

# **Program Announcement**

**for the**

**Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

## **Lung Cancer Research Program**

**Concept Award**

**Funding Opportunity Number: W81XWH-16- LCRP-CA**

**Catalog of Federal Domestic Assistance Number: 12.420 Military Medical  
Research and Development**

### **SUBMISSION AND REVIEW DATES AND TIMES**

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), July 28, 2016
- **Application Submission Deadline:** 11:59 p.m. ET, August 11, 2016
- **End of Application Verification Period:** 5:00 p.m. ET, August 16, 2016
- **Peer Review:** October 2016
- **Programmatic Review:** January 2017

*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.*

## TABLE OF CONTENTS

<b>I. Funding Opportunity Description.....</b>	<b>3</b>
A. Program Description .....	3
B. FY16 LCRP Areas of Emphasis .....	3
C. Award Information.....	3
D. Eligibility Information .....	5
E. Funding .....	6
<b>II. Submission Information .....</b>	<b>6</b>
A. Where to Obtain the Grants.gov Application Package .....	7
B. Pre-Application Submission Content.....	7
C. Full Application Submission Content.....	9
D. Applicant Verification of Grants.gov Submission in eBRAP .....	14
E. Submission Dates and Times .....	15
F. Other Submission Requirements.....	15
<b>III. Application Review Information .....</b>	<b>15</b>
A. Application Review and Selection Process.....	15
B. Application Review Process .....	16
C. Recipient Qualification .....	17
D. Application Review Dates .....	17
E. Notification of Application Review Results .....	17
<b>IV. Administrative Actions.....</b>	<b>17</b>
A. Rejection .....	17
B. Modification.....	18
C. Withdrawal.....	18
D. Withhold .....	19
<b>V. Award Administration Information.....</b>	<b>19</b>
A. Award Notice .....	19
B. Administrative Requirements .....	19
C. National Policy Requirements .....	19
D. Reporting.....	19
E. Award Transfers.....	19
<b>VI. Version Codes and Agency Contacts.....</b>	<b>20</b>
A. Program Announcement/Funding Opportunity and General Application Instructions Version.....	20
B. CDMRP Help Desk.....	20
C. Grants.gov Contact Center.....	20
<b>VII. Application Submission Checklist.....</b>	<b>21</b>

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Description**

Applications to the Fiscal Year 2016 (FY16) Lung Cancer Research Program (LCRP) are being solicited for the Defense Health Agency, Research, Development, and Acquisition (DHA RDA) Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA RDA Directorate manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The managing agent for this Program Announcement/Funding Opportunity is the Congressionally Directed Medical Research Programs (CDMRP). The LCRP was initiated in FY09 to promote innovative and competitive research focused on the development of integrated disciplines to identify, treat, and manage early curable lung cancer (excluding mesothelioma). Appropriations for the LCRP from FY09 through FY15 totaled \$89.5 million (M). The FY16 appropriation is \$12M.

The goal of the FY16 LCRP is to eradicate deaths from lung cancer to better the health and welfare of military Service members, Veterans, their families, and the American public. As such, the LCRP will support and integrate research from multiple disciplines for risk assessment, prevention, early detection, diagnosis, and treatment for the control and cure of lung cancer.

### **B. FY16 LCRP Areas of Emphasis**

To be considered for funding, applications for the FY16 LCRP Concept Award must address at least one of the seven Areas of Emphasis listed below:

- Identify or develop noninvasive or minimally invasive tools to improve the detection of the initial stages of lung cancer.
- Identify, develop, and/or build upon already existing tools for screening or early detection of lung cancer. Screening may include, but is not limited to, imaging modalities, biomarkers, genetics/genomics/proteomics/metabolomics/transcriptomics, and assessment of risk factors.
- Understand the molecular mechanisms of initiation and progression to clinically significant lung cancer.
- Identify innovative strategies for prevention and treatment of early and/or localized lung cancer.
- Understand predictive and prognostic markers to identify responders and nonresponders.
- Understand susceptibility or resistance to treatment.
- Understand contributors to lung cancer development other than tobacco.

