

# Program Announcement

for the

Defense Health Program

Department of Defense

Congressionally Directed Medical Research Programs

## Breast Cancer Research Program

### Breakthrough Award Levels 1 and 2

**Funding Opportunity Number: W81XWH-14-BCRP-BREAKTHROUGH12**

**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 14, 2014
- **Application Submission Deadline:** 11:59 p.m. ET, May 28, 2014
- **End of Application Verification Period:** 5:00 p.m. ET, June 2, 2014
- **Peer Review:** July 2014
- **Programmatic Review:** September 2014

***Change for Fiscal Year 2014:*** *The CDMRP eReceipt System has been replaced with the Electronic Biomedical Research Application Portal (eBRAP). Principal Investigators and organizational representatives should register in eBRAP as soon as possible. All pre-applications must be submitted through eBRAP. In addition, applications submitted through Grants.gov will now be available for viewing, modification, and verification in eBRAP prior to the end of the application verification period.*

***This Program Announcement/Funding Opportunity 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 2014 (FY14) 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 FY13 totaled \$2.9 billion. The FY14 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, and facilitate productive collaborations.

### B. 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\\_landscape.pdf](http://cdmrp.army.mil/bcrp/pdfs/bc_landscape.pdf).

### C. FY14 BCRP Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's vision to end breast cancer, each FY14 BCRP Breakthrough Award application must address at least one of the following overarching challenges. Alternatively, with adequate justification, applications may identify and address another overarching challenge related to the breast cancer landscape. Justification must be provided in the application.

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

## D. Award Information

The intent of the Breakthrough Award is to support promising research that has high potential to lead to or make breakthroughs in breast cancer. The critical components of this award mechanism are:

**Impact:** Research supported by the Breakthrough Award will have the potential for a major impact and accelerate progress toward ending breast cancer. The impact may be near-term or long-term, but must be significant and move beyond an incremental advancement. Applications must articulate the pathway to making a clinical impact for individuals with, or at risk for, breast cancer, even if clinical impact is not an immediate outcome.

**Research Scope:** Research proposed under this award mechanism may be small- to large-scale projects, at different stages of idea and research development. Two different funding levels, based on the scope of the research, are available under this Program Announcement/Funding Opportunity. Funding Levels 3 and 4 are available under a different Program Announcement (W81XWH-14-BCRP-BREAKTHROUGH34). *It is the responsibility of the Principal Investigator (PI) to select the funding level that is most appropriate for the research proposed.*

The following are general descriptions, although not all-inclusive, of the scope of research projects that would be appropriate to propose under each funding level:

- **Funding Level 1:** Innovative, high-risk/high-reward research that is in the earliest stages of idea development. Research with potential to yield new avenues of investigation. Proof of concept. No preliminary data required.
- **Funding Level 2:** Research that is already supported by preliminary data and has potential to make significant advancements toward clinical translation. Demonstration of efficacy in in vivo models, as applicable.

**Partnering PI Option:** The Breakthrough Award encourages applications that include meaningful and productive collaborations between investigators. The Partnering PI Option is structured to accommodate two PIs, called the Initiating PI and the Partnering PI, each of whom will receive a separate award. The Initiating and Partnering PIs have different submission requirements; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, Statement of Work (SOW), and other required components. The PIs may have expertise in similar or disparate scientific disciplines, but each PI is expected to bring distinct contributions to the application. New collaborations are encouraged, but not required. It is the responsibility of the PIs to describe how their combined expertise will better address the research question and explain why the work should be done together rather than through separate efforts. *To meet the intent of the Partnering PI Option, applicants are discouraged from submitting as a Partnering PI on multiple applications unless they are clearly addressing distinct research questions.*

**Personnel:** The PI(s) are expected to engage and assemble an appropriate and robust research team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.

**Consumer Advocates:** Applications submitted under Funding Levels 1 and 2 are encouraged, but not required, to include consumer advocate involvement. Consumer advocates may be involved in the development of the research question, project design, oversight, recruitment, and evaluation, as well as other significant aspects of the proposed project. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer, and they should be active in a breast cancer advocacy organization. Their role in the project should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. The consumer advocates should have a high level of knowledge of current breast cancer issues, and the necessary background or training in breast cancer research to contribute to the project.

***Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this funding opportunity.*** PIs wishing to apply for funding for a clinical trial may consider applying under the FY14 BCRP Breakthrough Award Funding Levels 3 and 4 funding opportunity (W81XWH-14-BCRP-BREAKTHROUGH34).

Use of Human Anatomical Substances, Human Subjects, or Human Cadavers: All Department of Defense (DoD)-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), in addition to the local Institutional Review Board (IRB) of record. Local IRB approval at the time of submission is **not** required. The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DoD. These laws and requirements will necessitate information in addition to that supplied to the IRB. Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes. Refer to the General Application Instructions, Appendix 6, for additional information.

The types of awards made under this Program Announcement/Funding Opportunity will be assistance agreements. Reference the General Application Instructions, Appendix 4, for additional information regarding award types.

***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 L.***

## **E. Eligibility Information**

- Investigators at all academic levels (or equivalent) are eligible to submit an application.
- ***Postdoctoral fellows are eligible to submit and are encouraged to apply.*** A Mentorship Statement (see [Section II.C.2., Attachment Forms, Attachment 10](#)) is required for applications submitted by postdoctoral fellows.
- Each investigator may submit only one application as a PI or Initiating PI.
- There are no limitations on the number of applications for which an investigator may be named as a Partnering PI. To meet the intent of the Partnering PI Option, applicants are

discouraged from submitting as a Partnering PI on multiple applications unless they are clearly unique, meaningful collaborations addressing distinct research questions. PIs will be required to provide a brief description of all their applications submitted as an Initiating PI, Partnering PI, collaborator, or mentor under this Breakthrough Award Levels 1 and 2 Program Announcement/Funding Opportunity.

- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. 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.

## **F. Funding**

*The requested budget level should be appropriate for the scope of research proposed.*

Applications with a **single PI** or **Partnering PI Option** have the same funding limits.

### **Funding Level 1:**

- The maximum period of performance is **3** years.
- The maximum allowable direct costs for the entire period of performance are **\$350,000** plus indirect costs.

### **Funding Level 2:**

- The maximum period of performance is **3** years.
- The maximum allowable direct costs for the entire period of performance are **\$700,000** plus indirect costs.

### **For both funding levels:**

- 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 period of performance.
- 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.
- **Partnering PI Option:** The combined total funding for the Initiating PI and Partnering PI may not exceed the maximum allowable direct costs for the selected funding level. No additional funds will be provided. A separate award will be made to each PI's organization.
- **Applications submitted by postdoctoral fellows:** The PI of the award is expected to have discretion over the management of the budget during the award period.

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 as are noted in Section II.C.4. of the General Application Instructions.***

For this award mechanism, direct costs:

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

***The CDMRP expects to allot approximately \$39M of the \$120M FY14 appropriation to fund approximately 30 Breakthrough Award Levels 1 and 2 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 electronic Biomedical Research Application Portal (eBRAP) (<https://eBRAP.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>).

**New for FY14:** *The CDMRP has replaced its eReceipt System with eBRAP.* Submission remains a two-step process requiring both pre-application and application submission.

PIs must be registered in eBRAP in order to submit a pre-application and receive notification of the status of a pre-application or application. A key feature of eBRAP is that an organization's representatives and PIs are able to view and modify the Grants.gov application submissions associated with them, but only if the organization, Business Officials, and PIs are registered and affiliated to the organization in eBRAP (see *eBRAP User Guide* at <https://ebrap.org/eBRAP/public/UserGuide.pdf>). Upon completion of an organization's registration in eBRAP and approval by the CDMRP Help Desk, the organization name will be displayed in eBRAP to assist the organization's business officials and PIs as they register.

**Note:** Submission of either the pre-application to eBRAP or application to Grants.gov does not require registering an organization and affiliating its Business Officials and PIs in eBRAP; however, the ability to view and modify the Grants.gov application in eBRAP is contingent upon the registration and affiliation. ***Application viewing, modification, and verification in eBRAP is strongly recommended, but not required. The Project Narrative and Budget cannot be changed after the application submission deadline. Any other application component cannot***

*be changed after the end of the application verification period.* If verification is not completed by the end of the application verification period, the application will be reviewed as submitted through Grants.gov, provided there is no cause for administrative rejection of the application (see [Section IV.A., Rejection](#)).

