

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Prostate Cancer Research Program**

**Health Disparity Fellowship Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-18-PCRP-HDFA**

**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), September 20, 2018
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, October 15, 2018
- **Application Submission Deadline:** 11:59 p.m. ET, October 11, 2018
- **End of Application Verification Period:** 5:00 p.m. ET, October 15, 2018
- **Peer Review:** December 2018
- **Programmatic Review:** February 2019

*This Program Announcement must be read in conjunction with the General Application Instructions, version 20180329. 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.”*

**TABLE OF CONTENTS**

- I. OVERVIEW OF THE FUNDING OPPORTUNITY..... 1**
- II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY ..... 3**
  - II.A. Program Description..... 3
    - II.A.1. FY18 PCRP Overarching Challenges ..... 3
  - II.B. Award Information ..... 4
  - II.C. Eligibility Information..... 9
    - II.C.1. Eligible Applicants ..... 9
    - II.C.2. Cost Sharing..... 10
    - II.C.3. Other ..... 10
  - II.D. Application and Submission Information..... 11
    - II.D.1. Address to Request Application Package ..... 11
    - II.D.2. Content and Form of the Application Submission ..... 11
    - II.D.3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM) ..... 26
    - II.D.4. Submission Dates and Times..... 27
    - II.D.5. Funding Restrictions..... 28
    - II.D.6. Other Submission Requirements ..... 29
  - II.E. Application Review Information ..... 29
    - II.E.1. Criteria ..... 29
    - II.E.2. Application Review and Selection Process..... 32
    - II.E.3. Integrity and Performance Information..... 33
    - II.E.4. Anticipated Announcement and Federal Award Dates ..... 33
  - II.F. Federal Award Administration Information ..... 33
    - II.F.1. Federal Award Notices..... 33
    - II.F.2. Administrative and National Policy Requirements..... 34
    - II.F.3. Reporting..... 34
  - II.G. Federal Awarding Agency Contacts..... 35
    - II.G.1. CDMRP Help Desk ..... 35
    - II.G.2. Grants.gov Contact Center ..... 35
  - II.H. Other Information..... 36
    - II.H.1. Program Announcement and General Application Instructions Versions..... 36
    - II.H.2. Administrative Actions..... 36
    - II.H.3. Application Submission Checklist ..... 38
- APPENDIX 1: ACRONYM LIST ..... 40**

## II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

***New for 2018:*** Application submission by extramural organizations through Grants.gov requires use of the Workspace interface, which separates the application package into individual forms. Applicants must create a Workspace in Grants.gov, complete the required forms, and submit their application Workspace package.

### II.A. Program Description

Applications to the Fiscal Year 2018 (FY18) Prostate Cancer Research Program (PCRP) 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 PCRP was initiated in 1997 to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY17 totaled \$1.62 billion. The FY18 appropriation is \$100 million (M).

The PCRP seeks to promote: highly innovative, groundbreaking research; high-impact research with near-term clinical relevance; the next generation of prostate cancer investigators through mentored research; and resources that will facilitate translational research.

#### II.A.1. FY18 PCRP Overarching Challenges

The mission of the FY18 PCRP is to fund research that will lead to the elimination of death from prostate cancer and enhance the well-being of Service members, Veterans, and all men experiencing the impact of the disease. Within this context, the PCRP is interested in supporting research that addresses specific gaps in prostate cancer research and clinical care. Therefore, applications are ***required*** to address one or more of the following FY18 PCRP Overarching Challenges:

- Develop treatments that improve outcomes for men with lethal prostate cancer
- Reduce lethal prostate cancer in African Americans, Veterans, and other high-risk populations
- Define the biology of lethal prostate cancer to reduce death
- Improve the quality of life for survivors of prostate cancer

## II.B. Award Information

The Health Disparity Fellowship Award supports prostate cancer-focused disparity research opportunities for individuals in the early stages of their careers, under the guidance of one or more designated Mentors. This opportunity allows for postdoctoral fellows to develop a research project, investigate a problem or question in prostate cancer disparity research, and further their intellectual development as prostate cancer health disparity researchers of the future. ***All application components for the Health Disparity Fellowship Award are to be written by the Principal Investigator (PI), with appropriate direction from the Mentor(s).***