### **C. Award Information**

The Concept Award supports the exploration of a highly innovative new concept or untested theory that addresses an important problem relevant to lung cancer. The Concept Award is not

intended to support an incremental progression of an already established research project but, instead, allows Principal Investigators (PIs) the opportunity to pursue serendipitous observations. This award mechanism supports high-risk studies that have the potential to reveal entirely new avenues for investigation. Applications must describe how the new idea will enhance the existing knowledge of lung cancer or develop an innovative and novel course of investigation. **Submissions from and partnerships with investigators at military treatment facilities, military labs, and Department of Veterans Affairs (VA) medical centers and research laboratories are *strongly encouraged*.** Research completed through a Concept Award may generate sufficient preliminary data to enable the PI to prepare an application for future research.

***Presentation of preliminary data is not consistent with the intent of the Concept Award mechanism. While the inclusion of preliminary data is not prohibited, the strength of the application should not rely on preliminary data.***

**Military Relevance:** The LCRP seeks to support research that is relevant to the healthcare needs of military Service members, Veterans, and their families. ***Military relevance will be considered in determining relevance to the mission of the DHP and FY16 LCRP during programmatic review.*** Investigators are ***strongly encouraged*** to consider the following characteristics as examples of how a project may demonstrate military relevance:

- Use of military or Veteran populations or data in the proposed research.
- Collaboration with Department of Defense (DoD) or VA investigators.
- Involvement of military consultants (Army, Air Force) or specialty leaders (Navy, Marine Corps) to the Surgeons General in a relevant specialty area.
- Description of how the knowledge, information, products, or technologies gained from the proposed research could be implemented in a dual-use capacity to address a military need that also benefits the civilian population.
- Explanation of how the project addresses an aspect of lung cancer that has direct relevance to military Service members, Veterans, or other military health system beneficiaries, including environmental exposures other than tobacco.

**Use of Active Duty Military and VA Populations:** If the proposed research plan involves access to active duty military and/or VA patient populations or resources, the PI is responsible for establishing and demonstrating such access. If possible, access to target active duty military and/or VA patient populations/resources should be confirmed at the time of application submission by inclusion of a letter of support, signed by the lowest ranking person with approval authority, for studies involving active duty military Service members, Veterans, military and/or VA-controlled study materials, and military and/or VA databases. If access cannot be confirmed at the time of application submission, the Government reserves the right to withhold or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resources. Note that access to a Veteran population for clinical studies may only be obtained by either collaboration with a VA investigator where the VA investigator has a substantial role in the research or by advertising to the general public.

Because the Concept Award is designed for preliminary investigations, projects involving human subjects or specimens must be either exempt under Title 32, Code of Federal Regulations (CFR),

Part 219, Section 101(b) (32 CFR 219.101[b]) or eligible for expedited review (32 CFR 219.110 or 21 CFR 56.110). Clinical trials are not allowed under this Program Announcement/ Funding Opportunity. ***Studies that do not qualify for either exempt or expedited review status will be administratively withdrawn.*** For additional information on clinical research, a Human Subject Resource Document is provided at <https://ebrap.org/eBRAP/public/Program> Investigators wishing to apply for funding for a clinical trial should consider submitting an application to the FY16 LCRP Clinical Exploration Award mechanism (Funding Opportunity Number: W81XWH-16-LCRP-CEA).

All investigators applying to FY16 LCRP funding opportunities are encouraged to consider leveraging resources available through the LCRP-funded Lung Cancer Biospecimen Resource Network (LCBRN) (<http://lungbio.sites.virginia.edu/>) if retrospectively collected human anatomical substances and correlated data are relevant to the proposed studies.

***The CDMRP intends that information, 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**

- All investigators at or above the level of postdoctoral fellow (or equivalent) are eligible.
- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. Organizations eligible to apply include Federal agencies, national, international, for-profit, nonprofit, public, and private organizations.
- An intramural investigator is defined as a DoD military or civilian employee working within a DoD laboratory or medical treatment facility, or working in a DoD activity embedded within a civilian medical center. Submissions from intramural (DoD) organizations are allowed and encouraged for this Program Announcement/Funding Opportunity. Applicants submitting through their intramural organizations are reminded to coordinate receipt and commitment of funds through their respective resource managers. ***If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator's Commander or Commanding Officer at the intramural organization that authorizes the collaborator's involvement.***
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

## E. Funding

- The maximum period of performance is **1** year.
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$100,000**. Indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$100,000** direct costs or using an indirect rate exceeding the organization's negotiated rate.
- 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 **1** year.

