

I. OVERVIEW OF THE FUNDING OPPORTUNITY

Program Announcement for the Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Multiple Sclerosis Research Program

Exploration – Hypothesis Development Award

Announcement Type: Modified

Funding Opportunity Number: W81XWH-20-MSRP-EHDA

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

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), June 17, 2020
- **Invitation to Submit an Application:** July 2020
- **Application Submission Deadline:** 11:59 p.m. ET, October 1, 2020
- **End of Application Verification Period:** 5:00 p.m. ET, October 6, 2020
- **Peer Review:** December 2020
- **Programmatic Review:** February 2021

This Program Announcement must be read in conjunction with the General Application Instructions, version 501. The General Application 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. FY20 MSRP EHDA Focus Areas | 3 |
| II.A.2. Award History | 5 |
| II.B. Award Information | 5 |
| II.C. Eligibility Information..... | 7 |
| II.C.1. Eligible Applicants | 7 |
| II.C.2. Cost Sharing..... | 8 |
| II.C.3. Other | 8 |
| II.D. Application and Submission Information..... | 9 |
| II.D.1. Address to Request Application Package | 9 |
| II.D.2. Content and Form of the Application Submission | 9 |
| II.D.3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM) | 25 |
| II.D.4. Submission Dates and Times..... | 25 |
| II.D.5. Funding Restrictions..... | 26 |
| II.D.6. Other Submission Requirements | 27 |
| II.E. Application Review Information | 27 |
| II.E.1. Criteria | 27 |
| II.E.2. Application Review and Selection Process..... | 30 |
| II.E.3. Integrity and Performance Information..... | 31 |
| II.E.4. Anticipated Announcement and Federal Award Dates..... | 31 |
| II.F. Federal Award Administration Information | 31 |
| II.F.1. Federal Award Notices..... | 31 |
| II.F.2. Administrative and National Policy Requirements | 32 |
| II.F.3. Reporting..... | 32 |
| II.G. Federal Awarding Agency Contacts..... | 33 |
| II.G.1. CDMRP Help Desk | 33 |
| II.G.2. Grants.gov Contact Center | 33 |
| II.H. Other Information..... | 34 |
| II.H.1. Program Announcement and General Application Instructions Versions..... | 34 |
| II.H.2. Administrative Actions..... | 34 |
| II.H.3. Application Submission Checklist | 36 |
| APPENDIX 1: ACRONYM LIST | 38 |

II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

II.A. Program Description

Applications to the Fiscal Year 2020 (FY20) Multiple Sclerosis Research Program (MSRP) 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 MSRP was initiated in 2009 to provide support for *pioneering concepts and high-impact research* that are relevant to the prevention, etiology, pathogenesis, assessment, and treatment of multiple sclerosis (MS) to ultimately lessen its personal and societal impact. Appropriations for the MSRP from FY09 through FY19 totaled \$57.1 million (M). The FY20 appropriation is \$16.0M.

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

II.A.1. FY20 MSRP EHDA Focus Areas

All applications submitted to the FY20 MSRP Exploration – Hypothesis Development Award (EHDA) Program Announcements *must* address at least one of the following Focus Areas:

- **Central Nervous System Regenerative Potential in Demyelinating Conditions**

Supports innovative mechanistic studies and translational approaches to promote axonal protection, regeneration, repair, or remyelination in multiple sclerosis and/or relevant experimental models of demyelination. Examples of acceptable studies include, but are not limited to:

- Obstacles to repair, and approaches to overcome them and achieve remyelination. Factors to be considered include extrinsic or intrinsic factors (e.g., mechanical, aging, inhibitory signaling), trophic and inhibitory factors, and lifestyle factors
- Cell-cell interactions
- Epigenetic control
- Cell-based therapies
- Identification of factors that promote repair

Utilization and/or development of models that reflect the disease progression and translational approaches to evaluate benefit are encouraged.

Note: Studies addressing developmental myelination, dysmyelination, blood-brain barrier permeability, basic mechanisms of demyelination, or inflammatory mechanisms and anti-inflammatory therapeutic strategies that limit tissue injury secondarily **will not** be considered for funding.

- **Correlates of Disease Activity and Progression in Multiple Sclerosis**

Supports studies to identify and/or validate correlates of disease activity and progression using **pre-existing** specimens and/or data acquired from well-characterized, adequately controlled, and sufficiently powered patient cohorts.

