

# **I. OVERVIEW OF THE FUNDING OPPORTUNITY**

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Breast Cancer Research Program**

**Breakthrough Award Levels 3 and 4**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-17-BCRP-BREAKTHROUGH\_FL34**

**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), June 9, 2017
- **Invitation to Submit an Application:** July 10, 2017
- **Application Submission Deadline:** 11:59 p.m. ET, August 31, 2017
- **End of Application Verification Period:** 5:00 p.m. ET, September 5, 2017
- **Peer Review:** October 2017
- **Programmatic Review, Stage 1:** December 2017
- **Invitation for Oral Presentation (Funding Level 4 Only):** December 2017
- **Programmatic Review, Stage 2 (Funding Level 4 Only):** January 2018

*This Program Announcement must be read in conjunction with the General Application Instructions, version 20170418. The General Applications Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”*

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## II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

### II.A. Program Description

Applications to the Fiscal Year 2017 (FY17) Breast Cancer Research Program (BCRP) are being solicited for the Defense Health Agency (DHA) J9, Research and Development Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 2358 (10 USC 2358). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The execution management agent for this Program Announcement is the Congressionally Directed Medical Research Programs (CDMRP). The BCRP was initiated in FY92 to support innovative, high-impact research focused on ending breast cancer. Appropriations for the BCRP from FY92 through FY16 totaled \$3.2 billion. The FY17 appropriation is \$120 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.

#### II.A.1. The Breast Cancer Landscape

The BCRP has prepared a brief overview, *The Breast Cancer Landscape*, that describes what is currently known about 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 Breast Cancer 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).

#### II.A.2 FY17 BCRP Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's vision to end breast cancer, all FY17 BCRP Breakthrough Award Levels 3 and 4 applications 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 determinants of breast cancer initiation, risk, or susceptibility
- Distinguish deadly from non-deadly breast 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 metastatic
- Determine why/how breast cancer cells lie dormant for years and then re-emerge (recurrence); determine how to prevent recurrence
- Revolutionize treatment regimens by replacing them with ones that are more effective, less toxic, and impact survival
- Eliminate the mortality associated with metastatic breast cancer

## II.B. 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. The current Program Announcement/Funding Opportunity discusses Funding Levels 3 and 4. Funding Levels 1 and 2 are available under a different Program Announcement/Funding Opportunity (W81XWH-17-BCRP-BREAKTHROUGH\_FL12). *It is the responsibility of the Principal Investigator (PI) to select the funding level that is most appropriate for the research proposed. The funding level should be selected based on the scope of the research project, rather than the amount of the budget.*

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 3:** Advanced translational studies that have potential for near-term clinical investigation. Small-scale clinical trials may apply.
- **Funding Level 4:** Large-scale projects that will transform and revolutionize the clinical management and/or prevention of breast cancer. Near-term clinical impact is expected. Human clinical testing is required. PIs are expected to have experience in successfully leading large-scale projects.

**Note:** An *invited* oral presentation is a requirement for application review of Funding Level 4 projects, as described in [Section II.D, Full Application Submission Content](#).

**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, referred to as 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, 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. Applications submitted by a mentor and his/her current postdoctoral fellow or junior investigator as Initiating and Partnering PIs do not meet the intent of the Partnering PI Option.*

**Personnel:** PIs 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 are required to include consumer advocate involvement. The research team must include *two or more* breast cancer consumer advocates, who will be integral throughout the planning and implementation of the research project. Consumer advocates should 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. Interactions with other team members should be well integrated and ongoing, not limited to attending seminars and semi-annual meetings. 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. Their role should be focused on providing objective input on the research and its potential impact for individuals with, or at risk for, breast cancer. 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 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) prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC 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/EC. *Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.* When possible, protocols

should be written for research with human subjects and/or human anatomical substances that are specific to the DoD-supported effort outlined in the submitted application. Submission to HRPO of protocols covering more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol as DoD-supported research and may include extensive modifications to meet DoD human subjects protection requirements. Refer to the General Application Instructions, Appendix 1, and the Human Subject Resource Document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

A clinical trial is defined as a prospective accrual of patients (human subjects) in whom an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested for a measurable outcome with respect to safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction.

**Research Involving Animals:** All Department of Defense (DoD)-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRMC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. Specific documents relating to the use of animals in the proposed research will be requested **if the application is selected for funding**. The ACURO must review and approve all animal use prior to the start of working with animals, including amendments to ongoing projects. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled “Research Involving Animals.” *Allow at least 2 to 3 months for ACURO regulatory review and approval processes for animal studies.* Refer to the General Application Instructions, Appendix 1, for additional information.

The anticipated direct costs budgeted for the entire period of performance for an FY17 BCRP Breakthrough Award Funding Level 3 will not exceed **\$2.5M** or **\$4M** if applying under the Partnering PI Option. The anticipated direct costs budgeted for the entire period of performance for an FY17 BCRP Breakthrough Award Funding Level 4 (single PI or Partnering PI Option) will not exceed **\$10M**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

The CDMRP intends that information, data, and research resources generated under awards funded by this Program Announcement 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 2, Section K.

Awards will be made no later than September 30, 2018. For additional information refer to [Section II.F.1, Federal Award Notices](#).

## **II.C. Eligibility Information**

### **II.C.1. Eligible Applicants**

**II.C.1.a. Organization:** All organizations, including international organizations, are eligible to apply.

**Government Agencies within the United States:** Local, state, and Federal Government agencies are eligible to the extent that applications do not overlap with their fully funded internal programs. Such agencies are required to explain how their applications do not overlap with their internal programs.

As applications for this Program Announcement may be submitted by extramural and intramural organizations, these terms are defined below.