**Partnering PI Option:** The Partnering PI Option is structured to accommodate two PIs. One PI will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The other PI will be identified as the Partnering PI. Initiating and Partnering PIs each have different submission requirements; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, SOW, and other required components. The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified of the pre-application submission separately by email. The Partnering PI must follow the link in this email and register with eBRAP in order to associate his/her grant application package with that of the Initiating PI.

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-14-BCRP-BREAKTHROUGH12

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

All pre-application components must be submitted by the PI or Initiating PI through eBRAP (<https://eBRAP.org/>).

PIs and organizations identified in the pre-application should be the same as those intended for the subsequent application submission. If any changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

The pre-application consists of the following components, which are organized in eBRAP 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**
  - It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.
- **Collaborators and Conflicts of Interest (COI) – Tab 3**

FY14 BCRP Integration Panel (IP) members 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@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

**Partnering PI Option:** The Initiating PI must enter the contact information for the Partnering PI in the Partnering PI section.

- **Required Files – Tab 4**

*Notes: Upload document(s) as individual PDF files unless otherwise noted. eBRAP will not allow a file to be uploaded if the number of pages exceeds the limit specified below.*

**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**

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

### C. Application Submission Content and Forms

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/>).

*Note: Each individual may submit only one application as a PI or Initiating PI.* If an individual exceeds this submission limit, only the first application that was submitted to Grants.gov will be accepted; additional applications will be administratively rejected.

**New for FY14: Applications submitted through and validated by Grants.gov will be retrieved and processed by eBRAP to allow for review, modification, and verification.** The PI and organizational representatives will receive an email request from eBRAP to review, modify, and verify the application submitted to Grants.gov. During this verification period, the PI may upload missing files (excluding those listed in [Section IV.A., Rejection](#)), replace files, and re-categorize files. These modifications must be completed by the end of the verification period.

*Note: Changes to either the Project Narrative or Budget are not allowed in eBRAP;* if such changes are required, the entire application package must be submitted through Grants.gov as a “Changed/Corrected Application” with the Previous Grants.gov Tracking ID *prior to the application submission deadline (which occurs earlier than the end of the application verification period).*

**Partnering PI Option: The CDMRP requires separate Grants.gov application package submissions for the Initiating PI and the Partnering PI, even if the PIs are located within the same organization. Initiating and Partnering PIs will each be assigned unique log numbers by eBRAP. Each Grants.gov application package must be submitted using the unique log number.**

## **Application Components for Single PIs or for Initiating PIs under the Partnering PI Option:**

**Grants.gov application package components:** For the *Breakthrough Award Levels 1 and 2*, 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 (page limit varies by funding level; see below):** 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.
    - **Page Limit:** Page limits for the project narrative are correlated with the application’s funding level:
      - **Funding Level 1:** 6-page limit
      - **Funding Level 2:** 10-page limit
    - **Outline for Project Narrative:** Describe the project in detail using the outline below.
      - **Overarching Challenge:** State explicitly which overarching challenge(s) the proposed research will address.
      - **Background:** Briefly describe the ideas and reasoning on which the proposed work is based. Preliminary data are allowed, but not required, for Funding Level 1 applications. If applicable, provide sufficient preliminary data to support the feasibility of work proposed. Regardless of whether preliminary data are available, the PI must demonstrate logical reasoning and provide a sound scientific rationale for the proposed project as established through a critical review and analysis of published literature. If proposing translational or clinical research, it is important to describe the studies showing proof of concept and, if applicable, efficacy in an in vivo system.
      - **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
      - **Specific Aims:** Concisely explain the project’s specific aims to be funded by this award.
      - **Research Strategy:** Describe the experimental design, methods, and analyses including appropriate controls in sufficient detail for analysis.

Explain how this research strategy will meet the research goals and milestones. Describe the statistical plan, as appropriate, for the research proposed. Address potential pitfalls and problem areas and present alternative methods and approaches. If proposing translational research, provide a well-developed, well-integrated, and detailed research plan that supports the translational feasibility and promise of the approach. If the methodology is new or unusual, provide sufficient details for evaluation.