- Examples of acceptable cohorts for study include controlled clinical trials, observational studies, and registries.
- Analyses may utilize existing clinical data and outcome measures, specimens, and/or imaging data.
- Correlates include clinical outcome measures, patient self-reported measures, and imaging and non-imaging biomarkers.
- Careful consideration should be given to potential confounders in the study population (e.g., disease modification therapies).

Inclusion of information regarding the quality of the specimens, replication plan, assay validation, or context of use **will be** given special consideration.

Note: The study must leverage **pre-existing** specimens and/or data that are available at the time of application submission; collection of a single set of specimens and/or data collected at one additional time point from participants in the existing cohort is allowed.

- **Biology and Measurement of Multiple Sclerosis Symptoms**

Supports studies on the biology and measurement of multiple sclerosis symptoms, which may include pain, fatigue, depression, anxiety, loss of bladder control, impaired mobility, and cognitive, motor, visual, or sexual dysfunction. Examples of acceptable studies include, but are not limited to, the following:

- Mechanisms underlying multiple sclerosis symptoms
- Development of measurements for future interventional studies to alleviate symptoms
- Development and/or validation of outcome measures and tools for symptoms including wearables and/or remote data capture
- Observational studies on the prevalence or significance of symptoms including the contribution of comorbidities and lifestyle behaviors

Careful consideration should be given to potential confounders in the study population (e.g., disease modification therapies), controls, and/or verification of symptoms.

Note: Studies of disease-modifying or regenerative therapies that secondarily impact multiple sclerosis symptoms *will not be* considered for funding under this Focus Area.

- **Factors Contributing to Multiple Sclerosis Etiology, Prodrome, Onset, and Evolution**

Supports studies to identify the role of various factors in multiple sclerosis etiology, prodrome, onset, and evolution. Examples of factors include, but are not limited to genetics, epigenetics, environment, sex, ancestry, age, comorbidities, health behaviors, and socioeconomic factors.

II.A.2. Award History

The MSRP Exploration – Hypothesis Development Award mechanism was first offered in FY16. Since then, 104 Exploration – Hypothesis Development Award applications have been received, and 21 have been recommended for funding.

II.B. Award Information

The Exploration – Hypothesis Development Award supports the initial exploration of innovative, high-risk, high-gain, and potentially groundbreaking concepts in the multiple sclerosis research field. The studies supported by this award mechanism are expected to lay the groundwork for future avenues of scientific investigation. The proposed research project should include a well-formulated, testable hypothesis based on strong scientific rationale and study design. ***The presentation of preliminary and/or published data is not required.***

The proposed research project should be innovative. Innovative research may examine a novel paradigm, challenge current paradigms, look at existing problems from novel perspectives, or exhibit other highly creative qualities. Research that is an incremental advance beyond ongoing research and published data is not considered innovative and is not consistent with the intent of this award mechanism. It is the responsibility of the Principal Investigator (PI) to clearly and explicitly articulate how the proposed research project is innovative in the field of multiple sclerosis research.

For the “**Correlates of Disease Activity and Progression in Multiple Sclerosis**” Focus Area Option, applications ***must*** demonstrate access to the relevant specimens and/or data of the proposed cohort. Refer to [Attachment 7: Letter\(s\) Confirming Access to Specimens and/or Data](#) for more details.

Note for projects involving animal models of multiple sclerosis: Applicants should be prudent in the choice of animal model(s) for their proposed research project. Applicants must justify the relevance of their proposed animal model(s) to the specific aspect of human multiple sclerosis to be studied.

New Investigator Option: The FY20 MSRP Exploration – Hypothesis Development Award mechanism encourages applications from investigators in the early stages of their multiple sclerosis research career. *The New Investigator Option is designed to support the continued development of promising independent investigators that are early in their faculty appointments.* Applications from New Investigators and Established Investigators will be peer and programmatically reviewed in separate groups. PIs applying under the New Investigator category are encouraged to strengthen their applications through collaboration with investigators experienced in multiple sclerosis research and/or possessing other relevant expertise as demonstrated by a record of funding and publications.

The types of awards made under the Program Announcement will be assistance agreements. An assistance 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. 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. 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, but is not limited to, 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.

