

I. OVERVIEW OF THE FUNDING OPPORTUNITY

Program Announcement for the Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Peer Reviewed Cancer Research Program

Virtual Cancer Center Director Award

Announcement Type: Initial

Funding Opportunity Number: W81XWH-20-PRCRP-VCCDA

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

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), July 30, 2020
- **Application Submission Deadline:** 11:59 p.m. ET, August 20, 2020
- **End of Application Verification Period:** 5:00 p.m. ET, August 27, 2020
- **Peer Review:** October 2020
- **Programmatic Review, Stage 1:** December 2020
- **Invitation for Oral Presentation:** December 2020
- **Programmatic Review, Stage 2:** 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.”

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II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

II.A. Program Description

Applications to the Fiscal Year 2020 (FY20) Peer Reviewed Cancer Research Program (PRCRP) 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 PRCRP was initiated in 2009 to provide support for research of exceptional scientific merit for the benefit of Service members, their families, and the American public. Appropriations for the PRCRP from FY09 through FY19 totaled \$429.8 million (M). The FY20 appropriation is \$110M.

The goal of the PRCRP is to improve quality of life by decreasing the impact of cancer on active duty Service members, their families, Veterans, and the American public. The PRCRP is charged by Congress with the mission to investigate cancer risks and knowledge gaps that may be relevant to active duty Service members, their families, other military beneficiaries, and the American public.

II.A.1. FY20 PRCRP Topic Areas

To be considered for funding, applications for the FY20 PRCRP Virtual Cancer Center Director Award *must* address at least one of the FY20 PRCRP Topic Areas as directed by Congress. Congressional language for the FY20 PRCRP provides funds for applications focused on cancers *not* addressed in the breast, kidney, lung, pancreatic, prostate, ovarian, rare cancer, and melanoma research programs. Applications in the areas of breast, kidney, lung (excluding mesothelioma), prostate, pancreatic, rare cancer, ovarian cancer or melanoma will not be accepted. The inclusion of the individual Rare Cancer Research Program shall not prohibit the PRCRP from funding the below mentioned cancers or cancer subtypes that may be rare by definition. The FY20 PRCRP Topic Areas are listed below.

- Bladder cancer
- Blood cancers
- Brain cancer
- Colorectal cancer
- ***New for FY20:*** Esophageal cancer
- ***New for FY20:*** Head and Neck cancer
- Immunotherapy¹
- Liver cancer
- Mesothelioma
- ***New for FY20:*** Metastatic cancers
- Neuroblastoma
- Pediatric brain tumors
- Pediatric, adolescent, and young adult cancers²
- Stomach cancer

For research funded under the FY20 PRCRP Topic Area ***metastatic cancers*** research proposed must be targeted to cancer that has spread from its original location to another place in the body, representing what is known as stage III and stage IV cancer diagnoses. While recent research has revealed that there is a genetic basis for susceptibility or resistance to metastasis, more research is needed to develop a comprehensive understanding of this complex process.

Applications to the metastatic cancer topic area should focus on the process of metastasis and not the cancer type (i.e., an agnostic interrogation of the process of metastasis). All research funded under the FY20 PRCRP must follow Congressional language (i.e., prohibited cancers).

II.A.2. FY20 PRCRP Military Health Focus Areas

In addition to addressing at least one of the required FY20 PRCRP Topic Areas, applications for the FY20 PRCRP Virtual Cancer Center Director Award ***must*** also address at least one of the FY20 PRCRP Military Health Focus Areas. It is central to the vision and mission of the PRCRP that applications address how the Virtual Cancer Center is related to military health, mission readiness, and the cancer health needs of both deployed and non-deployed military personnel, their dependents, Veterans, and other military beneficiaries (i.e., family members of retirees) (https://cdmrp.army.mil/pubs/video/prc/prcrp_vision_video). The FY20 PRCRP ***requires all applications*** answer at least one of the Military Health Focus Areas listed below:

- ***Environmental/exposure risk factors associated with cancer***
- ***Mission Readiness***
 - Gaps in cancer prevention, early detection/diagnosis, prognosis, and/or treatment that may impact mission readiness and the health and well-being of military members, Veterans, their beneficiaries, and the general public
 - Gaps in quality of life and/or survivorship that may impact mission readiness and the health and well-being of military members, Veterans, their beneficiaries, and the general public

¹ As derived from the *NCI Dictionary of Cancer Terms* (<https://www.cancer.gov/publications/dictionaries/cancer-terms?cdrid=45729>). Immunotherapy is a biological therapy that uses substances to stimulate or suppress the immune system to help the body fight cancer.

² The definition of adolescents and young adults is derived from the National Cancer Institute (NCI) (<https://www.cancer.gov/types/aya>). Research should be targeted toward children (ages 0-14 years), adolescents (ages 15-24 years), and/or young adults (ages 25-39 years).

Environmental risk factors should be relevant to the activities specific to the military such as deployments that may lead to exposures to potential carcinogens (ionizing radiation, chemicals, infectious agents, etc.). For more information on military-related exposures and risk factors for cancer, applicants should refer to Exposure Related Health Concerns at <https://www.publichealth.va.gov/exposures/health-concerns.asp> or to the PRCRP website (<https://cdmrp.army.mil/prcrp/default>).

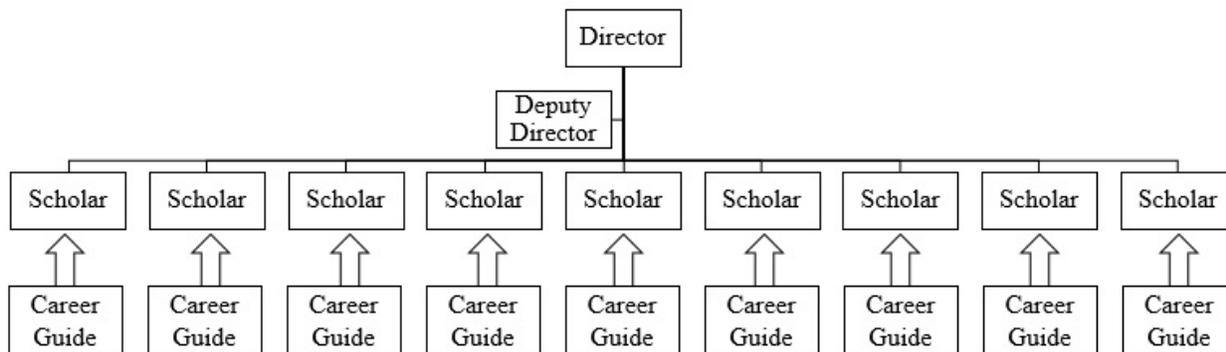
Examples of impact on mission readiness may include but are not limited to: improvements in survival while minimizing late effects that would allow an active duty Service member to return to full duty; treatments that minimize a cancer patient's (either Service member or their family member) time in the hospital, thus maximizing the time the Service member is on duty; minimizing cancer relapse for Service members or their families (in the event of a family member's relapse the active duty Service member is called home regardless of deployment status); and improvements in cancer detection that would lead to the earlier diagnosis, thus allowing for improved treatment of the Service member and early return to duty. More information on mission readiness can be found at <https://cdmrp.army.mil/prcrp/pbks/prcrppbk2017.pdf>.

Investigators are strongly encouraged to collaborate, integrate, and/or align their research projects with Department of Defense (DoD) and/or Department of Veterans Affairs (VA) research laboratories and programs.