- **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 whether or not Government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present Government 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, confirming the laboratory space, equipment, and other resources available for the project.
  - Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization confirming that the PI has the support or resources necessary for the proposed work, including but not limited to:
    - Availability of, access to, and quality control for all critical reagents
    - Availability of and access to the appropriate patient population(s)
  - Letter of Recommendation (only applicable and required for applications submitted by postdoctoral fellows; one-page limit is recommended): A letter of recommendation provided on organizational letterhead from the mentor(s) should describe:

- How the PI can successfully accomplish the proposed research
- The degree to which the PI participated in the development of the research idea
- How the PI can manage the technical and administrative aspects of the award
- Good Manufacturing Practice (GMP) (if applicable): Provide information regarding the resources available to aid in the development of sufficient quantities of the reagent under GMP. If the reagent is to be provided from industrial sources, evidence of a cost-sharing plan must also be provided.
- Intellectual Property
  - 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.”

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.

Use the outline below.

- Background: Present the ideas and reasoning behind the proposed work.
- Overarching Challenge(s): State which of the overarching challenge(s) will be addressed.
- 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: Briefly describe how the proposed project, if successful, will have an impact and accelerate progress toward ending breast cancer.
- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf.”
  - Clearly describe, in a manner readily understood by lay persons, the rationale, objective, and aims of the application.
    - Do not duplicate the technical abstract.
  - Describe the ultimate applicability of the research.
    - Which overarching challenge(s) does this research address?
    - 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?
    - What is the likely impact of this study on ending breast cancer?

- If the research is too basic for clinical applicability, describe the interim outcomes.
- **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C.2., for detailed guidance on creating the SOW.

The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Program Announcement and Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Breakthrough Award Levels 1 and 2 mechanism, use the SOW format example titled “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching.

- The SOW should indicate a feasible plan and timeline to conduct the research and should provide clearly defined milestones.
- **Partnering PI Option:** Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.
- **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf.”
  - State which overarching challenge(s) the proposed research will address and explain how the proposed research will lead to a solution for the overarching challenge(s). Describe the major steps in the pathway to making a clinical impact for individuals with, or at risk for, breast cancer, and explain how the proposed research will fit into that pathway. Explain how the proposed research will move beyond an incremental advancement. Articulate how the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.
- **Attachment 7: Partnership Statement (one-page limit):** Upload as “Partnership.pdf.” (*Attachment 7 is only applicable and required for applications submitted under the Partnering PI Option.*)
  - Describe the expertise of the Initiating and Partnering PIs. Describe the contribution and the time commitment of each PI toward the proposed research project. Describe how the combined effort will better address the research question and explain why the work should be done together rather than through separate efforts.
- **Attachment 8: Submissions Statement (one-page limit):** Upload as “Submissions.pdf.” (*Attachment 8 is only applicable and required for individuals who are submitting multiple Breakthrough Award Levels 1 and 2 applications. Attachment 8 will be available for programmatic review only.*)

Provide the following information for each Breakthrough Award application being submitted as an Initiating PI, Partnering PI, or collaborator:

  - CDMRP Log Number; funding level; role on the project; project title; and specific aims.

- Brief description of how the application addresses a research question that is distinct from the other application(s).
  - **Attachment 9: Advocate Statement (one-page limit):** Upload as “Advocate.pdf.” (*Attachment 9 is only applicable to applications that include consumer advocates.*)
    - Describe the roles that consumer advocates will play in the planning, design, implementation, and evaluation of the research. Describe how the consumer advocates’ knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project.
  - **Attachment 10: Mentorship Statement (one-page limit):** Upload as “Mentorship.pdf.” (*Attachment 10 is only applicable and required for applications submitted by postdoctoral fellows.*)
    - Identify the PI’s mentor(s) and provide a description of his/her qualifications to mentor the PI in the successful execution and completion of the proposed work. Describe the mentor’s experience in breast cancer research and his/her success in research projects relevant to the current application. Describe the mentor’s commitment to the PI’s project, including details of his/her proposed interactions with the PI and how he/she will support the PI’s research endeavors.
  - **Attachment 11: Innovation Statement (one-page limit):** Upload as “Innovation.pdf.” (*Attachment 11 is only applicable and required for applications submitted under Funding Level 1.*)
    - Describe how the proposed research is innovative and will investigate a novel idea or research question that introduces a new paradigm or challenges existing paradigms. Investigating the next logical step or continuation of a previous research project is not considered innovative.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C.3., for detailed information. *Note: Some of the items in this attachment may be made available for programmatic review.*
- PI Biographical Sketch (four-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.”
    - Include biographical sketches for team members, including consumer advocates if applicable.
    - Include the Partnering PI, if applying under the Partnering PI Option.
    - Include the mentor(s), if the PI is a postdoctoral fellow.

- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
    - Include the Partnering PI, if applying under the Partnering PI Option.
    - Include the mentor(s), if the PI is a postdoctoral fellow.
- 4. Research & Related Budget:** Refer to the General Application Instructions, Section II.C.4., for detailed information.
- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”
 

**For the Partnering PI Option:** Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Initiating PI should not include budget information for Partnering PI, even if they are located within the same organization. The combined total direct costs for the Initiating and Partnering PIs’ budgets cannot exceed the maximum allowable direct costs for the funding level identified in the application.
- 5. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.5., for detailed information.
- 6. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.6., for detailed information.

**Application Components for the Partnering PI if applying under the Partnering PI Option:**

*The Partnering PI MUST follow the link in the email from eBRAP and complete the registration process prior to the application submission deadline in order to associate his/her grant application package with that of the Initiating PI.*

The application submission process for Partnering PI uses an abbreviated application package of forms and attachments from Grants.gov that includes:

- 1. SF 424 (R&R) Application for Federal Assistance Form**
- 2. Attachments Form**
  - **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C.2., for detailed information on completing the SOW. *Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.*
- 3. Research & Related Budget:** Refer to the General Application Instructions, Section II.C, for detailed information.
  - Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”

**For the Partnering PI Option:** Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are at the same organization. The combined total direct costs for the Initiating and Partnering PIs' budgets cannot exceed the maximum allowable direct costs of the funding level identified in the application.

**4. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.5., for detailed information.

**5. R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.6., for detailed information.

#### **D. Verification of Grants.gov Application in eBRAP**

For FY14, a new process has been initiated whereby organizational representatives and PIs can view their applications as submitted through Grants.gov and prior to peer review of the application. This will enable applicants to make modifications prior to scientific and programmatic evaluation of applications, provided the modifications are made by either the end of the application verification period or, for changes to the Project Narrative or Budget, by the application submission deadline.

After application submission to Grants.gov, eBRAP will retrieve and validate the application submission. eBRAP will notify the organizational representatives and PI via email and instruct them to log into eBRAP to review, modify, and verify the application. Files that fail eBRAP validation will be noted in both the email and in the Full Application Files tab. eBRAP does not validate the accuracy or completeness of content in the files. PIs are strongly encouraged to review all application components. If either the Project Narrative or the Budget fail eBRAP validation, an updated Grants.gov application package must be submitted via Grants.gov prior to the application submission deadline, which occurs earlier than the end of the application verification period. ***The Project Narrative and Budget cannot be changed after the application submission deadline. Any other application component cannot be changed after the end of the application verification period.***

#### **E. 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 either of these deadlines will result in application rejection.

#### **F. 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 applicants are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is 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 (a) technical merit and (b) the relevance to the mission of the DHP and BCRP and to the specific intent of the award mechanism. The highestscoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier 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 Process**

**1. Peer Review:** To determine technical merit, all applications will be evaluated according to the following scored criteria, which are of equal importance:

- **Impact**
  - How the proposed research could lead to a solution for an overarching challenge in breast cancer.
  - How the proposed research, if successful, will contribute to a pathway toward making a clinical impact for individuals with, or at risk for, breast cancer, even if clinical impact is not an immediate outcome.
  - How the proposed research moves beyond an incremental advancement.
  - How the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.