The anticipated direct costs budgeted for the entire period of performance for an FY20 MSRP Exploration – Hypothesis Development Award will not exceed **\$150,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2021. For additional information refer to [Section II.F.1, Federal Award Notices](#).

The CDMRP expects to allot approximately \$2.4M to fund approximately seven Established Investigator and three New Investigator Exploration – Hypothesis Development Award applications. Funding of applications received is contingent upon the availability of Federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the Government. 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. It is anticipated that awards made from this FY20 funding opportunity will be funded with FY20 funds, which will expire for use on September 30, 2026.

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 Development Command (USAMRDC) 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. ***Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.*** 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. If the proposed research is cooperative (i.e., involving more than one institution), a written plan for single IRB review arrangements must be provided at the time of proposal submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

Clinical trials are not allowed under this Funding Opportunity. A clinical trial is defined as a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes.

For more information on clinical trials and clinical research overall, a Human Subject Resource Document is provided on eBRAP <https://ebrap.org/eBRAP/public/Program.htm>. Applicants wishing to apply for funding for a clinical trial should utilize the FY20 MSRP Clinical Trial Award mechanism (**Funding Opportunity Number W81XWH-20-MSRP-CTA**).

Research Involving Animals: All DoD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRDC 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. ***Allow at least 3 to 4 months for ACURO regulatory review and approval processes for animal studies.*** Refer to the General Application Instructions, Appendix 1, for additional information.

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, Federal Government organization other than the DoD, and research institutes.

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

USAMRAA makes awards to eligible organizations, not to individuals.

II.C.1.b. Principal Investigator

Although a PI may be eligible for both the Established Investigator and New Investigator categories, only one category may be chosen at the time of pre-application submission; the choice of application category is at the PI's discretion.

Established Investigators

The PI must be an independent investigator at or above the level of Assistant Professor (or equivalent).

New Investigator

At the application submission deadline, the PI must be an independent investigator at the level of Assistant Professor (or equivalent) and within no more than 3 years from the start of their faculty position and must not have previously received a non-mentored peer-reviewed grant.

There are no limitations on the number of applications for which an investigator may be named as a PI.

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

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

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:

- Pre-application content and forms must be accessed and submitted at eBRAP.org.
- Full application packages must be accessed and submitted at Grants.gov.

Intramural DoD Submission:

- Pre-application content and forms must be accessed and submitted at eBRAP.org.
- Full application packages must be accessed and submitted at eBRAP.org.

Note: Applications from an intramural DoD organization or from an extramural Federal Government organization may be submitted to Grants.gov through a research foundation.

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.

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*** (eBRAP.org) and ***full application*** (eBRAP.org or Grants.gov) as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods. Full application submission guidelines differ for extramural (Grants.gov) and intramural (eBRAP.org) organizations (refer to [Table 1. Full Application Guidelines](#)).

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 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, eBRAP assigns each submission a unique log number. 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 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>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

The applicant organization and associated PI 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 applicant must contact the CDMRP Help Desk at 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.

When starting the pre-application, PIs should ensure that they have selected the appropriate application category:

EHDA-EI – Exploration – Hypothesis Development Award – Established Investigator Option

EHDA-NI – Exploration – Hypothesis Development Award – New Investigator Option

EHDA-EI-CD – Exploration – Hypothesis Development Award – Established Investigator with Correlates of Disease and Progression in Multiple Sclerosis Option

EHDA-NI-CD – Exploration – Hypothesis Development Award – New Investigator with Correlates of Disease and Progression in Multiple Sclerosis Option

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>. 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 Research & Related 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 Research & Related 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.

[FY20 MSRP 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 or 301-682-5507.

- **Tab 4 – Conflicts of Interest**

List all individuals other than collaborators and key personnel who may have a conflict of interest in the review of the application (including those with whom the PI has a personal or professional relationship).

- **Tab 5 – Pre-Application Files**

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

- **Preproposal Narrative (two-page limit):** The Preproposal Narrative page limit 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 Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the pre-application.