**Extramural Organization:** An eligible non- Department of Defense (DoD) organization. Examples of extramural organizations include academia, biotechnology companies, foundations, Government, and research institutes. *Extramural Submission: Application submitted by a non-DoD organization to Grants.gov.*

**Intramural DoD Organization:** A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center. *Intramural Submission: Application submitted by a DoD organization for an intramural investigator who is a DoD military or civilian employee working within a DoD laboratory or military treatment facility or in a DoD activity embedded within a civilian medical center.*

**Note:** Applications from an intramural organization or from an extramural non-DoD Federal organization may be submitted through a research foundation.

The USAMRAA makes awards to eligible organizations, not to individuals.

### **II.C.1.b. Principal Investigator:**

Independent investigators at all academic levels (or equivalent) are eligible to submit an application.

***Each individual may submit only one Funding Level 3 pre-application and one Funding Level 4 pre-application as a PI or Initiating PI.***

An eligible PI, regardless of ethnicity, nationality, or citizenship status, must be employed by, or affiliated with, an eligible organization.

The CDMRP encourages all PIs to participate in a digital identifier initiative through Open Researcher and Contributor ID, Inc. (ORCID). Registration for a unique ORCID identifier can be done online at <http://orcid.org/>.

## **II.C.2. Cost Sharing**

Cost sharing/matching is not an eligibility requirement.

## **II.C.3. Other**

Extramural organizations must be able to access **.gov** and **.mil** websites in order to fulfill the financial and technical deliverable requirements of the award and submit invoices for payment.

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 a PI or Initiating PI, Partnering PI, or collaborator, under this Breakthrough Award Levels 3 and 4 Program Announcement/Funding Opportunity.

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 3.

Refer to [Section II.H.2, Administrative Actions](#), for a list of administrative actions that may be taken if a pre-application or application does not meet the administrative, eligibility, or ethical requirements defined in this Program Announcement.

## **II.D. Application and 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 funding cycle is prohibited and will result in administrative withdrawal of the duplicative application(s).*

*Extramural Submission* is defined as an application submitted by a non-DoD organization to Grants.gov.

*Intramural Submission* is defined as an application submission by a DoD organization for an intramural investigator, who is a DoD military or civilian employee working within a DoD laboratory or military treatment facility, or working in a DoD activity embedded within a civilian medical center.

### **II.D.1. Address to Request Application Package**

*Submitting Extramural and Intramural Organizations:* Pre-application content and forms can be accessed at eBRAP (<https://eBRAP.org>).

*Submitting Extramural Organizations:* Full application packages can be accessed at Grants.gov.

*Submitting Intramural DoD Organizations:* Full application packages can be accessed at eBRAP.org.



Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section G, Federal Awarding Agency Contacts](#).

## **II.D.2. Content and Form of the Application Submission**

Submission is a two-step process requiring both *pre-application* and *full application* as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods.

**Pre-application Submission:** All pre-applications for both extramural and intramural organizations must be submitted through eBRAP (<https://eBRAP.org/>).

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.

**Full Application Submission:** Full applications must be submitted through the online portals as described below.

**Submitting Extramural Organizations:** Full applications from extramural organizations must be submitted through Grants.gov. Applications submitted by extramural organizations (e.g., research foundations) on behalf of intramural DoD or other Federal organizations or investigators will be considered extramural submissions.

**Submitting Intramural DoD Organizations:** Intramural DoD organizations may submit full applications to either eBRAP or Grants.gov. Intramural DoD organizations that are unable to submit to Grants.gov should submit through eBRAP. Intramural DoD organizations with the capability to submit through Grants.gov may submit following the instructions for extramural submissions through Grants.gov or may submit to eBRAP. Applications from extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

eBRAP allows intramural organizations to submit full applications following pre-application submission.

**For both Extramural and Intramural applicants:** A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the full application submissions associated with them. eBRAP will validate full application files against the specific Program Announcement 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.

The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent throughout the entire pre-application and application submission process. Inconsistencies may delay application processing and limit or negate 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.

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, Statement of Work, 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 in order to associate his/her full application package with that of the Initiating PI. After following the link, the Partnering PI must verify their contact information, organization, and designation as an extramural or intramural submission within eBRAP.*** If not previously registered, the Partnering PI must register in eBRAP. A new pre-application based on this research project should not be initiated by the Partnering PI. Do not delay completing these steps. If they are not completed, the Partnering PI will not be able to view and modify his/her application during the verification period in eBRAP.

#### **II.D.2.a. Step 1: Pre-Application Submission Content**

**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 full application submission process.**

To begin the pre-application process, first select whether the submitting organization is extramural or intramural, then confirm your selection or cancel. **Incorrect selection of extramural or intramural submission type may result in delays in processing.**

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

All pre-application components must be submitted by the PI or Initiating PI through eBRAP (<https://eBRAP.org/>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

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.

A change in PI or organization after submission of the pre-application may be allowed after review of a submitted written appeal (contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507) and at the discretion of the USAMRAA Grants Officer.

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):

### **I. Tab 1 – Application Information**

### **II. 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 be either 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 be either 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.

### **III. Tab 3 – Collaborators and Key Personnel**

Enter the name, organization, and role of all collaborators and key personnel associated with the application.

[FY17 BCRP 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 II.H.2.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.

The PI must enter the name of each consumer advocate on the research team and indicate his/her role in the drop-down list.

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 pre-application or application preparation, research, or other duties for submitted pre-applications or applications. For FY17, 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>). Pre-applications or 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

Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.

#### IV. 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 the General Application Instructions, Appendix 3, Section C, for further information regarding COIs.