- **Research Strategy and Feasibility**
  - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of published literature, logical reasoning, and preliminary data, if applicable (preliminary data are not consistent with the intent of the research scope expected under Funding Level 1).
  - How well the hypothesis, objectives, specific aims, experimental design, methods, statistical plan, and analyses are developed.
  - How well the PI acknowledges potential problems and addresses alternative approaches.
  - How the SOW indicates a feasible plan and timeline to conduct the research and provides clearly defined milestones.
- **Personnel**
  - How the PI(s) has/have assembled an appropriate and robust research team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.
  - How the levels of effort are appropriate for successful conduct of the proposed work.
  - **Partnering PI Option:** How the PIs' combined expertise will better address the research question.
  - **Applications submitted by postdoctoral fellows**
    - How the PI has strong potential to manage the technical and administrative aspects of the award and successfully accomplish the proposed research.
    - How the PI will have appropriate mentorship to successfully execute and complete the project.
  - **Consumer advocates, if applicable**
    - How consumer advocates are integrated into the planning, design, implementation, and evaluation of the research.
    - How the consumer advocates' knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project.

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

- **Environment**
  - How the scientific environment is appropriate for the proposed research.
  - How the research requirements are supported by the availability of and access to facilities and resources (including collaborative arrangements).

- How the quality and extent of institutional support are appropriate for the proposed research.
  - **Innovation (Funding Level 1 only)**
    - To what degree the proposed research is innovative.
    - How the proposed research is a novel idea or research question, and not the next logical step or continuation of a previous research project.
    - Whether the proposed research introduces a new paradigm or challenges existing paradigms.
  - **Budget**
    - Whether the budget is appropriate for the proposed research and Funding Level 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 equally considered criteria are used by programmatic reviewers:
- a. Ratings and evaluations of the peer reviewers**
  - b. Relevance to the mission of the DHP and FY14 BCRP, as evidenced by the following:**
    - Adherence to the intent of the award mechanism
    - Program portfolio composition
    - Programmatic relevance
    - Relative impact and innovation

### **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 email notification of posting of the funding recommendation in eBRAP. Each PI will receive a 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:

- Pre-application was not submitted.
- Multiple applications are received from the same investigator as a PI or Initiating PI. Only the first application received will be accepted; additional applications will be administratively rejected.
- 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.
- Partnering PI Option: Both associated (Initiating and Partnering PI) applications are not submitted by the deadline.

### **B. Modification**

- Pages exceeding the specific limits will be removed prior to review for all documents other than the Project Narrative.
- Documents not requested will be removed.
- Following application submission to Grants.gov, the PI will receive an email request from eBRAP to review, modify, and verify the application submitted to Grants.gov. During this verification period, the PI may upload missing documents (excluding those listed in [Section IV.A., Rejection](#)), replace files, and re-categorize files. These modifications must be completed by the end of the application verification period; otherwise, the application will be reviewed as submitted.

### **C. Withdrawal**

The following may result in administrative withdrawal of the pre-application or application:

- A FY14 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 documentation. A list of the FY14 BCRP IP members can be found at <http://cdmrp.army.mil/bcrp/panels/panels14>.
- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.

- 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.
- More than one application is submitted by the same investigator as a PI or Initiating PI.

#### **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, 2015. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

#### **B. Administrative Requirements**

Refer to the General Application Instructions, Appendix 4 for general information regarding administrative requirements.

#### **C. National Policy Requirements**

Refer to the General Application Instructions, Appendix 5 for general information regarding national policy requirements.

#### **D. Reporting**

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

## **E. Award Transfers**

Refer to the General Application Instructions, Appendix 4, Section M, 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 eBRAP 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@eBRAP.org](mailto:help@eBRAP.org)

### **B. Grants.gov Contact Center**

Questions related to application submission through 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

Grants.gov Application Components	Action	Initiating PI Completed	Partnering PI Completed
SF-424 (R&R) Application for Federal Assistance	Complete form as instructed.		
Attachments Form	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."		
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."		
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."		
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf."		
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."		
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."		
	Collaboration Statement: Upload as Attachment 7 with file name "Collaboration.pdf," if applicable.		
	Partnering Statement: Upload as Attachment 8 with file name "Partnering.pdf," if applicable.		
	Advocate Statement: Upload as Attachment 9 with file name "Advocate.pdf," if applicable.		
	Mentorship Statement: Upload as Attachment 10 with file name "Mentorship.pdf," if applicable.		
	Innovation Statement: Upload as Attachment 11 with file name "Innovation.pdf," if applicable.		
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_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.		