The Preproposal Narrative should include the following:

- **Research Idea**
 - State which [FY20 MSRP EHDA Focus Area\(s\)](#) the proposed research project will address. *Clearly describe how the proposed research directly addresses at least one of the FY20 MSRP EHDA Focus Area(s).*
 - Describe the rationale and hypothesis and how these support the study's objectives and specific aims. Describe how the methodology and experimental design support the project's goals.
 - If applicable, state which animal model(s) of multiple sclerosis will be used and explain its relevance to the specific aspect of human multiple sclerosis to be studied.
- **Innovation**
 - Explain how the project is innovative in the field of multiple sclerosis (i.e., how it may lead to a new paradigm, challenge current paradigms, introduce novel concepts, or exhibit other uniquely creative qualities).
- **Impact**
 - Describe the potential short-term and long-term outcomes of the proposed research on at least one of the [FY20 MSRP EHDA Focus Areas](#).
- **Personnel**
 - Describe how the PI meets the eligibility requirements.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to the following:
 - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).
 - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.

- Key Personnel Biographical Sketches (five-page limit per individual). *All biographical sketches should be uploaded as a single combined file.* Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **Tab 6 – Submit Pre-Application**

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

Pre-Application Screening

- **Pre-Application Screening Criteria**

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

- **Research Idea**

- *To what extent the proposed research directly addresses at least one of the [FY20 MSRP EHDA Focus Areas](#).*
- How well the rationale and hypothesis support the study’s objectives and specific aims. Whether the proposed methodology and experimental design support the project’s goals.
- If applicable, to what extent the proposed animal model(s) of multiple sclerosis is (are) relevant to the specific aspect of human multiple sclerosis to be studied.

- **Innovation**

- Whether the proposed research is innovative in the field of multiple sclerosis (i.e., how it may lead to a new paradigm, challenge current paradigms, introduce novel concepts, or exhibit other uniquely creative qualities).

- **Impact**

- To what extent the proposed research may lead to promising short-term and long-term outcomes on at least one of the [FY20 MSRP EHDA Focus Areas](#).

- **Personnel:**

- Whether the PI meets the eligibility requirements.

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

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated timeframe for notification of invitation to submit an application is indicated in [Section I, Overview of the Funding](#)

Opportunity. Invitations to submit a full application are based on the Pre-Application Screening Criteria listed above.

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

Applications will not be accepted unless notification of invitation has been received.

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 (<https://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

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 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.

Do not password protect any files of the application package, including the Project Narrative.

Table 1. Full Application Submission Guidelines

| Extramural Submissions | Intramural DoD Submissions |
|--|--|
| Application Package Location | |
| Download application package components for W81XWH-20-MSRP-EHDA from Grants.gov (https://www.grants.gov) and create a Grants.gov Workspace. 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-20-MSRP-EHDA from eBRAP (https://ebrap.org). |

| Extramural Submissions | Intramural DoD Submissions |
|--|--|
| Full Application Package Components | |
| <p>SF424 Research & Related Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1, for detailed information.</p> | <p>Tab 1 – Summary: Provide a summary of the application information.</p> <p>Tab 2 – Application Contacts: This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.</p> |
| <p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Research & Related Personal Data • Research & Related Senior/Key Person Profile (Expanded) • Research & Related Budget • Project/Performance Site Location(s) Form • Research & Related Subaward Budget Attachment(s) Form | <p>Tab 3 – Full Application Files: Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Key Personnel • Budget • Performance Sites <p>Tab 4 – Application and Budget Data: Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p> |

| Extramural Submissions | Intramural DoD Submissions |
|---|---|
| Application Package Submission | |
| <p>Create a Grants.gov Workspace. Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p>Submit a Grants.gov Workspace Package. 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 at least 24-48 hours prior to the close date 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 <i>prior to</i> the application submission deadline. <i>Do not password protect any files of the application package, including the Project Narrative.</i></p> | <p>Submit package components to eBRAP (https://ebrap.org).</p> <p>Tab 5 – Submit/Request Approval Full Application: 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. <i>Do not password protect any files of the application package, including the Project Narrative.</i></p> |
| <u>Application Verification Period</u> | |
| <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 may be modified <i>with the exception of the Project Narrative and Research & Related Budget Form.</i></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 may be modified <i>with the exception of the Project Narrative and Research & Related Budget Form.</i> 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 |
|---|---|
| Further Information | |
| <p>Tracking a Grants.gov Workspace Package. 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.</p> <p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p> | <p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p> |

The 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 Research & Related 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. ***It is important to include the attachment name as a header on each page of the attachment files.***

- **Attachment 1: Project Narrative (four-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.

