

# **Program Announcement**

**for the**

**Defense Health Program**

**Department of Defense**

**Congressionally Directed Medical Research Programs**

## **Breast Cancer Research Program**

### **Era of Hope Scholar Award**

**Funding Opportunity Number: W81XWH-13-BCRP-EOHS**

**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 18, 2013
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, July 2, 2013
- **Application Submission Deadline:** 11:59 p.m. ET, July 2, 2013
- **Peer Review:** August 2013
- **Programmatic Review, Stage 1:** October 2013
- **Invitation for Oral Presentation:** November 2013
- **Programmatic Review, Stage 2:** January 2014

*This Program Announcement is one of two documents with instructions to prepare and submit an application for this funding opportunity. The second document, the General Application Instructions, is available for downloading from Grants.gov.*

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

Applications to the Fiscal Year 2013 (FY13) Breast Cancer Research Program (BCRP) are being solicited for the Assistant Secretary of Defense for Health Affairs, Defense Health Program (DHP), by the U.S. Army Medical Research Acquisitions Activity (USAMRAA). The BCRP was initiated in fiscal year 1992 (FY92) to support innovative, high-impact research focused on ending breast cancer. Appropriations for the BCRP from FY92 through FY12 totaled \$2.8 billion. The FY13 appropriation is \$120.0 million (M).

The BCRP challenges the scientific community to design research that will address the urgency of ending breast cancer. Specifically, the BCRP seeks to accelerate high-impact research with clinical relevance, encourage innovation and stimulate creativity, facilitate multidisciplinary collaborations, and support future breast cancer leaders.

### Breast Cancer Landscape

The BCRP has prepared a brief overview of the breast cancer landscape that describes what is currently known about incidence, death, recurrence, metastatic disease, risk factors, and treatments. This overview covers the most pertinent topics that are consistent with the BCRP's vision of ending breast cancer. *Applicants are strongly urged to read and consider the landscape before preparing their applications.* The landscape may be found at [http://cdmrp.army.mil/bcrp/pdfs/bc\\_landscape13.pdf](http://cdmrp.army.mil/bcrp/pdfs/bc_landscape13.pdf).

### B. FY13 BCRP Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's vision to end breast cancer, the FY13 BCRP encourages Era of Hope Scholar Award applications that address one of the following overarching challenges:

- Eliminate the mortality associated with metastatic breast cancer
- Prevent breast cancer (primary prevention)
- Distinguish aggressive breast cancer from indolent cancers; overcome the problems of overdiagnosis and overtreatment
- Revolutionize treatment regimens by replacing drugs that have life-threatening toxicities with safe, effective interventions
- Identify what drives breast cancer growth and metastasis; identify why some breast cancers become life-threatening metastases
- Identify what makes the breast susceptible to cancer development
- Determine why some, but not all, women get breast cancer
- Determine why/how breast cancer cells lay dormant for years and then re-emerge (recurrence); determine how to eliminate dormant cells early

## C. Award Information

The Era of Hope Scholar Award supports individuals who are early in their careers and have demonstrated significant potential for innovation in breast cancer research. These individuals should be exceptionally talented scientists who have shown that they are the “best and brightest” in their field(s) through extraordinary creativity, vision, and productivity. They should have demonstrated experience in forming effective partnerships and collaborations and should exhibit strong potential for leadership in the breast cancer research community.

Since the intent of the Era of Hope Scholar Award is to recognize creative and innovative individuals rather than projects, the central feature of the award is the innovative contribution that the Principal Investigator (PI) can make toward ending breast cancer. The PI should articulate a vision that challenges current dogma and demonstrates an ability to look beyond tradition and convention.

*Experience in breast cancer research is not required;* however, the application must focus on breast cancer and the PI must commit at least 50% of his/her full-time professional effort during the award period to breast cancer research.

*The Congressionally Directed Medical Research Programs (CDMRP) intends that data and research resources generated under awards funded by this Program Announcement/Funding Opportunity be made available to the research community (which includes both scientific and consumer advocacy communities) and to the public at large. For additional guidance, refer to the General Application Instructions, Appendix 4, Section K.*

## D. Eligibility Information

- The PI must be an independent investigator within 6 years of his/her last mentored position as of the application submission deadline. Postdoctoral fellows, clinical fellows (including residents and interns), and other researchers in training positions are not eligible for this award.
- Cost sharing/matching is not an eligibility requirement.
- Organizations eligible to apply include national, international, for-profit, non-profit, public, and private organizations.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

## E. Funding

- The maximum period of performance is **5** years.
- The maximum allowable direct costs for the entire period of performance are **\$2.5 million (M)** 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.

Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. ***For all federal agencies or organizations collaborating with federal agencies, budget restrictions apply and are so noted in Section II.C.4. of the General Application Instructions.***

In addition, for this award mechanism, direct costs:

Must be requested for:

- Travel for attendance each year at either the Department of Defense (DoD) BCRP Era of Hope meeting or LINKS (Leading Innovative Networking and Knowledge Sharing) meeting. Costs associated with travel to one of these meetings, up to \$1,800, should be included in each year of the budget. These travel costs are in addition to those allowed for annual scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research Supplies
- Equipment
- Training
- Workshops
- Clinical research costs
- Support for multidisciplinary collaborations
- Travel between collaborating organizations
- Travel costs of up to \$3,600 per year to attend scientific/technical meetings in addition to the required meeting described above

***The CDMRP expects to allot approximately \$11.2M of the \$120.0M FY13 BCRP appropriation to fund approximately three Era of Hope Scholar 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 two-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 applications that are essentially identical or propose essentially the same research project to different funding opportunities within the same program and fiscal year is prohibited and will result in administrative withdrawal of the duplicative application.

#### **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-13-BCRP-EOHS.

#### **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 any changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 1-301-682-5507.

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**

FY13 BCRP IP members (<http://cdmrp.army.mil/bcrp/panels/panels13>) should not be involved in any pre-application or application. For questions related to IP members and pre-applications or applications, refer to Section IV.C., Withdrawal, or contact the CDMRP Help Desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 1-301-682-5507.

- **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.

*Note: At this time, eReceipt is unable to read files made with Adobe Acrobat PDFMaker version 9.0 and higher.*

**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. 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**

This tab must be completed for the pre-application to be accepted and processed by the CDMRP.

- **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 through the Grants.gov portal (<http://www.grants.gov/>). For the Era of Hope Scholar Award, additional application components are also required and should be submitted as directed below.

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

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

2. **Attachments Form**

- **Attachment 1: Project Narrative (six-page limit):** Upload as “ProjectNarrative.pdf.” The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and will result in administrative withdrawal of the application.

The Project Narrative should clearly state your *vision for ending breast cancer* and *why you, the PI, should be considered for this unique award*.

The following items should be addressed specifically

- **Vision:** Describe your vision of the future of breast cancer. Describe your views of the major problems or barriers in breast cancer that must be solved to accelerate progress to end breast cancer. Describe what you foresee as the critical approaches that will most likely produce breakthrough thinking and discoveries to ultimately solve the major problems or barriers.
- **Research Goals:** List the key research goals you propose to pursue without describing specific projects or research methodology. Describe what you hope to accomplish during the award period. Explain why/how your goals are innovative and distinct within your field and within the broader field of breast cancer research.

- Research Barriers: Aside from funding, what barriers exist that could inhibit your research goals and what strategies will you employ to overcome these barriers?
- Research Team and Commitment: Describe how you and your research team's expertise and committed efforts will contribute to accomplishing the research goals. Explain how you will devote at least 50% effort to breast cancer research during the award period.
- Research Environment: Describe the environment in which you work. How will this environment facilitate your development as an innovator and leader in breast cancer research?
- Accomplishments: Describe what have you accomplished that demonstrates your extraordinary creativity, vision, and productivity. Describe how these accomplishments had an impact beyond your own laboratory or research setting into the broader scientific, clinical, and/or patient community.
- Leadership: Describe the experience you have that suggests a strong potential for leadership in the breast cancer community. Describe your plans for leadership within the breast cancer community as a BCRP Era of Hope Scholar.
- **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. ***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested may result in the removal of those items or administrative withdrawal of the application.***
  - 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 award. Indicate if Government-owned facilities or equipment are proposed for use. Reference should be made to the original or present award 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 a copy/copies of the published manuscript(s) must be included in Attachment 2. 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. The letter should reflect the availability of laboratory space, equipment, and other resources and also include the extent to which the PI will be relieved of academic, clinical, or administrative responsibilities and allowed at least 50% protected time for breast cancer research.
  - Letters of Collaboration (if applicable) (two-page limit per letter): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work.
  - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
  - **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf.”  
Not required at this time. Leave Attachment 4 space blank.
  - **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.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, including guidance on appropriate SOW formats.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C., for detailed information. *Note: Some of the items in this attachment may be made available for programmatic review.*
- PI Biographical Sketch (no page limit): Upload as “Biosketch\_LastName.pdf.”
  - PI Previous/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 Previous/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, Era of Hope Scholar Award applications also require the following components:

- 1. Three Confidential Letters of Recommendation (two-page limit per letter recommended):** Confidential letters of recommendation must be submitted by the three 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 1-301-682-5507.

Each letter should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success in pursuing highly innovative research avenues. Specifically, each letter should offer the writer's perspective on the PI's:

- Creative and original accomplishments,
- Likelihood of continued innovation and productivity,
- Potential for leadership in the breast cancer community,
- Likelihood of establishing a successful career at the forefront of breast cancer research; and
- Ability to manage the technical and administrative aspects of this award

- 2. Oral Presentation:** PIs whose applications are selected for Programmatic Review, Stage 2, will be required to give an oral presentation (see Section III.B.2., Programmatic Review) that will be held in the National Capital Region in January 2014.