### Key elements of this award mechanism are as follows:

- **Principal Investigator:** The postdoctoral investigator is considered the PI of the application and must exhibit through his/her past achievements a strong potential for, and commitment to, pursuing a career as an investigator at the forefront of prostate cancer health disparity research; however, the PI is not required to have previous health disparity or prostate cancer research experience. The PI must have 3 years or less of postdoctoral research experience (excluding clinical residency or clinical fellowship training) as of March 31, 2019.
- **Mentor(s):** Applications must include at least one Mentor, appropriate to the proposed research project, who has experience in prostate cancer health disparity research and mentoring as demonstrated by a record of active funding, recent publications, and successful mentorship. The primary Mentor may be a junior faculty member, in which case the PI is encouraged to include a secondary Mentor with a more robust track record in prostate cancer health disparity research and mentorship. The selected Mentor(s) should also demonstrate a clear commitment to the development of the PI toward independence as a prostate cancer health disparity researcher.
- **Research Approach:** Proposed research ideas are ***required*** to address one or more of the FY18 PCRP Overarching Challenges. The scientific rationale and experimental methodology should demonstrate in-depth analysis of the research problem presented and should focus on reducing and ultimately eliminating disparities in prostate cancer incidence, morbidity, and mortality. The proposal must explicitly state how the proposed research is related to a health disparity area within an affected population or community. The PCRP is interested in research that addresses all different aspects that contribute to health disparity in prostate cancer, including, but not limited to, social, cultural, and/or biological contributors. The feasibility of the research design and methods should be well defined, and a clear plan should be articulated as to how the proposed goals of the project can be achieved. The inclusion of preliminary data relevant to prostate cancer and the proposed project is encouraged but not required. Any preliminary data provided should be from the PI, Mentor(s), or member(s) of the collaborating team. Additionally, required resources should be identified and supported through documentation.
- **Researcher Development Plan:** The application must outline an individualized, prostate cancer-focused researcher development plan for the PI, which should include a clearly articulated strategy for acquiring the necessary skills, competence, and expertise that will enable the PI to successfully complete the proposed research project and foster the PI's

development as an independent prostate cancer health disparity researcher. An environment appropriate to the proposed mentoring and research project must be clearly described, although any deficiencies of resources and/or mentorship at the PI's institution can be mitigated through collaboration(s) with other institutions. If the PI will be utilizing resources at another institution to successfully complete the proposed project, then the PI is strongly encouraged to designate a co-Mentor at the collaborating institution.

To maximize the potential for impact, investigators are strongly encouraged to incorporate the following components into their study design where appropriate: authentication of proposed cell lines; statistical rigor of preclinical animal experiments; incorporation of experiments to assess clinical relevance and translatability of findings. As such, the PCRP-funded Prostate Cancer Biorepository Network (PCBN) (<http://www.prostatebiorepository.org>) and/or the North Carolina – Louisiana Prostate Cancer Project (PCaP) (<https://pcap.bioinf.unc.edu>) are important resources to consider if retrospectively collected human anatomical substances or correlated data are critical to the proposed studies. Studies utilizing data derived from large patient studies that include long-term health records, biospecimen repositories, and pre-existing research that apply state-of-the-art genomic and/or proteomic analysis, bioinformatics, and/or mathematical models to such data are also encouraged.

The proposed research must be relevant to active duty Service members, Veterans, military beneficiaries, and/or the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY18 PCRP Health Disparity Fellowship Award will not exceed **\$200,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

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 the Department of Defense (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) and the award will identify the specific substantial involvement. 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.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All 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.*** Additional time for regulatory reviews may be needed for clinical studies taking place in international settings. 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 as a stand-alone study. Submission to HRPO of protocols involving more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol (DoD and non-DoD funded). DoD human subjects protection requirements may be applied to non-DoD funded work and necessitate extensive revisions to the protocol. 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.

***Clinical trials are not allowed.*** 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. PIs may participate in clinical trials as part of their research project or researcher development plan, but funding for such clinical trials must come from sources other than this award.

**Use of DoD or Department of Veterans Affairs (VA) Resources:** If the proposed research involves access to active duty military patient populations and/or DoD resources or databases, the application must describe the access at the time of submission and a plan for maintaining access as needed throughout the proposed research. Access to target active duty military patient population(s) and/or DoD resource(s) or database(s) should be confirmed by including a letter of support, signed by the lowest-ranking person with approval authority.

If the proposed research involves access to VA patient populations, VA study resources and databases, and/or VA research space and equipment, VA PIs must have a plan for obtaining and maintaining access throughout the proposed research. Access to VA patients, resources, and/or VA research space should be confirmed by including a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief. If appropriate, the application should identify the VA-affiliated non-profit corporation (NPC) as the applicant institution for VA PIs. If the VA NPC is not identified as the applicant institution for administering the funds, the application should include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.

Access to certain DoD or VA patient populations, resources, or databases may only be obtained by collaboration with a DoD or VA investigator who has a substantial role in the research and may not be available to a non-DoD or non-VA investigator if the resource is restricted to DoD or VA personnel. Investigators should be aware of which resources are available to them if the proposed research involves a non-DoD or non-VA investigator collaborating with the DoD and/or VA. If access cannot be confirmed at the time of application submission, the Government reserves the right to withdraw or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resource(s). Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for detailed information.