- **Background:** Describe the problem, question, or knowledge gap related to at least one of the [FY20 MSRP EHDA Focus Areas](#) to be addressed by the proposed research. *Clearly describe how the proposed research project directly addresses the Focus Area(s).* Clearly articulate the scientific rationale for the proposed research project, including relevant literature citations. *The presentation of preliminary and/or published data is not required.*
- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** Concisely explain the proposed research project’s specific aims to be funded by this award.
- **Research Strategy and Feasibility:**
 - *This award may not be used to conduct clinical trials.*
 - *For all Focus Areas, the following criteria apply:*
 - ❖ Describe the experimental design, methods, and analyses, including appropriate controls, and how they will achieve reproducible and rigorous results.
 - ❖ Describe the statistical analysis plan appropriate for the proposed research project.
 - ❖ If applicable, justify the relevance of the proposed animal model(s) to multiple sclerosis in humans.
 - ❖ If applicable, describe how the analysis will account for potential confounding factors in the study population (e.g., disease-modifying treatments).
 - ❖ If applicable, describe how the symptom(s) studied will be verified
 - ❖ Address potential problem areas and present alternative methods and approaches.
 - *In addition, for applications addressing the “Correlates of Disease Activity and Progression in Multiple Sclerosis” Focus Area Option:*
 - ❖ *The study must leverage pre-existing specimens and/or data that are available at the time of application submission; collection of a single set of specimens and/or data collected at one additional time point from participants in the existing cohort is allowed.*

- ❖ Describe the proposed pre-existing cohort, including the type of specimens and/or data available.
- ❖ Describe the size of the pre-existing cohort, including subjects and controls, and the expected statistical power of the study.
- ❖ Explain how the cohort is appropriate for the study objective.
- ❖ If applicable, describe any additional specimens and/or data to be collected from participants in the pre-existing cohort at one additional time and the value these specimens and/or data will add to the research.
- ❖ If applicable, outline the recruitment process for previous participants in the cohort. Estimate the likely rates of recruitment, enrollment, and completion, and the expected statistical power of the results obtained from these additional data.
- ❖ Outline plans and opportunities for eventual validation and independent replication of results in follow-up studies.

New Investigators: Collaboration with investigators experienced in multiple sclerosis research and/or possessing other relevant expertise is encouraged. If applicable, describe the specific contributions of the collaborator(s) to the research project. The application should describe how the collaboration(s) will augment the PI's expertise to best address the research question. All New Investigator applicants must meet specific eligibility criteria as described in [Section II.C.1.b, Principal Investigator](#).

- **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 articles are not publicly available, then copies of up to five published manuscripts may be included in Attachment 2. Extra items will not be reviewed.
- Letters of Organizational Support: Provide a letter (or letters, if applicable) signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the Program Announcement, such as those from members of Congress, do not impact application review or funding decisions.
- Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. 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.
- 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.
- **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.

Applicants should note that programmatic reviewers may 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.

Technical abstracts should be written using the headings below:

- **Background:** State the [FY20 MSRP EHDA Focus Area\(s\)](#) to be addressed. *Describe how the proposed research project directly addresses the Focus Area(s).* Present the ideas and rationale behind the proposed research project.
- **Hypothesis/Objective:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** State the specific aims of the proposed research project.
- **Study Design:** Describe the study design including appropriate controls.
- **Innovation:** Describe how the proposed research project is innovative in the field of multiple sclerosis.
- **Impact:** Explain how the proposed research project will produce results that are likely to translate, whether in the short-term or long-term, into advancing multiple sclerosis research and/or patient care.
- **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.

Do not duplicate the technical abstract. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer community.

