salaries at both the PI's and trainees' institutions
- Travel between participating institutions
- Travel costs of up to \$2,400 per year to attend scientific/technical meetings (i.e. for the trainees, in coordination with the PI and HBCU faculty advisor(s))

Must not be requested for:

- Equipment
- Research materials/supplies/consumables
- Research costs for studies on animals, human subjects, or human biological substances

*The Office of the Congressionally Directed Medical Research Programs (CDMRP) expects to allot approximately \$1.0M of the \$80M FY11 PCRP appropriation to fund approximately 5 Collaborative Undergraduate HBCU Student Summer Training Program 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-STPA.

### **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](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**

**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.

- **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/>).

**Grants.gov application package components:** For the STP 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.”

Describe the proposed project in detail using the outline below.

**Program Director and Training Staff:** The qualifications of the Program Director (the PI of the application), faculty and staff, and any additional mentors, including their track records in training undergraduate students.

**Faculty Advisor:** The qualifications of the HBCU faculty advisor(s) at the trainees’ institution(s) and his/her/their roles in the training program, including recruitment.

**Training Program:** The proposed training program for the undergraduate HBCU trainees should emphasize the training environment, facilities, and the proposed research opportunities available for trainees at the PI's institution and their own, as applicable.

- **Course Work:** A description of any courses, seminar series, workshops, and/or symposia that will be available as part of the undergraduate training program.
- **Trainee Recruitment:** The trainee recruitment and selection plans, including the method of assigning trainees to a mentor.
- **Research Projects:** The plans for research activities.
- **Extended Mentoring:** The plans for continued interaction of the Program Director and program faculty/staff with the trainees beyond the timeframe of the summer internship period and the role of the HBCU faculty advisor(s) in the process.
- **Undergraduate Presentations:** The plan for the trainees to summarize and present their work (e.g., seminars, presentations, or publications) at the conclusion of the summer training program.

**Trainee Tracking:** The plan for tracking trainees after participation in the program to determine career progress.

**Environment:** The institutional commitment and resources to support training activities, the development of a productive collaboration with one or more HBCUs, and the ability to sustain an interactive, ongoing partnership.

**Overarching Challenges and Focus Areas:** Briefly describe (a) how the proposed trainee research is responsive to at least one of the PCRP focus areas and, *if applicable*, (b) one of the PCRP 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 training program 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, reflecting the laboratory space, equipment, and other resources available for the project. ***Include letters from both the PI's institution and the HBCU(s).***
- Letters of Collaboration: Provide a signed letter from each collaborating mentor at the PI's institution and from each HBCU faculty advisor that will demonstrate that the PI has the support or resources necessary for the proposed work.
- Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf."  
 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.
  - Background: Provide a rationale for the training program.
  - Objective: State the objective of the training program.
  - Specific Aims: State concisely the specific aims of the training program.
  - Program Design: Briefly describe the training program, mentors involved, and plans for recruitment and tracking of trainees.
  - Impact: Summarize how the proposed program will have an impact on the trainees and their potential contributions to prostate cancer research.
- **Attachment 4: Public Abstract (one-page limit):** Upload as "PublicAbs.pdf."  
 A Public Abstract is not required for this mechanism. 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.
- **Attachment 6: Impact Statement:** Upload as "Impact.pdf."  
 Describe in detail how the proposed program will have a significant impact on the likelihood of the trainees to enter careers in prostate cancer research.

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.

#### **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; of these, Collaborative Training Program, Program Director and Training Staff, and Impact are equally the most important, with the remaining criteria listed in decreasing order of importance:

- **Collaborative Training Program**

- Whether the number of undergraduate HBCU trainees is appropriate for the available faculty and resources, and meets the minimum required by the Program Announcement/Funding Opportunity.
- How well the training program offers a structured, focused experience in prostate cancer research, including ample, direct interaction between mentors and trainees.
- How well plans have been developed to provide trainees with a stimulating, problem-solving research experience, including interaction with prostate cancer researchers other than the trainees' primary mentors.
- How well the training program provides opportunities for trainees to present their work.
- To what degree the training program provides opportunities for trainees to interact with the program mentors beyond the timeframe of the summer internship period.
- Whether the plan to track the trainees' future careers and the effectiveness of the program for initiating careers in prostate cancer research is appropriate.

- **Program Director and Training Staff**

- To what degree the PI and program mentors are well-suited to lead and successfully manage this training program.

- To what degree the mentors' prostate cancer research interests and records of past experience in training and mentoring undergraduates support their ability to provide appropriate training of the HBCU students.
- To what degree former undergraduate trainees (if applicable) have advanced to pursue careers in prostate cancer research.
- Whether participating mentors have sufficient research resources to ensure adequate guidance for the number of trainees.
- To what degree the PI and mentors demonstrate a commitment to training undergraduate HBCU students in prostate cancer research.
- **Impact**
  - To what degree the training program is likely to prepare and encourage students to pursue careers in prostate cancer research.
  - To what degree the training program may ultimately foster both health disparity research and greater understanding of prostate cancer in disproportionately affected communities.
- **HBCU Faculty Advisor**
  - How the qualifications and experience of the HBCU faculty advisor(s) are appropriate to facilitate recruitment and retention of undergraduate HBCU trainees and to support post-summer training and mentoring.
  - To what degree the contributions of the HBCU faculty advisor(s) to the training program are appropriately designed.
- **Trainee Recruitment**
  - To what degree the recruitment methods are likely to attract trainees with a high likelihood of pursuing a career in prostate cancer research.
  - To what degree the selection criteria are appropriate.
- **Environment**
  - How well the PI's institution demonstrates the potential to develop productive collaborations with the trainees' HBCU(s).
  - To what degree the institutional commitment by the PI's and the trainees' institutions to undergraduate research training in prostate cancer is appropriate.
  - How well the environment facilitates interaction among mentors and trainees during the summer and during the academic year.
  - To what degree the laboratory facilities, equipment, and other relevant resources are appropriate to support the training activities.
  - How well the collaborating institutions and the PI's institution plan to sustain an interactive, ongoing partnership.

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.
  - **Responsiveness to Overarching Challenges**
    - To what degree, if any, the proposed research project(s) are responsive to one or more of the FY11 PCRFP overarching challenges.
  - **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 PCRIP 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 PCRIP 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).

## **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 STPA mechanism. Extenuating circumstances necessitating a change of PI 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](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 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](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.	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3.	
	Public Abstract not required. Leave Attachment 4 blank.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
	Upload Impact Statement (Impact.pdf) as Attachment 6.	
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.	