#### V. Tab 5 – Pre-Application Files

**Note:** Upload documents 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.

- **Preproposal Narrative:** Provide responses in the appropriate data fields for the following:
  - What BCRP overarching challenge(s) will the proposed research address? If “other,” state the overarching challenge and provide justification within the context of the [breast cancer landscape](#). (200-character limit)
  - How will the proposed research lead to a solution for the overarching challenge(s)? (2,000-character limit)
  - What are the major steps in the pathway to making a clinical impact on breast cancer and how will the proposed research fit into that pathway? How will the proposed research move beyond an incremental advancement? (2,000-character limit)
  - What funding level is requested for the proposed research? Select Funding Level 3 or 4. Briefly state how the funding level is appropriate for the scope of research proposed. (500-character limit)
  - What period of performance is requested? (1-4 years)
  - Will the proposed research include a clinical trial? If yes, briefly state the clinical intervention, subject population(s), and phase of the clinical trial. (500-character limit)
  - A clinical trial is defined as a prospective accrual of patients in which an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention or other) is tested on a human subject for a measurable outcome with respect to exploratory information, safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to the following:

- One page for additional information that the PI can use, at his/her discretion, to provide supporting data or rationale for the pre-application.
- If applicable, one page to provide a list of all Breakthrough Award Levels 3 and 4 pre-applications being submitted as a PI or Initiating PI, Partnering PI, or collaborator. Include the CDMRP log number; Funding Level; role on the project; project title; specific aims; and a brief description of how each pre-application will address distinct research questions.

***Each individual may submit only one Funding Level 3 pre-application and one Funding Level 4 pre-application as a PI or Initiating PI. If an individual exceeds this submission limit, only the first pre-application that was received per funding level will be accepted; additional pre-applications will be administratively rejected.***

## **VI. Tab 6 – Submit Pre-Application**

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

### **Pre-Application Screening**

#### **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the DHP and the BCRP, pre-applications will be screened based on the following criteria:

- Whether the pre-application addresses at least one overarching challenge that meets the program's goals.
- To what degree the pre-application proposes research that will lead to a solution for the overarching challenge.
- To what degree the pre-application moves beyond an incremental advancement.
- To what degree the requested funding level is appropriate.

***NOTE: The scope of research proposed in pre-applications in response to this Program Announcement/Funding Opportunity must be appropriate for the research proposed. Two additional funding levels, Funding Levels 1 and 2, are available under a different Program Announcement/Funding Opportunity (W81XWH-17-BCRP-BREAKTHROUGH\_FL12). It is the responsibility of the PI to select the funding level that is most appropriate for the research proposed. PIs whose pre-applications request a funding level that is not deemed appropriate for the scope of research proposed will not be invited to submit an application.***

#### **Notification of Pre-Application Screening Results**

Following the pre-application screening, PIs and Initiating PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated time frame for

notification of invitation to submit an application is indicated in [Section I, Overview of the Funding Opportunity](#). Invitations to submit a full application are based on the Pre-Application Screening Criteria listed above.

### **II.D.2.b. Step 2: Full Application Submission Content**

Applications will not be accepted unless the PI or Initiating PI has received notification of invitation.

*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. Refer to the General Application Instructions, Section III, 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 full application package for this Program Announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<http://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines. For the Breakthrough Award Levels 3 and 4, additional application components are also required and should be submitted as directed in the [Additional Application Components](#) section.

#### **II.D.2.b.i. Full Application Guidelines**

Extramural organizations, including non-DoD Federal agencies, must submit full applications through Grants.gov. Submissions of extramural applications through eBRAP may be withdrawn.

**Table 1. Full Application Submission Guidelines**

<b>Extramural Submissions</b>	<b>Intramural DoD Submissions</b>
<b>Application Package Location</b>	
Download application package components for W81XWH-17-BCRP-BREAKTHROUGH_34 from Grants.gov ( <a href="http://www.grants.gov/">http://www.grants.gov/</a> ).	Download application package components for W81XWH-17-BCRP-BREAKTHROUGH_34 from eBRAP ( <a href="https://ebrap.org/">https://ebrap.org/</a> ).
<b>Full Application Package Components</b>	
<b>SF424 (R&amp;R) Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1., for detailed information.	<b>Tab 1 – Summary:</b> Provide a summary of the application information <b>Tab 2 – Application Contacts:</b> This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.
Descriptions of each required file can be found under Full Application Submission Components:	<b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP.

Extramural Submissions	Intramural DoD Submissions
<ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Senior/Key Person Profile (Expanded)</a></li> <li>• <a href="#">Research &amp; Related Budget</a></li> <li>• <a href="#">Project/Performance Site Location (s) Form</a></li> <li>• <a href="#">R&amp;R Subaward Budget Attachment(s) Form</a> (if applicable)</li> <li>• <a href="#">Additional Application Component(s)</a></li> </ul>	<p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> <li>• <a href="#">Other</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><b>Submit package components to Grants.gov (<a href="http://www.grants.gov">http://www.grants.gov</a>).</b> If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget need 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.</p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b> <b>Tab 5 – Submit/Request Approval Full Application:</b> After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/Comptroller or equivalent Business Official by email to log into eBRAP to review and to approve prior to the application submission deadline.</p>
<b><u>Application Verification Period</u></b>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified.</p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/Comptroller or equivalent Business Official and PI(s) will receive an email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified.</p>
<b>Further Information</b>	
<p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

*The organization’s Business Official or Authorized Organization Representative (or Resource Manager/Comptroller) should approve/verify the full application submission prior to the application verification deadline.*

Application viewing, modification, and verification in eBRAP are 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.