**Research Involving Animals:** All 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.

All projects should adhere to a core set of standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. The standards are described in Landis, S.C., et al., A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 2012, 490:187-191 ([www.nature.com/nature/journal/v490/n7419/full/nature11556.html](http://www.nature.com/nature/journal/v490/n7419/full/nature11556.html)). While these standards are written for preclinical studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in clinical studies. Applicants should consult the ARRIVE (Animal Research: Reporting *In Vivo* Experiments) guidelines to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines can be found at [http://www.elsevier.com/\\_data/promis\\_misc/622936arrive\\_guidelines.pdf](http://www.elsevier.com/_data/promis_misc/622936arrive_guidelines.pdf).

**Health Disparity Research Resources:** Potential applicants for this award are encouraged to seek collaborations and access to appropriate study populations through the following resources:

- Congressionally Directed Medical Research Programs: Search the CDMRP awards database at <http://cdmrp.army.mil>.
- The North Carolina – Louisiana Prostate Cancer Project: The PCaP was supported by the PCRFP to conduct prostate cancer health disparity studies and developed a large biorepository of health disparity-related epidemiological data and biospecimens that may be requested for use by the research community. Information on PCaP investigators, data, and specimens is available at <https://pcap.bioinf.unc.edu>.

- The Prostate Cancer Biorepository Network: The PCBN is supported by the PCRP to develop and maintain a multi-institutional prostate cancer biorepository that facilitates the collection, processing, annotation, storage, and distribution of high-quality human prostate cancer biospecimens to be distributed to the prostate cancer research community. The PCBN offers several types of biospecimens that may be useful for health disparity studies. Information on these biospecimens is available at <http://www.prostatebiorepository.org>.
- National Cancer Institute Center to Reduce Cancer Health Disparities (CRCHD): Search for health disparity research and researchers at <http://crchd.cancer.gov/index.html>.
- National Institute on Minority Health and Health Disparities (NIMHD) Community Based Participatory Research (CBPR) Initiative: Contact the NIMHD at <https://www.nimhd.nih.gov/programs/extramural/community-based-participatory.html> for information on current CBPR programs and scientists and communities engaged in health disparity research.
- Uniformed Services University of the Health Sciences (USUHS) Center for Health Disparities: Search for programs and communities engaged in health disparity research at <https://www.usuhs.edu/chd>.
- American Association for Cancer Research, Minorities in Cancer Research (AACR MICR): Search for health disparity research and researchers at [http://www.aacr.org/Membership/Pages/Constituency%20Groups/minorities-in-cancer-research\\_1C81B8.aspx](http://www.aacr.org/Membership/Pages/Constituency%20Groups/minorities-in-cancer-research_1C81B8.aspx).
- Cancer Prevention and Control Research Network (CPCRN): Contact the CPCRN at <http://cpcrn.org/> for information on community participatory research to reduce cancer in disproportionately affected populations.
- Health Resources and Services Administration (HSRA) Office of Minority Health: Search for health disparity programs and funded investigators at <https://www.hrsa.gov/index.html>.
- National Institutes of Health (NIH) Research Portfolio Online Reporting Tool (NIH RePORTER): Search for NIH awards at <http://projectreporter.nih.gov/reporter.cfm>.
- Defense Technical Information Center (DTIC): Search for DoD and other Government-funded investigators through DTIC Technical Reports at <http://www.dtic.mil/dtic/>.
- National Library of Medicine, NIH, PubMed: Search for investigators publishing studies on prostate cancer health disparities at <http://www.ncbi.nlm.nih.gov/pubmed>.
- U.S. Department of Education: Search for institutions that may have increased access to disproportionately affected populations at <http://www2.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.



- International Cancer Research Partnership: Search for investigators and studies relevant to health disparity that are supported by cancer research funders from several countries including the United States, European Union, United Kingdom, and Canada at <https://www.icrpartnership.org>.
- National Coalition for LGBT Health: For more information on programs focused on lesbian, gay, bisexual, and transgendered (LBGT) research, policy, education, and training, search <http://www.healthhiv.org/sites-causes/national-coalition-for-lgbt-health/>.
- National LGBT Cancer Network: To obtain more information, search <http://www.cancer-network.org>.

In addition, applicants are encouraged to interact with organizations, as applicable to their proposed studies, such as the American Indian Health Care Association, National African American Outreach Program of the Patient Advocate Foundation, National Alliance for Hispanic Health, National Medical Association, National Rural Health Association, Prostate Health Education Network, and international organizations such as the African-Caribbean Cancer Consortium, African Organization for Research and Training in Cancer (AORTIC), Global Prostate Cancer Alliance, Malecare, Men of African Descent and Carcinoma of the Prostate (MADCAP) Consortium, Prostate Cancer Transatlantic Consortium, The Prostate Net, and the Urban League.