II.B. Award Information

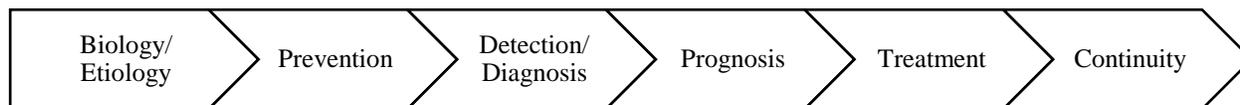
The Virtual Cancer Center Director (VCCDA) Director Award mechanism is a unique, interactive virtual cancer center (VCC) focused on bringing together two established investigators (Director and Deputy Director) and up to nine early career investigators (Scholars) to interrogate the commonalities of cancer. Candidates for Scholars will apply to a separate funding opportunity (**W81XWH-20-PRCRP-CDA**). The Director and Deputy Director will catalyze the growth and professional development of the Scholars in collaboration with the Scholars' Career Guides, assess the progress of the Scholars, promote the cross pollination of different cancer disciplines, and facilitate communication and collaboration amongst all of the VCC members. The overarching goal of the VCC is to develop successful, highly productive Scholars in a collaborative research and career developmental environment. The VCC will provide intensive mentoring, national networking, collaborations, and a peer group for junior faculty. The VCC will give Scholars opportunities to operate in a collegial, highly dynamic, and cutting edge center to lead cancer research to a new frontier. It is the intention that through the VCC, collaborations will foster new growth in different cancers and spur an integrated cancer center to ensure the research advancements across different cancers.

Figure 1: Structure of the FY20 PRCRP Virtual Cancer Center: Director and Assistant Director will be the VCC Leadership.



The VCC will seek to integrate research in different disciplines and cancers, forging a new frontier toward the commonalities of cancer that will lead to answers across the cancer care spectrum (Biology/Etiology, Prevention, Diagnosis/Detection, Prognosis, Treatment, and Survivorship) and will build a multidisciplinary, multi-institutional research community capable of proposing convergent solutions to FY20 PRCRP Topic Areas issues. By the nature of the VCC it is anticipated that more than one FY20 PRCRP Topic Area will be integrated within the center.

Figure 2: Cancer Care Spectrum: Each area of the Cancer Care Spectrum presents gaps in scientific knowledge and patient outcomes



This FY20 Funding Opportunity is soliciting applications for a Director and Deputy Director to design and implement the VCC. The Director and Deputy Director (referred to as VCC Leadership) must be established cancer researchers, be at different institutions, and be in different cancer disciplines along the cancer care spectrum (Figure 2). The VCC Leadership must demonstrate a strong record of mentoring and training early career investigators, a commitment to leadership, and the ability to objectively assess the progress of all of the Scholars in the VCC.

Early Career Investigators interested in applying to become a member of the VCC should refer to the Career Development Award – Virtual Cancer Center Scholar Option (CDA-SO) program announcement (W81XWH-20-PRCRP-CDA).

The VCC Leadership will bring new perspectives of cancer research to the next generation of cancer researchers. Responsibilities of the VCC Leadership include, but are not limited to:

- Set the Vision and Mission of the VCC to include how the center will integrate different disciplines and cancers into one cohesive unit.
- Act as a resource for all Scholars (potentially both Ph.D.s. and M.D.s) and Career Guides in the VCC over the 4-year period of performance as VCC Leadership.
- Facilitate communication and collaboration amongst all the Scholars and Career Guides (including periodic interactive communication among all VCC members).
- Develop assessment criteria to evaluate the research progress made by all of the Scholars, as well as their career progression and sustainment as independent investigators in cancer research.
- Provide constructive critiques with the goal of advancing the research and professional careers of the Scholars and strengthening the mentorship of the Career Guides.
- Provide avenues to incorporate advocacy communities in the VCC by including patient advocates (cancer survivors or family members) in VCC activities (i.e., meetings, lectures, conferences, etc.).
- Support the professional development to include lab management skills, of the Scholars into leading researchers through invited presentations by experts outside of the VCC.
- Plan and host an annual 1-day workshop and biennially, a multi-day workshop for all Scholar/Career Guide pairs to present their research, share knowledge, and develop collaborative efforts within the VCC.
- Encourage multi-disciplinary, convergent collaborative research within the VCC.
- Incorporate Career Guides and at least one patient advocate into an Advisory Board to the VCC.