***Material submitted after the end of the application verification period, unless specifically requested by the Government, will not be forwarded for processing.***

**Partnering PI Option:** The CDMRP requires separate full 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 a unique eBRAP log number. Each full application package must be submitted using the unique eBRAP log number. ***Note: All associated applications (Initiating and Partnering PIs’) must be submitted by the full application submission deadline.***

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

#### **II.D.2.b.ii. Full Application Submission Components:**

##### **VII.Extramural Applications Only –**

**SF424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section III.A.1, for detailed information.

<b>Application Components for Single PIs or for the Initiating PI, if applying under the Partnering PI Option</b>
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##### **VIII. Extramural and Intramural Applications –**

###### **Attachments:**

***Each attachment to the full application components must be uploaded as an individual file in the format specified and in accordance with the formatting guidelines listed in the General Application Instructions, Appendix 4.***

For all attachments, ensure that the file names are consistent with the guidance. Attachments will be rejected if the file names are 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, there are file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire full application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (page limit varies by funding level; see below-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) 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.

- **Page Limit:** Page limits for the project narrative are correlated with the application’s funding level:
  - **Funding Level 3:** 15-page limit
  - **Funding Level 4:** 25-page limit
- **Outline for Project Narrative:** Describe the proposed project in detail using one of the two outlines below, depending on whether or not a clinical trial is proposed.

***Outline for projects without a clinical trial:***

- **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. Provide sufficient preliminary data to support the feasibility of work proposed. 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 evaluation. Explain how this research strategy will meet the research goals and milestones. Describe the statistical plan in detail including power analysis, 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.
- **Research Team:** Describe how the combined backgrounds and breast cancer-related expertise of the research team will enable successful conduct of the project. For Funding Level 4 applications, describe how the PI(s) has/have experience in successfully leading large, focused efforts.

***Outline for projects with a clinical trial as allowable under Funding Level 3 or 4 (Note: The Project Narrative is not the formal clinical trial protocol. If recommended for funding, the clinical trial protocol will be requested.):***

- **Overarching Challenge:** State explicitly which overarching challenge(s) the proposed research will address.
- **Background:** Describe in detail the rationale for the study and include a literature review, preliminary studies, and/or preclinical data that led to the development of the proposed clinical trial. Importantly, describe the studies showing proof of concept and efficacy in in vivo system(s) that led to the current proposed work. Provide a summary of relevant clinical trials and distinguish how the proposed study differs from other relevant or recently completed clinical trials. Include a discussion of any current clinical use of the intervention under investigation, and/or details of its study in clinical trials for other indications (as applicable). The background section should clearly support the choice of study variables and should explain the basis for the study questions and/or study hypotheses. This section should establish the relevance of the study and explain the applicability of the proposed findings.
- If the proposed clinical trial was initiated using other funding prior to this application, explain the history and background of the clinical trial and declare the source of prior funding. Specifically identify the portions of the study that will be supported with funds from this award.
- **Objectives/Specific Aims/Hypotheses:** Provide a description of the purpose and objectives of the study with detailed specific aims and/or study questions/hypotheses.
- **Research Strategy (include only if laboratory research studies are proposed as a component of the application):** Describe the laboratory research studies that will be performed under this award and how they are *clearly linked* to the clinical trial. Describe the experimental design and methodology, including reagents, assay validation, statistical analysis, potential pitfalls, and alternative approaches. Provide a well-developed, well-integrated research strategy that supports the feasibility of the approach. If the methodology is new or unusual, provide sufficient details for evaluation.
- **Clinical Trial:** Provide detailed plans for initiating, conducting, and completing the clinical trial during the period of performance. As appropriate, outline a plan for applying for and obtaining Investigational New Drug/Investigational Device Exemption (IND/IDE) status (or other U.S. Food and Drug Administration [FDA] approvals). Describe the type of clinical trial to be performed (e.g., prospective, randomized, controlled) and outline the proposed methodology in sufficient detail to show a clear course of action. Describe potential challenges and alternative strategies where appropriate.

- Identify the intervention to be tested and describe the projected outcomes.
- Define the study variables and describe how they will be measured. Include a description of appropriate controls and the endpoints to be tested.
- Describe the methods that will be used to recruit a sample of human subjects from the accessible population (e.g., convenience, simple random, stratified random). Provide information on the availability of and access to the appropriate patient population(s), as well as the ability to accrue sufficient subjects for the clinical trial.
- Describe the human subject-to-group assignment process (e.g., randomization, block randomization, stratified randomization, age-matched controls, alternating group, or other procedures), if applicable. Explain the specific actions to accomplish the group assignment (e.g., computer assignment, use of table of random numbers).
- **Statistical Plan and Data Analysis:** Describe the statistical model and data analysis plan with respect to the study objectives. Specify the number of human subjects that will be enrolled. If multiple study sites are involved, state the approximate number to be enrolled at each site. Include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study.
- **Clinical Team:** Describe the composition of the clinical trial team. Provide details on how the team (including investigator(s), study coordinator, statistician) possesses the appropriate expertise in conducting clinical trials. For Funding Level 4 applications, describe how the PI(s) has/have experience in successfully leading large, focused efforts.
- **Attachment 2: Supporting Documentation.** Combine and upload as a single file named “Support.pdf.” Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative. Any additional material viewed as an extension of the Project Narrative will be removed or may result in administrative withdrawal of the application.

***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:** 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 Patents: Include a list of relevant publication URLs and/or patent abstracts. If publications are not publicly available, then copies of up to five published manuscripts may 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 support not requested in the Program Announcement, such as those from members of Congress, do not impact application review or funding decisions.
- Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work, 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).
- Consumer Advocate Letters of Commitment: Provide a letter signed by each consumer advocate confirming her/his commitment to participate on the research team.
- 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: Information can be found in Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), “Intangible Property.”
  - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- Data and Research Resources Sharing Plan: Describe how data and resources generated during the performance of the project will be shared with the research

community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.

- **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.

Use the outline below.

- Background: Present the ideas and reasoning behind the proposed work.
  - Overarching Challenge(s): State the overarching challenge(s) that 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.” 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.
- 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?