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, 2019. 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-DoD organization. Examples of extramural organizations include academic institutions, biotechnology companies, foundations, Government, and research institutes.

**Intramural DoD Organization:** A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center.

*Note:* Applications from an intramural DoD organization or from an extramural 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**

- **The Postdoctoral PI must:**

- Have successfully defended a doctoral thesis or possess an M.D. degree (or equivalent) by March 31, 2019;
- Be involved in an accredited postdoctoral training or medical residency program; and
- Have 3 years or less of postdoctoral research experience (excluding clinical residency or clinical fellowship training) by March 31, 2019.

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**

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.

An investigator may be named as PI on only one FY18 PCRP Health Disparity Fellowship Award application.

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 fiscal year is prohibited and will result in administrative withdrawal of the duplicative application(s).*

*Extramural Submission* is defined as an application submitted by an organization to Grants.gov.

*Intramural DoD Submission* is defined as an application submitted by a DoD organization to eBRAP.

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

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.

*Extramural Submissions:* Pre-application content and forms must be accessed and submitted at [eBRAP.org](http://eBRAP.org). Full application packages must be accessed and submitted at Grants.gov.

*Intramural DoD Submissions:* Pre-application content and forms and full application packages must be accessed and submitted at [eBRAP.org](http://eBRAP.org).

Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section II.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/>).

**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 a Grants.gov Workspace. 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. Applications from extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

*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.

***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 full 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 submission deadline.

#### **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 is required 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 will delay 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 to request a change in designation.

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

The applicant organization and associated PIs and Mentors 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.

PIs with an ORCID identifier should enter that information in the appropriate field in the “My Profile” tab in the “Account Information” section of eBRAP.

The pre-application consists of the following components, which are organized in eBRAP by separate tabs (refer to the General Application Instructions, Section II.B, for additional information on pre-application submission):

- **Tab 1 – Application Information**

Submission of application information includes assignment of primary and secondary research classification codes, which may be found at <https://ebrap.org/eBRAP/public/Program.htm>. Note that the codes have recently been revised. Applicants are strongly encouraged to review and confirm the codes prior to making their selection.

- **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.

- **Tab 3 – Collaborators and Key Personnel**

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

[FY18 PCR 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.

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 FY18, 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.

- **Tab 4 – Conflicts of Interest**

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.

- **Tab 5 – Pre-Application Files**

- **Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions.
- **List of Individuals Providing Confidential Letters of Recommendation:** Enter contact information for three individuals who will provide letters of recommendation. Each individual will receive an email generated from eBRAP containing specific instructions on how to upload his/her letter. The letters of recommendation must include one from the Mentor and two from other independent researchers who have had scientific knowledge and interaction with the PI.
- **Biospecimen Resource Statement (one-page limit):** Provide a brief statement regarding whether the proposed research will require the use of prostate cancer biospecimens, and if so, whether the resources available through the PCRP-funded PCBN (<http://www.prostatebiorepository.org>) were considered as a source of samples for the proposed study.

- **Tab 6 – Submit Pre-Application**

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

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

*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 Health Disparity Fellowship Award, 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 must submit full applications through Grants.gov. Applicants must create a Grants.gov Workspace for submission, which allows the application components to be

completed online and routed through the applicant organization for review prior to submission. Applicants may choose to download and save individual PDF forms rather than filling out webforms in the Workspace. A compatible version of Adobe Reader **must** be used to view, complete, and submit an application package consisting of PDF forms. If more than one person is entering text into an application package, the **same version** of Adobe Reader software should be used by each person. Check the version number of the Adobe software on each user’s computer to make sure the versions match. Using different versions of Adobe Reader may cause submission and/or save errors – even if each version is individually compatible with Grants.gov. Refer to the General Application Instructions, Section III, and the “Apply For Grants” page of Grants.gov (<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>) for further information about the Grants.gov Workspace submission process. Submissions of extramural applications through eBRAP may be withdrawn.

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Location</b>	
Download application package components for W81XWH-18-PCRP-HDFA from Grants.gov ( <a href="http://www.grants.gov">http://www.grants.gov</a> ) and create a Grants.gov Workspace. The Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-18-PCRP-HDFA 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: <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Personal Data</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>	<b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components: <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> <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.