Lay abstracts should be written using the outline below:

- State the [FY20 MSRP EHDA Focus Area\(s\)](#) the proposed project addresses. *Describe how the proposed research project directly addresses the Focus Area(s).* Describe the objectives and rationale for the proposed research project in a manner that *will be readily understood by readers without a scientific or medical background.*

- Describe the applicability of the research to multiple sclerosis patient care:
 - What types of patients could it potentially help and how?
 - 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 short-term clinical applicability, describe how the outcomes of the proposed project will advance the field of multiple sclerosis research.
- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** The suggested Statement of Work (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 Exploration – Hypothesis Development Award mechanism, use the SOW format example titled, “provide the file name of one or more examples relevant to the PA.” 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.
- **Attachment 6: Impact Statement (one-page limit): Upload as “Impact.pdf”.** Explain why the proposed research project is important and the impact it will have on at least one of the [FY20 MSRP EHDA Focus Areas](#). Describe the potential impact(s) under two separate headings:
 - **Short-term impact:** Describe the anticipated outcome(s) from the proposed research project and how they will be used as a foundation for future research projects related to at least one of the FY20 MSRP EHDA Focus Areas.
 - **Long-term impact:** Explain the anticipated long-term gains from the proposed research project, including how the new understanding may ultimately contribute to

the goal of advancing multiple sclerosis research and/or patient care related to at least one of the FY20 MSRP EHDA Focus Areas.

- **Attachment 7: Letter(s) Confirming Access to Specimen and/or Data (required if the application addresses the “Correlates of Disease Activity and Progression in Multiple Sclerosis” Focus Area Option Only): Upload as “Access.pdf”.** If the application addresses the “Correlates of Disease Activity and Progression in Multiple Sclerosis” Focus Area option, provide a letter of support signed by the appropriate Institution Official who has the authority to confirm access to the proposed cohort specimens and/or data necessary to carry out the study.
 - **Attachment 8: (New Investigators Only) Eligibility Statement (one-page limit): Upload as “Eligibility.pdf”.** Provide a letter, signed by the Department Chair, Division Chief, or equivalent official, verifying that the eligibility requirements will be met on the application submission deadline. The letter should verify that the PI is an independent investigator at the level of Assistant Professor (or equivalent) and with no more than 3 years from the start of his/her independent faculty position, and has not previously received a non-mentored peer-reviewed grant (Refer to [Section II.C.1.b, Principal Investigator for Eligibility Information](#)).
 - **Attachment 9: Representations, if applicable (extramural submissions only): Upload as “RequiredReps.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: Suggested Collaborating DoD Military Facility Budget Format, 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 a separate budget, using “Suggested Collaborating DoD Military Facility Budget Format,” 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 & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, 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, and/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.3, 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 uneditable PDF format.
- PI Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf”.
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf”.

Research & Related Budget: 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.

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.6, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

Research & Related Subaward Budget Attachment(s) Form (if applicable): Refer to the General Application Instructions, Section III.A.7, for detailed information.

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, 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 “Suggested Collaborating DoD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 10](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DoD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

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

Applicant organizations and all sub-recipient 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 organization’s Entity registration in SAM well in advance of the application submission deadline. Allow several 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.

Announcement of Transition to SAM-Generated Unique Entity Identifier (UEI): Through December 2020, a transition from DUNS to the SAM-generated UEI will occur. Refer to the General Application Instructions, Section III.1, DUNS Number, for more information on the transition and timing.

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

For Both Extramural and Intramural Applicants: eBRAP allows an organization’s representatives and PIs to view and modify the full application submissions associated with them. 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 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. eBRAP does not confirm the accuracy of file content. Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. 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 Research & Related Budget Form cannot be changed after the application submission deadline. 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.

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 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 the application package 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 **\$150,000**. 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 **\$150,000** 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:

- Travel costs for one investigator to travel to one scientific/technical meeting per year to present project information or disseminate project results from the FY20 MSRP EHDA.

Must not be requested for:

- Clinical trial costs

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 funds 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.5, 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.5.*

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 listed in *decreasing* order of importance:

- **Innovation**
 - To what extent the proposed research is innovative in the field of multiple sclerosis in one or more of the following ways: explores a novel idea and/or research question, uses or develops novel research methods or technologies, applies or adapts existing methods or technologies.
 - To what extent the proposed research represents more than an incremental advance beyond ongoing research and published data.