- **Attachment 5: Statement of Work (SOW) (three-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 Breakthrough Award Levels 3 and 4 mechanism, use the SOW format example titled “SOW (Statement of Work) Generic Format if a clinical trial is not proposed or the “SOW for Clinical Research (Including Trials, Special Populations)” if a clinical trial is proposed. The SOW must be in PDF format prior to attaching.

The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of subtasks outlined related to the major tasks and milestones within the period of performance. The SOW should describe only the work for which funding is being requested by this application and, as applicable, should also:

Include the name(s) of the key personnel and contact information for each study site/subaward site.

Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.

Briefly state the methods to be used.

For studies with prospective accrual of human subjects, indicate quarterly enrollment targets.

Identify cell line(s) and commercial or organizational source(s) to be used. If human anatomical substances (including cell lines) will be used, specify whether or not identifiable information is accessible to the research team by any means.

If applicable, indicate timelines required for regulatory approvals relevant to human subjects research (e.g., Investigational New Drug and Investigational Device Exemption applications) by the U.S. Food and Drug Administration or other Government agency.

The SOW should indicate a feasible plan and timeline to conduct the research. The SOW must include specific research milestones to be accomplished by the end of each year in the period of performance.

***Partnering PI Option: Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.***

- **Attachment 6: Impact Statement (one-half page recommended; 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 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 3 and 4 applications. Attachment 8 will be available for programmatic review only.*)
  - Provide the following information for each application being submitted as a PI or 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: Consumer Advocate Statement (one-page limit): Upload as “ConsumerAdvocate.pdf.”**
  - The Consumer Advocate Statement should be written by the PI. Provide the names of the consumer advocates and their affiliation with a breast cancer advocacy organization(s). Describe the integral roles that the 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. Explain how the consumer advocates’ experience and expertise will be integrated into the research project and management of the collaboration.
- **Attachment 10: Transition Plan (one-page limit): Upload as “Transition.pdf.”**
  - Provide information on potential methods and strategies to move the project’s findings to the next phase of development, clinical trials, and/or delivery to the commercial market after successful completion of the award (e.g., specific potential industry partners; specific funding opportunities to apply for). In addition, provide a plan to distribute the findings or intervention to the breast cancer community.

- **Attachment 11: DoD Military 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 DoD Military 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 III.A.7, for detailed information.

## **IX. Extramural and Intramural Applications –**

**Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, 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 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.”
  - Include biographical sketches for team members, including consumer advocates.
  - Include the Partnering PI, if applying under the Partnering PI Option.
- **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.

**Research & Related Budget:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, 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.

***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 or eBRAP application packages. The Initiating PI should not include budget information for Partnering PI, even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.***

**Project/Performance Site Location(s) Form):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

#### **X. Extramural Applications Only –**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.6, for detailed information.)
- **Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov as Attachment 11. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Intramural DoD Collaborator(s) costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. DoD Military Budget Form: A military facility collaborating in the performance of the project (but not participating as a Partnering PI) 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 **DoD Military Budget Form** (Attachment 11) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.7, 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, if not registered in eBRAP, complete the registration process prior to the application submission deadline in order to associate his/her full application package with that of the Initiating PI.

The Initiating PI must identify if the Partnering PI will be submitting an extramural or intramural application (in accordance with the guidelines in [Section II.C.1.a, Organization](#)) and the appropriate mode of submission (Grants.gov for extramural and eBRAP for intramural). The Partnering PI must verify his/her contact information and mode of submission within eBRAP to ensure proper submission of his/her application.

The application submission process for the Partnering PI uses an abbreviated full application package that includes:

## **XI. Extramural and Intramural Applications –**

### **Attachments:**

- **Attachment 5: Statement of Work (SOW) (three-page limit): Upload as “SOW.pdf.”** Refer to the General Application Instructions, Section III.A.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.
- **Attachment 11: DoD Military Budget Form: Upload as “MFBudget.pdf.”** Refer to the General Application Instructions, Section III.A.7, for detailed information. The costs per year should be included on the Grants.Gov Research and Related Budget form under subaward costs.

**Research & Related Budget:** For extramural submissions, refer to the General Application Instructions, Section III.A.4, and for intramural submissions refer to the General Application Instructions, Section IV.A.3, for detailed information.

**Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”**

*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 located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.*

**Project/Performance Site Location(s) Form.** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to General Application Instructions, Section IV.A.4, for detailed information.

### ● **Extramural Applications Only –**

#### **R&R Subaward Budget Attachment(s) Form.**

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.6, for detailed information.)

**Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov as Attachment 11. (Refer to the General Application Instructions, Section IV.A.3, for detailed information.)

## **Additional Application Components for Funding Level 4 Applications:**

In addition to the complete Grants.gov application package, Breakthrough Award applications submitted under Funding Level 4 also require the following component:

**Oral Presentation:** PIs applying for Funding Level 4 whose applications are selected for final consideration in Stage 2 of Programmatic Review will be required to give an oral presentation (see [Section II.E.1.b, Programmatic Review](#)) that will be held in the National Capital Region area in January 2018. *If applying under the Partnering PI Option, both the Initiating and Partnering PIs will attend and give the oral presentation.*

Each presentation will include a 10-minute talk by the PI(s), followed by a 20- to 30-minute question and answer session with Programmatic Panel members. The following questions will be the topics for discussion during the PI's talk and the question and answer session. PIs who are invited must prepare a presentation consisting of no more than three slides that specifically address these questions:

- Without addressing your specific project, what conceptual or intellectual barriers do you consider the most urgent to overcome in the overarching challenge(s) you selected/identified?
- Without addressing the specific technical/scientific aspects of your project, how do you envision transitioning the breakthrough results from your proposed research into a near-term clinical impact for individuals with, or at risk of, breast cancer?
- Without addressing the specific technical/scientific aspects of your project, what leadership skills will you use in your research team's effort and beyond to transform and revolutionize the clinical management and/or prevention of breast cancer?