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Submission</b>	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to the Workspace, complete all required forms, and check for errors before submission.</p> <p><b>Submit a Grants.gov Workspace Package.</b> An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package <b>at least 24-48 hours prior to the close date</b> to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p>Note: If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.</p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b></p> <p><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 next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official by email.</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/Task Area Manager or equivalent Business Official and PI will receive 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. Your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>



Extramural Submissions	Intramural DoD Submissions
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b>            After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission.            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>

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. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before 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.***

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**

- **Extramural Applications Only**

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

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

Describe the proposed project in detail using the outline below. ***The Project Narrative must be written by the PI while also showing evidence of appropriate direction from the Mentor(s).***

- **Principal Investigator:** Describe the PI’s career goals and how the proposed research project and mentoring experience will promote his/her development toward becoming an independent prostate cancer health disparity researcher. The PI should discuss his/her research plans and career plans after the completion of this award.
- **Mentor(s):** Describe each Mentor or co-Mentor’s background and experience in prostate cancer health disparity research. Explain how he/she will assist the PI throughout the period of performance in developing independence in prostate cancer health disparity research. Provide details on the amount and types of interactions between the Mentor(s) and the PI. Describe the track record of each Mentor for mentoring young investigators in prostate cancer research.
- **Research Project:** Describe the proposed research project, including the background, hypothesis/purpose and rationale, broad objectives and specific aims, and methods (including appropriate controls). Address potential problem areas and present alternative methods and approaches. Include a statistical analysis of the proposed research, if applicable. Explain how cell line authentication and/or statistical rigor of preclinical experiments have been incorporated into the study design, if applicable. While not required, include any preliminary data to support the scientific rationale.
- **Connection to Community:** Explicitly demonstrate how the proposed research is related to a health disparity area within an affected population or community.
- **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.

***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested or viewed as an extension of the Project Narrative 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 Support from Population- or Community-Based Organizations (if applicable): In cases where the PI is affiliated with a designated population- or community-based organization (see [Section II.B, Award Information](#)), inclusion of a letter of support from each organization is encouraged. Such letter(s) of support should explain the nature of the PI's relationship to the organization, the involvement of the PI with the affected population or community, the importance of the project within the affected population or community, any long-term application of the project to the affected population or community, and the PI's commitment to the affected population or community and health disparity.
- 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. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the

collaborator's Commander or Commanding Officer at the intramural organization that authorizes the collaborator's involvement.

- Transcripts: Include a copy of the PI's transcripts from all graduate institutions attended. All foreign-language transcripts must be accompanied by a certified English translation. The Government reserves the right to request official transcripts during award negotiations. Diplomas are not acceptable in lieu of academic transcripts. If an institution does not provide academic transcripts (i.e., a record of courses completed, grades and credit hours earned, and indication of completion of degree), complete and include the Academic Statement (available for download on the "Full Announcement" page in Grants.gov) in place of the transcript.
- 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.
  - Commercialization Strategy (if applicable): Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
- 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.
- **Use of DoD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active duty military patient populations and/or DoD resources or databases.
- **Use of VA Resources (if applicable):** Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the ACOS/R&D or Clinical Service Chief confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA NPC is not identified as the applicant institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.
- o **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.

Programmatic reviewers typically do not have access to the full application and therefore rely on the technical abstract for appropriate description of the project's key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important.

Describe the proposed research project including the following elements:

– **Research Plan**

- **Background:** Present the ideas and reasoning behind the proposed work.
- **Objective/Hypothesis:** State the hypothesis to be tested or the objective to be reached. 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.

– **Personnel**

The application should describe:

- The PI's career goals and potential for a career at the forefront of prostate cancer health disparity research.
- The strategy for acquiring necessary skills, competence, and expertise to successfully complete the proposed research project.
- The Mentor's (and co-Mentor's, if applicable) background and experience in prostate cancer health disparity research and proposed contribution to the career development of the PI.
- How the proposed research project will prepare the PI to make valuable contributions to the understanding of and/or address factors that contribute to differences in the disease experience across populations.

– **Impact**

- Summarize how the proposed research will address and provide a solution to one or more of the PCRP Overarching Challenges and ultimately contribute to the reduction or elimination of disparities in prostate cancer incidence, morbidity, mortality, and/or survivorship.
- **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.

The lay abstract should be written using the outline below. ***Do not duplicate the technical abstract.*** Minimize use of acronyms and abbreviations, where appropriate. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community.