For this award mechanism, direct costs may be requested for (not all-inclusive):

- Salary
- Research supplies
- Support for multidisciplinary collaborations, including travel

Shall not be requested for:

- Clinical trial costs

Awards to extramural organizations will consist solely of assistance agreements (Cooperative Agreements and Grants). Awards to intramural (DoD) agencies and other Federal agencies may be managed through a direct fund transfer (e.g., the Military Interdepartmental Purchase Request [MIPR]; Funding Authorization Document [FAD] process; or DD Form 1144 Support Agreement). Direct transfer of funds from the recipient to a DoD agency is not allowed except under very limited circumstances. Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. ***For Federal agencies or organizations collaborating with Federal agencies, budget restrictions apply as are noted in Section II.C.4. of the General Application Instructions.***

***The CDMRP expects to allot approximately \$2.08M of the \$12M FY16 LCRP appropriation to fund approximately 13 Concept 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 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(s).***

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/>). Refer to the General Application Instructions, Section II.A., for registration and submission requirements for eBRAP and Grants.gov.

The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Federal applicants must be familiar with Grants.gov requirements, including the need for an active System for Award Management (SAM) registration and a Data Universal Numbering System (DUNS) number. Refer to Appendix 3 of the General Application Instructions for further information regarding Grants.gov requirements.

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance. A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the Grants.gov application submissions associated with them. eBRAP will validate Grants.gov application files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in an email to the PI and in the Full Application Files tab in eBRAP. It is the applicant's responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement/Funding Opportunity.

***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-application and application submission process. Inconsistencies may delay application processing and limit the ability to view, modify, and verify the application in eBRAP. If any changes need to be made, the applicant should contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 prior to the application deadline.***

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.*** Prior to the full application deadline, a corrected or modified full application package may be submitted. Other application components may be changed until the end of the [application verification period](#). After the end of the application verification period, the full application cannot be modified.

#### **A. Where to Obtain the Grants.gov Application Package**

To obtain the Grants.gov application package, including all required forms, perform a basic search using the Funding Opportunity Number W81XWH-16- LCRP-CA in Grants.gov (<http://www.grants.gov/>).

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

***The pre-application process should be started early to avoid missing deadlines. There are no grace periods. During the pre-application process, each submission is assigned a unique log***

**number by eBRAP. This unique eBRAP log number will be needed during the application process on Grants.gov.**

All pre-application components must be submitted by the 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):

- **Tab 1 – Application Information**
- **Tab 2 – Application Contacts**
  - Enter contact information for the PI. Enter the organization’s Business Official responsible for sponsored program administration (the “person to be contacted on matters involving this application” in Block 5 of the Grants.gov SF424 (R&R) Form). The Business Official must either be selected from the eBRAP list or invited in order for the pre-application to be submitted.
  - Select the performing organization (site at which the PI will perform the proposed work) and the contracting organization (organization submitting on behalf of the PI, which corresponds to Block 5 on the Grants.gov SF424 (R&R) Form), and click on “*Add Organizations to this Pre-application.*” The organization(s) must either be selected from the eBRAP drop-down list or invited in order for the pre-application to be submitted.
  - It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.
- **Tab 3 – Collaborators and Key Personnel**
  - Enter the name, organization, and role of all collaborators and key personnel associated with the application.
  - FY16 LCRP [Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to Panel 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.
  - To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in application preparation, research, or other duties for submitted applications. For FY16, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies will be administratively



withdrawn unless plans to manage conflicts of interest (COIs) are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, for detailed information.

- **Tab 4 – Conflicts of Interest (COIs)**

- List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship). Refer to Appendix 1, Section C, of the General Application Instructions for further information regarding COIs.

- **Tab 5 – Pre-Application Files**

**Pre-Application Relevance Questions:** Provide responses in the appropriate data fields for the following in eBRAP. Due to the blinded nature of the review process, responses are used for administrative purposes only and will not be reviewed during either the peer or programmatic review sessions.