### **II.D.3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

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. Verify the status of the applicant's organization's Entity registration in SAM well in advance of the application submission deadline. Allow 3 to 4 weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

### **II.D.4. Submission Dates and Times**

All submission dates and times are indicated in [Section I, Overview of the Funding Opportunity](#). Pre-application and application submissions are required. The pre-application and application

submission process should be started early to avoid missing deadlines. There are no grace periods. Failure to meet either of these deadlines will result in submission rejection.

### **Applicant Verification of Full Application 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 a submitted application. Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate retrieved files against the specific Program Announcement 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. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be submitted prior to the application submission deadline.*** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

### **II.D.5. Funding Restrictions**

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

#### **Funding Level 3:**

- The maximum period of performance is **4** years
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$2.5M**. Indirect cost rates are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$2.5M** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

#### **Funding Level 3 with Partnering PI Option:**

- The maximum period of performance is **4** years.
- The anticipated combined direct costs budgeted for the entire period of performance for the Initiating and Partnering PIs' applications will not exceed **\$4M**. The combined total direct costs of the Initiating and Partnering PIs' awards will not exceed **\$4M** direct costs. Collaborating organizations should budget associated indirect cost rates in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$4M** or use an indirect cost rate exceeding each organization's negotiated rate.

#### **Funding Level 4:**

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

- The maximum period of performance is **4** years.

- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$10M**. Associated indirect cost rates can be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$10M** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.
- Research milestones to be accomplished by the end of each year in the period of performance must be clearly defined in the project Statement of Work and will be finalized during award negotiations. The PI(s) will be required to present an update on progress toward accomplishing research milestones and goals of the project at an annual Milestone Meeting to be held in the National Capital Region. Annual Milestone Meetings will be held at the conclusion of Year 1 and every subsequent year in the period of performance and will be attended by members of the BCRP Programmatic Panel, CDMRP staff, and the USAMRAA Grants Officer.

**For both Funding Levels:**

- The applicant(s) must submit a comprehensive budget, broken down by year, that details the projected funding needed for the entire period of performance.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **4** years.
- **Partnering PI Option:** The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI's and the Partnering PI's applications will not exceed the maximum allowable direct costs for the selected funding level. A separate award will be made to each PI's organization.

All direct and indirect costs of any subaward or contract must be included in the total direct costs of the primary award.

For this award mechanism, direct costs must be requested for:

- **Funding Level 4 only:** Travel for the PI(s) to attend annual Milestone Meetings in the National Capital Region. Costs associated with travel to these meetings should be included in Years 1, 2, 3, and 4 of the budget. These travel costs are in addition to those allowed for scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs
- Travel between collaborating organizations

- Travel costs for up to three investigators to travel to one scientific/technical meeting per year in addition to the required meeting described above.

Extramural (non-Federal) awards will consist solely of assistance agreements (Cooperative Agreements and Grants). For extramural awards with an intragovernmental component, direct transfer of funds from an extramural award recipient to a DoD or other Federal agency is not allowed except under very limited circumstances. Funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intragovernmental only funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intramural applicants are responsible for coordinating through their agency's procedures the use of contractual or assistance funding awards or other appropriate agreements to support extramural collaborators. Partnering PI Option: Application packages from associated extramural partners will be funded through assistance agreements.

Refer to the General Application Instructions, Section III.A.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 the General Application Instructions, Section III.A.4.***

***The CDMRP expects to allot approximately \$46.4M of the \$120M FY17 BCRP appropriation to fund approximately five Breakthrough Award Levels 3 and 4 applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement is contingent upon the availability of Federal funds for this program.***

#### **II.D.6. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 4, for detailed formatting guidelines.

### **II.E. Application Review Information**

#### **II.E.1. Criteria**

##### **II.E.1.a. Peer Review**

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

***For applications without a clinical trial:***

- **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.

- 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.
  - How well the hypothesis, objectives, specific aims, experimental design, methods, and analyses are developed.
  - Whether an appropriate statistical plan is provided, including power analysis.
  - 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 research milestones to be accomplished by the end of each year in the period of performance.
- **Transition Plan**
  - How the application demonstrates feasible methods and strategies to move the project's findings to the next phase of development, clinical trials, and/or delivery to the commercial market after successful completion of the award.
- **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.
  - Whether two or more consumer advocates are named in the application and meet the criteria according to the Program Announcement/Funding Opportunity.
  - 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.
  - **Partnering PI Option:** How the partners' combined expertise will better address the research question.

- **Funding Level 4 Applications:** To what degree the PI(s) is/are experienced in successfully leading large, focused efforts and therefore well-positioned to lead the research team in accomplishing the aims of the proposed 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.
- If applicable, to what degree the intellectual and material property plan is appropriate.

- **Budget**

- Whether the direct maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement/Funding Opportunity.
- Whether the budget is appropriate for the proposed research.

- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influence the review.

***For applications with a clinical trial:***

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.
- 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.