- Describe the scientific objective and rationale for the proposed project in a manner that will be ***readily understood by readers without a background in science or medicine.***
- Describe the ultimate applicability of the research.
  - 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?
  - If the research is too basic for near-term clinical applicability, describe the interim outcomes.
- Describe the PI’s career goals in prostate cancer health disparity research.
  - How does the research plan support the PI in achieving these goals?
  - How does the mentorship and researcher development plan support the PI in achieving these goals?
- What are the likely contributions of this study to advancing the field of prostate cancer health disparity research?
- **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 Health Disparity Fellowship Award mechanism, use the SOW format example titled, “SOW for Basic Research (Training Section optional).” 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.
- 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 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.
- **Attachment 6: Researcher Development Plan (one-page limit):** Upload as “ResearchDev.pdf.”
    - Clearly articulate a strategy for acquiring the necessary skills, competence, and expertise to successfully complete the proposed research project.
    - Indicate how the individualized researcher development plan will provide the PI with an opportunity to develop a research project, investigate a problem or question in the field of prostate cancer health disparity, and effectively prepare him/her for a career as an independent prostate cancer health disparity researcher.
    - Describe how the researcher development plan is supported by the environment and mentorship, including a description of ongoing prostate cancer health disparity research at the institution. Include a description of the environment of any collaborating institutions that will augment the lack of specific resources at the PI’s primary institution (if applicable). If the PI will be utilizing resources at another institution to successfully complete the proposed project, then the PI is strongly encouraged to designate a co-Mentor at the collaborating institution. Include information on collaborations with other investigators, seminars, workshops, and other opportunities to interact with leaders in the prostate cancer field. ***Do not reference or include members of the [FY18 PCRP Programmatic Panel](#).***
  - **Attachment 7: Impact Statement (one-page limit):** Upload as “Impact.pdf.” State explicitly how the proposed research project will have an impact on the reduction or elimination of the disproportionate effects of prostate cancer on the targeted population(s), including its contribution to the goal of eliminating death from prostate cancer and/or enhancing the well-being of Service members, Veterans, and all men experiencing the impact of the disease. Describe how the proposed research addresses one or more of the PCRP Overarching Challenges.
  - **Attachment 8: Eligibility Statement (one-page limit):** Upload as “Eligibility.pdf.” Use the Eligibility Statement template (available for download on the Full Announcement page under this Funding Opportunity on Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the PI will meet the eligibility requirements at the application submission deadline.

- **Attachment 9: Representations, if applicable (extramural submissions only):** Upload as “MandatoryReps.pdf.” All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 10: DoD Military Budget Form(s), if applicable:** Upload as “MFBudget.pdf.” If a military facility (Military Health System facility, research laboratory, medical 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.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 USC A§1681 et seq.), the DoD is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in science, technology, engineering, or mathematics (STEM) disciplines. To enable this assessment, each application must include the following forms completed as indicated.

**Research & Related Personal Data:** 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.

**Research & Related Senior/Key Person Profile (Expanded):** 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.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 PDF format that is not editable.
- **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 Mentor’s (and co-Mentor’s, if applicable) biographical sketch.



- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - Include Mentor’s (and co-Mentor’s, if applicable) previous/current/pending support.

**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.

**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.

- **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.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

**Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov attachment form as Attachment 10. (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.

<b>Additional Application Components</b>
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In addition to the complete application package, Health Disparity Fellowship Award applications are expected to include the following components:

- **Three Confidential Letters of Recommendations**

The letters of recommendation should be provided on letterhead, signed, and uploaded as PDF files to eBRAP by 5:00 p.m. ET on the [last day of the verification period](#). The PI should monitor whether the letters have been received in eBRAP by viewing the status in the “Pre-Application Files” tab of the pre-application; however, the PI will not be able to view these letters.

The confidential letters should include the following (2 pages per letter recommended):

- ***A confidential letter of recommendation from each Mentor***, describing his/her commitment to the PI's career development and mentorship in prostate cancer health disparity research. Mentor letters should address the following:
  - The PI's potential to become a successful and independent prostate cancer health disparity researcher;
  - The commitment of the Mentor to the career development and mentorship of the PI, including details of the proposed interactions of the Mentor with the PI during the PI's research project;
  - The mentoring environment, including ongoing prostate cancer health disparity research in the Mentor's laboratory and in the organization as a whole, resources available, and how this environment will promote the development of the PI as a prostate cancer health disparity researcher; and
  - The degree to which the PI participated in the project development and application preparation, and the degree to which the PI will participate in the execution of the application if funded.
- ***Additional confidential letters of recommendation:*** The remaining letter(s) should describe the PI's unique qualifications and accomplishments that highlight his/her potential for success in pursuing a career in prostate cancer health disparity research. Specifically, each letter should offer the writer's perspective on:
  - The PI's qualifications, characteristics, and achievements;
  - The PI's potential for productivity and desire for establishing a successful and independent career in prostate cancer health disparity research;
  - The relevance of the proposed research project to developing the PI's career in prostate cancer health disparity research; and
  - The suitability of the Mentor(s) and the research environment for providing the PI with a solid foundation to support an independent career in prostate cancer health disparity research.

### **II.D.3. Dun and Bradstreet Data 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

at 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.