The Virtual Cancer Center Director Award is structured to support two Principal Investigators (PIs). The Director will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The Deputy Director will be identified as the Partnering PI. Initiating and Partnering PIs each have different submission requirements, as described in [Section II.D.2, Content and Form of the Application Submission](#); however, both PIs should contribute significantly to the development of the proposed VCC. The application should clearly demonstrate that both PIs have equal levels of input on the proposed VCC Leadership and clearly define the components to be addressed by each to continue the success of Scholars. While it is up to the Director and Deputy Director to define their roles, both VCC Leaders should have interactions with the Scholars; acting as administrative support does not fulfill the intent of the Deputy Director. If recommended for funding, each PI will be named to an individual award within the recipient organization.

A Congressionally mandated Metastatic Cancer Task Force was formed with the purpose of identifying ways to help accelerate clinical and translational research aimed at extending the lives of advanced state and recurrent patients. As a member of the Metastatic Cancer Task

Force, CDMRP encourages applicants to review the recommendations (<https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>) and submit research ideas to address these recommendations provided they are within the limitations of this funding opportunity and fit within the FY20 PRCRP priorities.

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

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 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 PRCRP VCCDA award will not exceed **\$1,250,000**. 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 \$1.25M to fund approximately 1 Virtual Cancer Center Director Award application. 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.

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

Director and Deputy Director:

- Must be at least at the level of associate professor or equivalent
- Must have cancer research funding (past and present).
- Must have a record of cancer publications in peer-reviewed journals.

The Director and Deputy Director must study different cancer disciplines along the cancer care spectrum.

Each investigator may be named on only one VCCDA application as Initiating PI.

A PI may be named as Partnering PI (Deputy Director) on more than one VCCDA application.

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.

The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified of the pre-application submission separately by email. ***The Partnering PI must follow the link in the notification email in order to associate their full application package with that of the Initiating PI. After following the link, the Partnering PI must verify their contact information, organization, and designation as an extramural or intramural submission within eBRAP.*** If not previously registered, the Partnering PI must register in eBRAP. A new pre-application based on this research project should not be initiated by the Partnering PI. Applicants are urged to complete these steps as soon as possible. If they are not completed, the Partnering PI will not be able to view and modify their application during the verification period in eBRAP. If these steps are not completed, an intramural partner will not be able to submit the Partnering PI's required full application package components to eBRAP.

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 Initiating PI through eBRAP (<https://eBRAP.org/>).

The applicant organization and associated PIs 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.

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 applicants 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 PRCRP 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.

The Initiating PI must enter the contact information for each Partnering PI in the Partnering PI section.

- **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**

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.

- **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 (<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	
<p>Download application package components for W81XWH-20-PRCRP-VCCDA 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.</p>	<p>Download application package components for W81XWH-20-PRCRP-VCCDA from eBRAP (https://ebrap.org).</p>
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 • Additional Application Components 	<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 • Other <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 PIs 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 CDMRP requires separate full application package submissions for the Initiating PI and the Partnering PI, even if the PIs are located within the same organization. Initiating and Partnering PIs will each be assigned a unique eBRAP log number. Each full application package must be submitted using the unique eBRAP log number. *Note: All associated applications (Initiating PI’s and the Partnering PI’s) must be submitted by the full application submission deadline.*

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

II.D.2.b.ii. Full Application Submission Components

- **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 (15-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.