- **Research Strategy and Feasibility:**
 - *For all Focus Areas, the following criteria apply:*
 - *To what extent the proposed research directly addresses at least one of the [FY20 MSRP EHDA Focus Areas](#).*
 - How well the scientific rationale supports the proposed research project and its feasibility, as demonstrated by a critical review and analysis of the literature and logical reasoning.
 - To what extent the aims, experimental design, methods, and analyses, including appropriate controls are appropriate to test the hypothesis.
 - To what extent the statistical analysis plan is appropriate for the proposed research project.
 - If applicable, to what extent any proposed animal model(s) is relevant to multiple sclerosis in humans.
 - If applicable, how well the analysis accounts for potential confounding factors in the study population (e.g., disease-modifying treatments).
 - If applicable, how well the symptom(s) studied will be verified.
 - How well the application identifies potential problems and describes alternative approaches.
 - *In addition, for applications addressing the “Correlates of Disease Activity and Progression in Multiple Sclerosis” Focus Area Option, the following criteria also apply:*
 - How well the application demonstrates access to the proposed pre-existing cohort specimens and/or data.
 - To what extent the proposed pre-existing cohort is appropriate for the objective of the study.
 - To what extent the proposed pre-existing cohort is well-characterized and adequately controlled.
 - To what extent the statistical power of the study is appropriate, given the size of the cohort.
 - If applicable, to what extent the plan to recruit previous participants in the cohort for follow-up studies is adequate.

- **Impact**

- *Assuming the objectives/goals of the research project are realized, the following criteria apply:*
 - To what extent the anticipated short-term outcomes could be used as the foundation for future research projects related to at least one of the [FY20 MSRP EHDA Focus Areas](#).
 - To what extent the anticipated long-term gains will contribute to the goal of advancing multiple sclerosis research and/or patient care related to at least one of the FY20 EHDA MSRP Focus Areas.

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

- **Personnel**

- To what extent the experience, expertise, and record of accomplishments of the PI and key personnel demonstrate their ability to successfully complete the proposed research project.
- To what extent the levels of effort by the PI and other key personnel are appropriate to ensuring the success of the proposed research project.
- *In addition, for New Investigators:*
 - If applicable, to what extent the specific contributions of the collaborator(s) will augment the PI's expertise to best address the research question.

- **Environment**

- To what extent the scientific environment is appropriate for the proposed research project.
- How well the research requirements are supported by the availability of, and accessibility to, facilities and resources (including collaborative arrangements).
- To what extent the quality and extent of institutional support/commitment are appropriate for the proposed research project.
- If applicable, to what degree the intellectual and material property plan is appropriate.

- **Budget**

- Whether the **direct** costs exceed the allowable direct 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 FY20 MSRP, as evidenced by the following:
 - Adherence to the intent of the award mechanism
 - Program portfolio composition
 - Relative impact and innovation

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**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRDC, on behalf of the DHA and the OASD(HA). ***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 <https://cdmrp.army.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and review process for the award mechanisms for the MSRP will be provided to the PI and posted on the CDMRP website.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a statement declaring 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 supported with FY20 funds are anticipated to be made no later than September 30, 2021. 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 USAMRAA will contact the Business Official authorized to negotiate on behalf of the PI's organization.

Pre-Award Costs: An institution of higher education, hospital, or other non-profit organization may, at its own risk and without the Government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award. Refer to the General Application Instructions, Section III.B.

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 Government Organizations: Funding made 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.

II.F.1.a. PI Changes and Award Transfers

Unless otherwise restricted, changes in PI or organization will be allowed at the discretion of the USAMRAA Grants Officer, provided the intent of the award mechanism is met.

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 I, 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 latest [DoD R&D General Terms and Conditions](#); the [General Research Terms and Conditions with Institutions of Higher Education, Hospitals, and Non-Profit Organizations: Addendum to the DoD R&D General 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.

The Award Terms and Conditions will specify if more frequent reporting is required.

Award Expiration Transition Plan: An Award Expiration Transition Plan must be submitted with the final progress report. Use the one-page template “Award Expiration Transition Plan,” available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) under the “Progress Report Formats” section. The Award Expiration Transition Plan must outline if and how the research supported by this award will progress and must include source(s) of funding, either known or pending.

Awards resulting from this Program Announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a Federal award. Recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as specified in the applicable Representations (see General Application Instructions, Appendix 5, Section B).

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

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

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 501e. The Program Announcement numeric version code will match the General Application Instructions version code 501.