- **Clinical Strategy**
  - How the type of clinical trial (e.g., prospective, randomized, controlled) proposed is appropriate to meet the project's objectives.
  - How the clinical trial is designed with appropriate study variables, controls, and endpoints.
  - How the application demonstrates the availability of and access to the appropriate patient population(s), as well as the ability to accrue a sufficient number of subjects.
  - Whether the clinical trial design, methods, and analysis plan meet the requirements for applying for and obtaining IND/IDE status (or other FDA approvals), if appropriate.
  - Whether potential challenges and alternative strategies are appropriately identified.
  - How the SOW indicates a feasible plan and timeline to conduct the clinical trial and provides clearly defined milestones to be accomplished by the end of each year in the period of performance.
- **Research Strategy and Feasibility (applicable only to applications that include laboratory research studies)**
  - 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.
  - How the hypothesis, objectives, specific aims, experimental design, methods, and analyses are developed.
  - How well the PI acknowledges potential problems and addresses alternative approaches.
  - Whether there is documented availability of, access to, and quality control for all critical reagents.
  - Whether there are resources available for the development of sufficient quantities of critical reagents under GMP, if applicable.
  - How the proposed laboratory research studies are clearly linked to the clinical trial.
  - How the SOW indicates a feasible plan and timeline to conduct the research and provides clearly defined research milestones to be accomplished by the end of each year in the period of performance.
- **Statistical Plan**
  - Whether an appropriate statistical plan is provided, including power analysis.

- Whether the clinical trial is designed with enough statistical power to lead to meaningful results.
- **Transition Plan**
  - How the application demonstrates feasible methods and strategies to move the clinical trial findings to the next phase of clinical trials and/or delivery to the commercial market after successful completion of the award.
  - Whether the application has a plan to distribute the findings or intervention to the breast cancer community.
- **Personnel**
  - How the PI(s) has/have assembled an appropriate and robust research/clinical 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.
  - Whether two or more consumer advocates are named in the application and meet the criteria according to the Program Announcement/Funding Opportunity.
  - 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.
  - **Partnering PI Option:** How the partners' combined expertise will better address the research question.
  - **Funding Level 4 Applications:** To what degree the PI(s) is/are experienced in successfully leading large, focused efforts and therefore well-positioned to lead the research/clinical team in accomplishing the aims of the proposed project.

In addition, the following unscored criteria may also contribute to the overall evaluation of applications with a clinical trial:

- **Environment**
  - To what degree the scientific environment, clinical setting, and the accessibility of institutional resources support the clinical trial at each participating center or institution (including collaborative arrangements).
  - Whether there is evidence for appropriate institutional commitment from each participating institution.

- If applicable, how the intellectual and material property plan that is agreed upon by each participating institution is appropriate for the proposed clinical trial.
- **Budget**
  - Whether the direct maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement/Funding Opportunity.
  - Whether the budget is appropriate for the proposed research and funding level.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influence the review.

### **II.E.1.b. Programmatic Review**

To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, the following criteria are used by programmatic reviewers:

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY17 BCRP, as evidenced by the following:

**Stage 1:** During the first stage of programmatic review, applications will be recommended for funding (Funding Level 3) or selected for Stage 2 (Funding Level 4) using the following equally considered criteria:

- Adherence to the intent of the award mechanism
- Program portfolio composition
- Relative impact

**Stage 2:** (Funding Level 4): During the second stage of programmatic review, the following criteria will be used:

- Understanding of barriers to overcome in the overarching challenge selected/identified
- Articulation of a realistic vision for transitioning the results of the project into a near-term clinical impact for individuals with, or at risk for, breast cancer
- Capability to lead efforts to transform and revolutionize the clinical management and/or prevention of breast cancer

## **II.E.2. 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 Commanding General, USAMRMC, on behalf of the DHA and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and BCRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement. 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 [II.E.1.b., Programmatic Review](#).* 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 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 18 USC 1905.

## **II.E.3. Integrity and Performance Information**

Prior to making an assistance agreement award where the Federal share is expected to exceed the simplified acquisition threshold (currently \$150,000) over the period of performance, the Federal awarding agency is required to review and consider any information about the applicant that is available in the Federal Awardee Performance and Integrity Information System (FAPIIS).

An applicant, at its option, may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about itself that a Federal awarding agency previously entered and is currently available in FAPIIS.

The Federal awarding agency will consider any comments by the applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics and record of performance under Federal awards when determining a recipient's qualification prior to award, according to the qualification standards of the Department of Defense Grant and Agreement Regulations (DoDGAR), Section 22.415.

#### **II.E.4. Anticipated Announcement and Federal Award Dates**

All application review dates and times are indicated in [Section I, Overview of the Funding Opportunity](#).

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.

#### **II.F. Federal Award Administration Information**

##### **II.F.1. Federal Award Notices**

Awards will be made no later than September 30, 2018. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

Awards are made to organizations, not to individual PIs. The types of awards made under the Program Announcement will be assistance agreements (grants or cooperative agreements). The level of involvement on the part of DoD during project performance is the key factor in determining whether to award a grant or cooperative agreement.

***Extramural Organizations:*** An assistance agreement (grant or cooperative agreement) is appropriate when the Federal Government transfers a “thing of value,” to a “state, local government,” or “other recipient,” to carry out a public purpose of support or stimulation authorized by a law of the United States, instead of acquiring property or service for the direct benefit and use of the U.S. Government. An assistance agreement can take the form of a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305). Substantial involvement may include collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

After email notification of application review results through the eBRAP, and if selected for funding, a representative from the USAMRAA will contact the business official authorized to negotiate on behalf of the PI’s organization.

Only an appointed USAMRAA Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government should be inferred from discussions with any other individual. The award document signed by the Grants Officer is the official authorizing documents.

***Intramural Organizations:*** Awards to Federal Government organizations (to include intramural DoD organizations) will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Transfer of funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators

are reminded to coordinate receipt and commitment of funds through their respective resource managers (RM).

After email notification of application review results through the eBRAP, and if selected for funding, a representative from the CDMRP will contact the business official authorized to negotiate on behalf of the PI's organization.

### **II.F.1.a. Award Transfers**

Changes in PI are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

The organization transfer of an award supporting a clinical trial is strongly discouraged and in most cases will not be allowed. Approval of a transfer request will be on a case-by-case basis at the discretion of the Grants Officer.