***New Requirement:*** In March 2018, the General Services Administration (GSA) implemented fraud prevention security measures in the SAM that require every ***new*** contractor registrant to provide a written (hard copy), notarized letter confirming the entity's Administrator authorized to register the entity in the SAM database or to make changes to its registration. Effective April 29, 2018, the notarized letter process is now mandatory on all ***current*** registrants at SAM who have a requirement to update data on their SAM record. The notarized letter is mandatory and is required before the GSA Federal Service Desk (FSD) will activate the entity's registration. The Office of the Secretary of Defense and GSA realize the length of time needed to transmit, receive, process, and approve the notarized letters presents a significant impact on the ability of the contracting activity to make timely awards, but these steps must be taken to mitigate fraud concern. ***Notarized letters are required for all new and existing SAM-registered entities.*** The notarized letters must be postal service mailed (not emailed or faxed) to the "Federal Service Desk" and must contain the information outlined in the SAM-posted Frequently Asked Questions (FAQs) at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Instructions for domestic entities and instructions for international entities with embedded templates for use are also provided within the SAM Update notice with frequently asked questions at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>.

#### **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**

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.

***Extramural Submission:*** 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, *with the exception of the Project Narrative and Budget Form*, may be modified.

***Intramural DoD Submission:*** After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and PI(s) will receive email notification of the status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, *with the exception of the Project Narrative and Budget Form*, may be modified. The Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.

***For All Submissions:*** Verify that subaward budget(s) with budget justification are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

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

The maximum period of performance is **2** years.

The anticipated direct costs budgeted for the entire period of performance will not exceed **\$200,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$200,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

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

The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **2** years.

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

- PI salary or stipend
- Research supplies
- Workshop costs
- Publication costs
- Support for multidisciplinary collaborations, including travel
- Travel costs for one investigator to travel to one scientific/technical meeting per year to present project outcomes from the PCRP Health Disparity Fellowship Award. ***The Government reserves the right to direct the selection of this meeting, should a PCRP-***

*sponsored IMPaCT (Innovative Minds in Prostate Cancer Today) meeting be convened during the award period of performance.*

Must not be requested for:

- Clinical trial costs
- Equipment
- Mentor or other salary

Awards made to extramural organizations will consist solely of assistance agreements (grants and cooperative agreements). 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. 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.

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 \$1.92M of the \$100M FY18 PCRP appropriation to fund approximately six Health Disparity Fellowship Award 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.*

Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. The time is considered when establishing the award's period of performance. It is anticipated that awards made from this funding opportunity will be funded with FY18 funds, which will expire for use on September 30, 2024.

## **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:

- **Principal Investigator**

- How well the PI's achievements (as reflected by academic performance, awards, honors, and/or previous publications and funding) indicate the potential for a successful career as a prostate cancer health disparity researcher.
- To what extent the PI's stated career goals demonstrate a strong personal commitment to pursuing an independent career as a leader in prostate cancer health disparity research.
- To what extent the letters of recommendation from the Mentor(s) and others support the PI's potential for a highly productive career as a prostate cancer health disparity researcher.
- Whether the PI's proposed level of effort is appropriate for successful completion of the proposed work.

- **Mentor(s)**

- Whether there is at least one Mentor who is an established prostate cancer health disparity researcher, as evidenced by a demonstrated record of active funding and recent publications in prostate cancer health disparity research.
- How the Mentor's (and co-Mentor's, if applicable) own experience in prostate cancer health disparity research, and his/her research program and committed resources support the ability to supervise the research project.
- To what extent the track record(s) of the Mentor(s) in previously mentoring young investigators indicate the potential for successful mentoring of the PI in prostate cancer health disparity research.
- Whether the Mentor letter(s) indicate a high level of commitment to the PI's development as an independent prostate cancer health disparity researcher.
- Whether the quality of the application suggests that the Mentor(s) provided appropriate guidance in its preparation.

- **Research Project**

- To what extent the research project addresses an issue related to prostate cancer health disparity research or patient care.
- How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, prostate cancer-relevant preliminary data (if included), and/or logical reasoning.
- Whether the experimental design and the statistical plan, if applicable, are appropriate for the research proposed.

- How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
- How well the application acknowledges potential problems and addresses alternative approaches.
- If applicable, to what degree the intellectual and material property plan is appropriate.
- **Researcher Development Plan and Environment**
  - How well the application outlines an individualized researcher development plan that will enable the PI to acquire the necessary skills, competence, and expertise to successfully complete the proposed research project.
  - How well the individualized researcher development plan will provide the PI with an opportunity to develop a research project, investigate a problem or question in prostate cancer health disparity research, and effectively prepare him/her for a career as an independent prostate cancer health disparity researcher.
  - To what extent the scientific environment at the primary institution (and collaborating institution(s), if applicable) is appropriate for the proposed research and career development activities, including professional interaction with established prostate cancer health disparity researchers.
  - To what extent the research requirements are adequately supported by the availability and accessibility of facilities and resources (including collaborative arrangements and/or intellectual property plans as applicable).
- **Impact**
  - To what extent the project could, whether in the short-term or long-term, lead to significant reduction or elimination of disparities in prostate cancer incidence, morbidity, mortality, and/or survivorship.
  - To what degree the expected results of the project will address and provide a solution to one or more of the PCRP Overarching Challenges.
  - To what degree the proposed research project and mentoring experience will bring the PI to the forefront of prostate cancer health disparity research.