1. Is the applicant currently affiliated with the military and/or VA? (Yes/No)
2. Does the proposed research include collaborations with a current military and/or VA investigator/institutions? (Yes/No)
3. Does the proposed research include the use of military and/or VA resources (e.g., data, patient samples)? (Yes/No) If yes, specify the resource and how the resource will be accessed to conduct the proposed research. (500 character limit, including spaces)

**Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. Include the LCRP Area(s) of Emphasis under which the application will be submitted. 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.

- **Tab 6 – Submit Pre-Application**

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

### **C. Full Application Submission Content**

The application process should be started early on Grants.gov to avoid missing deadlines. There are no grace periods. Verify the status of your organization's Entity registration in the SAM well in advance of the application submission deadline. Allow 3 to 4 weeks to complete the entire SAM registration process. Refer to the General Application Instructions, Section II, for additional information

*All contributors and administrators to the application must use matching compatible versions of Adobe software when editing and preparing application components. The use of different software versions will result in corruption of the submitted file. See Section II.C. of the General Application Instructions for details on compatible Adobe software.*

***The CDMRP cannot make allowances/exceptions to its policies for submission problems encountered by the applicant organization using system-to-system interfaces with Grants.gov.***

Each application submission must include the completed Grants.gov application package for this Program Announcement/Funding Opportunity. The Grants.gov application package is submitted by the Authorized Organizational Representative through the Grants.gov portal (<http://www.grants.gov/>).

***Note: The Project Narrative and Budget Form cannot be changed after the application submission deadline.***

If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or Budget Form needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID ***prior to the application submission deadline.***

***Reviewers will be blinded to the identity of the PI, collaborators, and their organization(s).*** Due to the blinded nature of the review process, identifying or making references to the PI(s), collaborator(s), or their organization(s) in the Project Narrative, List of Abbreviations, Acronyms, and Symbols, or the Relevance Statement is prohibited and will result in administrative rejection of the application. In addition, the use of “I,” “we,” “our,” “this organization,” or similar phrases that refer to the PI(s), collaborator(s), or their organization(s) through the references listed, or the use of formatting (e.g., bolding, underlining, names in headers/footers), inclusion of citations to unpublished manuscripts, inclusion of URLs, or in any other way highlighting the names of the PI(s), collaborator(s), or their organization(s), is prohibited and will result in administrative rejection of the application.

Although required, the Statement of Work, Research & Related Budget, R & R Subaward Budget Attachment(s) Form (if applicable), biographical sketch, previous/current/pending support, and Project/Performance Site Location(s) Form will not be forwarded for peer review or programmatic review. These documents will be used for administrative purposes only.

The Grants.gov application package must be submitted using the unique eBRAP log number to avoid delays in application processing.

**Grants.gov application package components:** For the Concept 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. SF424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section II.C., for detailed information.
- 2. Attachments Form**

Each attachment to the Grants.gov application forms must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in Appendix 2 of the General Application Instructions. For all attachments, ensure that the file names are consistent with the guidance. Grants.gov will reject attachments with file names longer

than 50 characters or incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire Grants.gov application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (two-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 may result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below. *Presentation of preliminary data is not consistent with the intent of the Concept Award mechanism. While the inclusion of preliminary data is not prohibited, the strength of the application should not rely on preliminary data.*

- **Innovation:** Describe how the proposed project is innovative and challenges accepted paradigms. Innovation should be the primary feature of the proposed study.
- **Rationale:** Clearly articulate the rationale for the proposed research.
- **Objectives:** State concisely the specific aims and research strategy of the study. *Projects involving human subjects or specimens must be either exempt under 32 CFR 219.101(b) or eligible for expedited review (32 CFR 219.110 or 21 CFR 56.110).*
- **Methods:** Describe the experimental design, methods, and analyses including appropriate controls, if applicable. Address potential problem areas and present alternative methods and approaches.
- **Impact:** Provide a brief statement describing the impact, either short-term or long-term, of this research on the field of lung cancer. Describe how the project will lead to an original and important contribution toward advancing basic, translational, or clinical lung cancer research, or on the quality of life of individuals with lung cancer.