An organizational transfer of an award supporting the Initiating or Partnering PI is discouraged and will be evaluated on a case-by-case basis and only allowed at the discretion of the Grants Officer.

Refer to the General Application Instructions, Appendix 2, Section B, for general information on organization or PI changes.

### **II.F.2. Administrative and National Policy Requirements**

Applicable requirements in the DoDGAR found in 32 CFR, Chapter 1, Subchapter C, and 2 CFR, Chapter XI, apply to grants and cooperative agreements resulting from this Program Announcement.

Refer to the General Application Instructions, Appendix 2, for general information regarding administrative requirements.

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

Refer to full text of the [USAMRAA General Research Terms and Conditions for Institutions of Higher Education, Hospitals, and Non-Profit Organizations](#) and the [USAMRAA General Research Terms and Conditions with For-Profit Organizations](#) for further information.

### **II.F.3. Reporting**

Refer to the General Application Instructions, Appendix 2, Section A, for general information on reporting requirements.

Quarterly technical progress reports may be required.

Award Chart: Complete the Award Chart template, a one-page PowerPoint file that must be downloaded from the CDMRP eBRAP System at <https://ebrap.org/eBRAP/public/Program.htm>, and submit to eBRAP at the time of award.

Award Expiration Transition Plan: Complete the Transition Plan template, a one-page Word document that must be submitted with the Final Progress Report. The Transition Plan must outline if and how the research supported by this award will progress, and include source(s) of funding, either known or pending.

Awards resulting from this Program Announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a Federal award. Recipients are required to disclose semiannually information about criminal, civil, and administrative proceedings as specified in the applicable Terms and Conditions. The applicable Terms and Conditions for institutions of higher education, hospitals, and nonprofit organizations is available in OAR Article I, Section B, in the [July 2016 R&D General Terms and Conditions](#). The applicable Terms and Conditions for for-profit organizations is available in Section 34 of the [February 2017 USAMRAA General Research Terms and Conditions with For-Profit Organizations](#).

## **II.G. Federal Awarding Agency Contacts**

### **II.G.1. CDMRP Help Desk**

Questions related to Program Announcement content or submission requirements as well as questions related to the pre-application or intramural application submission 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)

### **II.G.2. Grants.gov Contact Center**

Questions related to extramural 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 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.

## **II.H. Other Information**

### **II.H.1. Program Announcement and General Application Instructions Versions**

Questions related to this Program Announcement should refer to the Program name, the Program Announcement name, and the Program Announcement version code 20170418b. The Program Announcement numeric version code will match the General Applications Instructions version code 20170418.

### **II.H.2. Administrative Actions**

After receipt of pre-applications or applications, the following administrative actions may occur:

#### **II.H.2.a. Rejection**

The following will result in administrative rejection of the pre-application:

- Preproposal Narrative is missing.
- More than one pre-application per funding level is received from the same investigator as a PI or Initiating PI. Only the first pre-application per funding level will be accepted; additional pre-applications will be administratively rejected.

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- **Partnering PI Option:** Both associated (Initiating PI and Partnering PI) applications are not submitted by the deadline.

#### **II.H.2.b. Modification**

- Pages exceeding the specific limits will be removed prior to review for all documents other than the Preproposal Narrative and Project Narrative.
- Documents not requested will be removed.



### II.H.2.c. Withdrawal

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

- An FY17 BCRP 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 FY17 BCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/bcrp/panels/panels17>.*
- The application fails to conform to this Program Announcement 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 FY17, 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 Grants Officer. Refer to the General Application Instructions, Appendix 3, 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.
- Applications from extramural organizations, including non-DoD Federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DoD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds as subawards or subcontracts to extramural collaborators.
- The PI does not meet the eligibility criteria.
- The invited application does not propose the same research project described in the pre-application.
- Submission of the same research project to different BCRP Funding Opportunities within the same funding cycle.

#### **II.H.2.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.

### II.H.3. Application Submission Checklist

Application Components	Action	Initiating PI Completed	Partnering PI Completed
SF424 (R&R) Application for Federal Assistance <b>(Extramural submissions only)</b>	Complete form as instructed.		
Summary (Tab 1) and Application Contacts (Tab 2) <b>(Intramural submissions only)</b>	Complete these tabs as instructed.		
Attachments	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."		
	Partnership Statement: Upload as Attachment 7 with file name "Partnership.pdf," if applicable.		
	Submissions Statement: Upload as Attachment 8 with file name "Submissions.pdf," if applicable.		
	Consumer Advocate Statement: Upload as Attachment 9 with file name "ConsumerAdvocate.pdf."		
	Transition Plan: Upload as Attachment 10 with file name "Transition.pdf."		
	DoD Military Budget Form(s): Upload as Attachment 11 with file name "MFBudget.pdf," if applicable.		

<b>Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
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 ( <b>Extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.		
Budget ( <b>Intramural submissions only</b> )	Complete the DoD Military Budget Form and Justification.		
Project/Performance Site Location(s) Form	Complete form as instructed.		
R&R Subaward Budget Attachment(s) Form	Complete form as instructed.		
<b>Additional Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
Oral Presentation (Funding Level 4 only)	Confirm ability to give an oral presentation in the National Capital Region in January 2018 (if selected for Stage 2).		

## **APPENDIX 1: ACRONYM LIST**

ACURO	Animal Care and Use Review Office
BCRP	Breast Research Program
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DHA	Defense Health Agency
DHP	Defense Health Program
DoD	Department of Defense
DoDGAR	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
M	Million
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
OMB	Office of Management and Budget
ORP	Office of Research Protections
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
RM	Resource Manager
SAM	System for Award Management
SOW	Statement of Work
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code