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

- **Budget**
  - Whether the **direct** maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement.
  - 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.

### **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 FY18 PCRPs, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Relative impact
  - Program portfolio composition
  - Programmatic relevance to the PCRPs Overarching Challenges

### **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 PCRPs, 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 [Section 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 and approval 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 and approval 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, as defined in 2 CFR 200.88, 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 organization may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about the organization 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 (DoDGARs), 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, 2019. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

After email notification of application review results through 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 document.

***Federal 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 Manager/Task Area Manager/Comptroller or equivalent Business Official.

After email notification of application review results through 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. PI Changes and 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.

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 DoDGARs 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 with Institutions of Higher Education, Hospitals, and Non-Profit Organizations](#); Addendum to the DoD R&D Terms and Conditions 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. ***If there are technical reporting requirement delinquencies for any existing USAMRAA-sponsored awards at the applicant organization, no new awards will be issued to the applicant organization until all delinquent reports have been submitted.***

Annual progress reports as well as a final progress report will be required.

Award Chart: An Award Chart will be required within 20 business days after award. For the Health Disparity Fellowship Award mechanism, use the format example titled, "Award Charts,"

available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>).

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 (see General Application Instructions, Section III.A.4).

## **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 20180329h. The Program Announcement numeric version code will match the General Applications Instructions version code 20180329.

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

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

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

The following will result in administrative rejection of the application:

- Pre-application was not submitted.
- More than one application is received naming the same investigator as a PI. Only the first application received will be accepted; additional applications will be administratively rejected.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.

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

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

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

The following may result in administrative withdrawal of the application:

- An FY18 PCRP 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 FY18 PCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/pcrp/panels/panel18>.*
- The application fails to conform to this Program Announcement description.

- 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 FY18, 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 or approval 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 to extramural collaborators.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- An application for which the PI does not meet the eligibility criteria.
- The application does not address at least one of the FY18 PCRP Overarching Challenges.
- The application proposes a clinical trial.

#### **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	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."	
	Researcher Development Plan: Upload as Attachment 6 with file name "ResearchDev.pdf."	
	Impact Statement: Upload as Attachment 7 with file name "Impact.pdf."	
	Eligibility Statement: Upload as Attachment 8 with file name "Eligibility.pdf."	
	Representations (Extramural submissions only): Upload as Attachment 9 with file name "MandatoryReps.pdf," if applicable.	
	DoD Military Budget Form(s): Upload as Attachment 10 with file name "MFBudget.pdf," if applicable.	
Research & Related Personal Data	Complete form as instructed.	

<b>Application Components</b>	<b>Action</b>	<b>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, if applicable	Complete form as instructed.	
<b>Additional Application Components</b>	<b>Action</b>	<b>Completed</b>
Confidential Letters of Recommendation	Confirm upload to eBRAP.	

## **APPENDIX 1: ACRONYM LIST**

AACR MICR	American Association for Cancer Research, Minorities in Cancer Research
ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
AORTIC	African Organization for Research and Training in Cancer
ARRIVE	Animal Research Reporting In Vivo Experiments
CDPR	Community Based Participatory Research
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
COI	Conflict of Interest
CPCRN	Cancer Prevention and Control Research Network
CRCHD	Center to Reduce Cancer Health Disparities
DHA	Defense Health Agency
DHP	Defense Health Program
DoD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DTIC	Defense Technical Information Center
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FAQs	Frequently Asked Questions
FSD	Federal Service Desk
FY	Fiscal Year
GSA	General Services Administration
HRPO	Human Research Protection Office
HSRA	Health Resources and Services Administration
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
LBGT	Lesbian, Gay, Bisexual, and Transgendered



LOI	Letter of Intent
M	Million
MADCAP	Men of African Descent and Carcinoma of the Prostate
MIPR	Military Interdepartmental Purchase Request
NIH	National Institutes of Health
NIMHD	National Institute on Minority Health and Health Disparities
NPC	Non-Profit Corporation
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PCaP	North Carolina – Louisiana Prostate Cancer Project
PCBN	Prostate Cancer Biorepository Network
PCCTC	Prostate Cancer Clinical Trials Consortium
PCRP	Prostate Cancer Research Program
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, Mathematics
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code
USUHS	Uniformed Services University of the Health Sciences
VA	Department of Veterans Affairs