*Due to the blinded nature of the review process, identifying or making references to the PI, collaborators, or their organization(s) in the Project Narrative is prohibited and will result in administrative rejection of the application.*

- **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 will result in*

*the removal of those items or may result in administrative withdrawal of the application.*

- References Cited (five-citation limit): List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate). **Do not include URLs that identify the PI(s), collaborator(s), or the organization(s) of the PI(s) or collaborator(s).**
- List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols. **Do not include information that identifies the PI(s), collaborator(s), or the organization(s) of the PI(s) or collaborator(s).**
- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf.”** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. **Do not include proprietary or confidential information.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Not required at this time. Leave Attachment 3 space blank.

- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf.”** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. **Do not include proprietary or confidential information.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Not required at this time. Leave Attachment 4 space blank.

- **Attachment 5: Statement of Work (SOW) (one-page limit): Upload as “SOW.pdf.”** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Concept Award - mechanism, use the SOW format example titled “SOW Generic Format.” The SOW must be in PDF format prior to attaching. Refer to the General Application Instructions, Section II.C.2., for detailed guidance on creating the SOW.

- **Attachment 6: Relevance Statement (one-page limit): Upload as “Relevance.pdf.”** **Do not include information that identifies the PI, collaborators, or their organization(s).**
  - **Areas of Emphasis:** Describe how the proposed research is relevant to at least one of the LCRP Areas of Emphasis in a way that is consistent with the program’s goals.
  - **Military Relevance:** Describe how the proposed research is relevant to the healthcare needs and welfare of military Service members, Veterans, and their families in a way that is consistent with the program’s goals. If active duty

military, military families, or U.S. Veteran population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed study, and the feasibility of using the population. If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population (i.e., Armed Forces, their family members, and/or the U.S. Veteran population). If applicable, show how the proposed research project aligns with DoD and/or VA areas of research interest.

***Due to the blinded nature of the review process, identifying or making references to the PI, collaborators, or their organization(s) in the Relevance Statement is prohibited and will result in administrative rejection of the application.***

- **Attachment 7: Letters Confirming Access to Target Military or VA Patient Population(s) or Human/Animal Anatomical Substances, Databases, if applicable:** Upload as “Access.pdf.” If applicable, provide a letter(s) of support, signed by the lowest ranking person with approval authority, for studies involving active duty military and/or Veteran populations, military and/or VA-controlled study materials, and military and/or VA databases.
  - **Attachment 8: Collaborating DoD Military Facility Budget Form(s), if applicable: Upload as “MFBudget.pdf.”** If a Military Facility (military health system facility, research laboratory, treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete the Collaborating DoD Military Facility Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each Military Facility as instructed. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C.4., for detailed information.
- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf.” The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The five-page National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in the portable document format (pdf) that is not editable.  
  
Biographical Sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.
  - **PI Previous/Current/Pending Support (no page limit):** Upload as “Support\_LastName.pdf.”

- Key Personnel Biographical Sketches (five-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.4., for detailed information.
- Budget Justification (no page limit): Upload as “BudgetJustification.pdf.” The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.
- 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.
- Collaborating DoD Military Facilities Form: A Military Facility collaborating in the performance of the project should be treated as a subaward for budget purposes. However, do not complete the Grants.gov R & R Subaward Budget Attachment Form; instead, complete the Collaborating DoD Military Facility Budget Form (use Attachment 8, Collaborating DoD Military Facility Budget Form) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.

#### **D. Applicant Verification of Grants.gov Submission in eBRAP**

Prior to the end of the application verification period, PIs and organizational representatives can review and modify in eBRAP certain components of an application submitted to Grants.gov. Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in both the email and in the Full Application Files tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the Program Announcement/Funding Opportunity. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.*** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

## **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 submission rejection.

## **F. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 2, for detailed formatting guidelines.

All extramural applications must be submitted through Grants.gov. Applicant organizations and all subrecipient organizations must have a DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the SAM with an “Active” status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Section II.A., for information on Grants.gov registration requirements.

## **III. APPLICATION REVIEW INFORMATION**

### **A. Application Review and Selection Process**

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is peer review of applications against established criteria for determining technical merit. Each application is evaluated for its own merit, independent of other applications. The second tier is a programmatic review that makes recommendations for funding to the DHA RDA Directorate and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and LCRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement/Funding Opportunity. Programmatic review is a comparison-based process in which applications with scientific and technical merit compete in a common pool. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section III.B.2., Programmatic Review](#).* Additional information about the two-tier process used by the CDMRP can be found at <http://cdmrp.army.mil/about/fundingprocess>. For this Program Announcement/Funding Opportunity, reviewers at both tiers of review will be blinded to the identity of the PI(s), collaborator(s), and their organization(s).