II.H.2. Administrative Actions

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

II.H.2.a. Rejection

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

- Preproposal Narrative exceeds page limit.
- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- For studies addressing the “**Correlates of Disease Activity and Progression in Multiple Sclerosis**” Focus Area Option, [Attachment 7: Letter\(s\) Confirming Access to Specimens and/or Data](#), is missing.
- 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 Preproposal Narrative and Project Narrative.
- Documents not requested will be removed.

II.H.2.c. Withdrawal

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

- An FY20 MSRP 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 FY20 MSRP Programmatic Panel members can be found at <https://cdmrp.army.mil/msrp/panels/panels20>.*

- 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 FY20, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.
- 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.
- The invited application proposes a different research project than that described in the pre-application.
- A clinical trial is proposed.
- The PI does not meet the eligibility criteria.
- The pre-application or application does not address at least one of the [FY20 MSRP EHDA Focus Areas](#).

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 Research & Related Application for Federal Assistance (extramural submissions only) | Complete form as instructed | |
| Summary (Tab 1) and Application Contacts (Tab 2) (intramural submissions only) | Complete tabs as instructed | |
| Attachments | Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf" | |
| | Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf" | |
| | Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf" | |
| | Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf" | |
| | Statement of Work: Upload as Attachment 5 with file name "SOW.pdf" | |
| | Impact Statement: Upload as Attachment 6 with file name "Impact.pdf" | |
| | Letter(s) Confirming Access to Specimens and/or Data: Upload as Attachment 7 with file name "Access.pdf" if applicable | |
| | Eligibility Statement (New Investigators Only): Upload as Attachment 8 with file name "Eligibility.pdf" if applicable | |
| | Representations (extramural submissions only): Upload as Attachment 9 with file name "RequiredReps.pdf" if applicable | |
| | Suggested Collaborating DoD Military Facility Budget Format: Upload as Attachment 10 with file name "MFBudget.pdf" if applicable | |
| | Complete form as instructed | |
| Research & Related Personal Data | Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field | |

| Application Components | Action | Completed |
|--|--|-----------|
| Research & Related Senior/Key Person Profile (Expanded) | 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 | |
| | Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field | |
| Research & Related Budget (extramural submissions only) | Suggested DoD Military Budget Format, including justification | |
| Budget (intramural submissions only) | Complete form as instructed | |
| Project/Performance Site Location(s) Form | Complete form as instructed | |
| Research & Related Subaward Budget Attachment(s) Form, if applicable | Complete form as instructed | |

APPENDIX 1: ACRONYM LIST

| | |
|----------|---|
| ACURO | Animal Care and Use Review Office |
| ARRIVE | Animal Research: Reporting <i>In Vivo</i> Experiments |
| CDMRP | Congressionally Directed Medical Research Programs |
| CFR | Code of Federal Regulations |
| COI | Conflict of Interest |
| DHA | Defense Health Agency |
| DHP | Defense Health Program |
| DoD | Department of Defense |
| DoDGARs | Department of Defense Grant and Agreement Regulations |
| DUNS | Data Universal Numbering System |
| eBRAP | Electronic Biomedical Research Application Portal |
| EC | Ethics Committee |
| EHDA | Exploration – Hypothesis Development Award |
| ET | Eastern Time |
| FAD | Funding Authorization Document |
| FAPIIS | Federal Awardee Performance and Integrity Information System |
| FY | Fiscal Year |
| HRPO | Human Research Protection Office |
| IACUC | Institutional Animal Care and Use Committee |
| IRB | Institutional Review Board |
| K | Thousand |
| M | Million |
| MIPR | Military Interdepartmental Purchase Request |
| MS | Multiple Sclerosis |
| MSRP | Multiple Sclerosis Research Program |
| OASD(HA) | Office of the Assistant Secretary of Defense for Health Affairs |
| ORCID | Open Researcher and Contributor ID, Inc. |
| ORP | Office of Research Protections |
| PI | Principal Investigator |
| RDT&E | Research, Development, Test, and Evaluation |
| SAM | System for Award Management |
| SOW | Statement of Work |
| STEM | Science, Technology, Engineering, and/or Mathematics |
| UEI | Unique Entity Identifier |
| URL | Uniform Resource Locator |
| USAMRAA | U.S. Army Medical Research Acquisition Activity |
| USAMRDC | U.S. Army Medical Research and Development Command |
| USC | United States Code |