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 must 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 to end breast cancer?
- How does your vision for breast cancer research challenge current dogma within the broader field of breast cancer research?
- Without addressing any specifics of the project, how do you envision your research contributing to the next leap forward in ending breast cancer?
- How will you use your leadership skills to form partnerships and collaborations and to further the field of breast 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 will 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. Applicant organizations and all subrecipient organizations must have a Data Universal Numbering System (DUNS) number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the System for Award Management (SAM) with an “Active” status 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 makes recommendations for funding to the Commanding General, U.S. Army Medical Research and Materiel Command (USAMRMC), based on technical merit, the relevance to the mission of the DHP and BCRP 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. Panel members sign a non-disclosure statement that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations 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 panel members or applicants that compromise the confidentiality of the review process may also result in suspension or debarment from federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with 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 criteria, which are of equal importance:

- **Principal Investigator**
  - How the application indicates that the PI is one of the “best and brightest” in his/her field.
  - How the PI’s record of accomplishment supports his/her future abilities as an independent and visionary scholar/investigator.
  - How the application provides sufficient evidence to suggest that the PI will become a leader in the field of breast cancer research, including a plan for leadership.
- **Accomplishments**
  - How the PI’s accomplishments demonstrate his/her creativity and productivity.
  - How the PI’s accomplishments have had an impact on the broader scientific, clinical, and/or patient community.
  - Whether any products, patents, or licenses have resulted from the PI’s work.
  - Whether the PI’s work has resulted in publications in high-impact journals and/or presentations at international scientific meetings.
  - Whether the PI has received awards or other forms of acknowledgment for his/her achievements.
- **Research Goals**
  - How the PI’s research goals suggest innovative, creative thinking that is not hindered by convention.
  - How the proposed research goals are distinct within the PI’s field and within the broader field of breast cancer research.
  - How the PI communicates a clear vision of what he/she hopes to accomplish during the award period.
  - How the PI identifies barriers that could inhibit his/her research goals and proposes appropriate strategies to overcome these barriers.
- **Personnel and Environment**
  - How the expertise and committed effort of the PI and research team will contribute to accomplishing the research goals.
  - Whether the environment will facilitate the PI’s growth as an emerging innovator and leader.
  - Whether appropriate documentation of institutional support reflects the extent to which the PI will be relieved of academic or administrative responsibilities and allowed to pursue his/her goals.
  - How the PI will devote at least 50% effort to breast cancer research during the award period.
  - Whether the PI has the necessary technical and administrative experience and/or ability to manage this award.

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

- **Budget**
  - Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influenced the review.

**2. Programmatic Review:** To make funding recommendations, the following criteria are used by the programmatic reviewers:

- a. **Ratings and evaluations of the peer reviewers**
- b. **Relevance to the mission of the DHP and FY13 BCRP, as evidenced by the following:**

**Stage 1:** During the first stage of programmatic review, applications will be selected for the second stage using the following criteria:

- Programmatic relevance
- Relative innovation
- Adherence to the intent of the award mechanism

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

- Understanding of barriers in breast cancer
- Articulation of a vision with a high potential for impact in breast cancer
- Leadership capabilities to form partnerships and collaborations that will impact breast cancer

### **C. Recipient Qualification**

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 1.

### **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. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

## **IV. ADMINISTRATIVE ACTIONS**

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

### **A. Rejection**

The following will result in administrative rejection of the application:

- Pre-application was not submitted.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.

### **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, the PI 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:

- A FY13 BCRP IP member is named as being involved in the research proposed or is found to have assisted 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 FY13 BCRP IP members can be found at <http://cdmrp.army.mil/bcrp/panels/panels13>.
- 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 & Related Budget exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

- Inclusion of any employee of CDMRP review contractors in applications for funding without adequate plans to mitigate conflicts of interest. Refer to the General Application Instructions, Section II.B., for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review process to gain protected evaluation information or to influence the evaluation process.
- 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 USAMRAA 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, 2014. 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 D, for general information regarding administrative and national policy requirements.

#### **C. Reporting**

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

#### **D. Award Transfers**

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.

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

## **VI. AGENCY CONTACTS**

### **A. CDMRP Help Desk**

Questions related to Program Announcement/Funding Opportunity content or submission requirements as well as 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: 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: 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 or by responding to the prompt provided by Grants.gov when first downloading the application package. 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.	
	The Technical Abstract is not required with submission. Leave Attachment 3 space blank.	
	The Lay Abstract is not required with submission. Leave Attachment 4 space blank.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.	
	Attach PI Previous/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 Previous/Current/Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget	Complete 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 National Capital Region in January 2014 (if selected for Stage 2).	