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a 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:

- **Innovation**
  - To what extent the proposed research is innovative in one or more of the following ways: Concept or question, research methods or technologies, adaptations of existing methods or technologies, or other ways.
  - To what extent exploring the concept may lead to new areas of research.
  - How the proposed research represents more than an incremental advance beyond ongoing or published research.
- **Impact**
  - To what extent the proposed research will, whether in the short term or long term, lead to an original and important contribution toward advancing basic, translational, or clinical lung cancer research, or on the quality of life of individuals with lung cancer.
- **Research Strategy**
  - To what degree the proposed research is supported by a sound scientific rationale.
  - To what degree the experimental design and methodology are appropriate to address the stated objectives.

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

- **Relevance**
  - How well the proposed research addresses at least one of the LCRP Areas of Emphasis.
  - How the proposed project is relevant to military Service members, Veterans, and their families in a way that is consistent with the program's goals.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influence the review.



- 2. Programmatic Review:** To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, 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 FY16 LCRP, as evidenced by the following:**
    - Adherence to the intent of the award mechanism
    - Program portfolio composition
    - Relative impact, innovation, and military relevance

### **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.
- 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.
- The PI(s), collaborator(s), or their organization(s) are identified or referenced in the *Project Narrative, List of Abbreviations, Acronyms, and Symbols, or Relevance Statement*.

- Use of “I,” “we,” “our,” “this organization,” or similar phrases that refer to the PI(s), collaborator(s), or their organization(s) through the references listed, or the use of formatting (e.g., bolding, underlining, names in headers/footers), inclusion of citations to unpublished manuscripts, or in any other way highlighting (and therefore revealing) the names of the PI(s), collaborator(s), or their organization(s).

## **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.

## **C. Withdrawal**

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

- An FY16 LCRP Programmatic Panel 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 FY16 LCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/lcrp/panels/panels16.shtm>.*
- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.
- 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).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY16, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage COIs are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, 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.
- An application that proposes a clinical trial will be withdrawn.
- An application that does not address at least one of the LCRP Areas of Emphasis will be withdrawn.
- A pre-application or application that proposes only mesothelioma research will be withdrawn.

## **D. Withhold**

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending organizational investigation. The organization 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, 2017. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

Any assistance instrument awarded under this Program Announcement/Funding Opportunity will be governed by the award terms and conditions, which conform to DoD's implementation of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Terms and conditions of new awards made after December 26, 2014 may include revisions to reflect DoD implementation of new OMB guidance in the Code of Federal Regulations, Title 2, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR part 200).

### **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 H, for general information on reporting requirements.

### **E. Award Transfers**

Refer to the General Application Instructions, Appendix 4, Section L, for general information on organization or PI changes. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

## **VI. VERSION CODES AND AGENCY CONTACTS**

### **A. Program Announcement/Funding Opportunity and General Application Instructions Version**

Questions related to this Program Announcement/Funding Opportunity should refer to the Program name, the Program Announcement/Funding Opportunity name, and the Program Announcement/Funding Opportunity version code [20160210i]. The Program Announcement/Funding Opportunity numeric version code will match the General Applications Instructions version code [20160210].

### **B. 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)

### **C. 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; International 1-606-545-5035

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 Grants.gov application package. If the Grants.gov 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	Upload Order	Action	Completed
SF424 (R&R) Application for Federal Assistance		Complete form as instructed.	
Attachments Form	1	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."	
	2	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."	
	3	Technical Abstract: Not required, leave Attachment 3 blank.	
	4	Lay Abstract: Not required, leave Attachment 4 blank.	
	5	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."	
	6	Relevance Statement: Upload as Attachment 6 with file name "Relevance.pdf."	
	7	Letters Confirming Access to Military or VA Patient Populations or Human/Animal Anatomical Substances, Databases: Upload as Attachment 7 with file name "Access.pdf," if applicable.	
	8	Collaborating DoD Military Facility Budget Form(s): Upload as Attachment 8 with file name "MFBudget.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 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.	