- **Vision and Mission:** Describe the VCC Leadership’s (Director and Deputy Director) vision of the VCC and how it will serve as a non-traditional, non-conventional training platform, including intensive mentoring and networking for the Scholars in a virtual environment. Describe the mission and the roadmap as to how the VCC will develop highly productive cancer researchers who have the potential to be leading researchers through a collaborative and interactive research training environment within the 4-year period of performance. Describe the vision in terms of the commonalities of cancer and multidisciplinary research. Articulate the overall goals of the VCC with respect to integration of different cancers.
- **Background and Experience:** Describe the VCC Leadership’s background and experience as established cancer researchers. Describe the record of mentoring and training early career investigators and how this mentorship contributed significantly to the early career investigators’ careers. Explain how the complementary experience of both candidates contributes to the ideal leadership of the VCC.
- **Management of the Virtual Cancer Center:** Clearly define the roles that will be filled by the Director and Deputy Director in leading the VCC. Describe how the VCC Leadership will act as a resource for Scholars and Career Guides. Describe how the VCC Leadership will facilitate communication and collaboration among all of the Scholars and their Career Guides (including but not limited to periodic virtual interactive meetings and annual and biennial in-person workshops), as well as the cancer research and advocacy communities. Explain how the VCC Leadership will develop and communicate the criteria that will be used to evaluate the research progress made by all of the Scholars, as well as their career progression and sustainment as independent investigators in cancer research. Identify measurable outcomes for the Scholars that are expected to be achieved by the end of the 4-year period of performance and how they will contribute to the professional development of the VCC members. Explain how the VCC Leadership will help the Scholars overcome the barriers in initiating and sustaining a career in cancer research (e.g., grant writing, research and laboratory management, publications, professional networking, and committee memberships). Describe how the Career Guides and Patient Advocates will be incorporated into an Advisory Board for the VCC.
- **Commitment to the Virtual Cancer Center:** Describe the VCC Leadership’s commitment to leading the VCC, and to the success of this unique, interactive virtual academy in providing collaborative mentoring of Scholars with the goal of

developing sustainable, independent careers as leaders in cancer research at their institutions, nationally, and internationally.

- **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. The letter should detail how the organization will support the formation of a VCC. 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:** 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.
 - 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 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 Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief, confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA non-profit corporation 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.
 - **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.
 - Virtual Cancer Center Leadership Plan

As VCC Leadership, describe your vision for the successful implementation of the VCC as a non-traditional, non-conventional platform in which the Scholars will develop partnerships, collaboration, and career growth to ensure their dedication and productivity as leading cancer researchers across the cancer care spectrum. Describe the mission of the VCC. Include the goals of the VCC.

- **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.

Lay abstracts should be written using the outline below. Do not duplicate the technical abstract. Avoid overuse of acronyms and abbreviations, if possible. Describe the proposed project by including the following elements in plain language.

- Describe the rationale for the proposed project in a manner that will be *readily understood by readers without a background in science or medicine.*
- Virtual Cancer Center Leadership Plan.
- Describe the integration of patient advocates.
- As VCC Leadership, describe your vision for the successful implementation of the VCC as a non-traditional, non-conventional platform in which the Scholars will develop partnerships, collaboration, and career growth to ensure their dedication and productivity as leading cancer researchers across the cancer care spectrum. Describe the mission of the VCC.

- **Attachment 5: Statement of Work (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 Virtual Cancer Center Director Award mechanism, use the SOW format example titled, “SOW for Collaborative Projects.” 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.

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

- **Attachment 6: Sample Agenda (two-page limit): Upload as “SampleAgenda.pdf”.** Provide a sample agenda for the first annual workshop to be led by the FY20 VCC Leadership. Explain how the format for the workshop is designed to stimulate the professional growth of the Scholars in both leadership and research skills.
- **Attachment 7: Discipline Integration (two-page limit): Upload as “VCCIntegration.pdf”.** Describe how the VCC will incorporate Scholars and Career Guides with different cancer research backgrounds and from different disciplines along the cancer care spectrum into a collaborative network. Articulate how cancer similarities and differences will be used to the advantage of the center and the Scholars. Describe

how the VCC leadership will promote the translation of outcomes from one discipline or cancer to other disciplines and other cancer research areas.

- **Attachment 8: Impact Statement (one-page limit): Upload as “Impact.pdf”.** In lay language describe how the VCC will bridge the gaps in patient outcomes and care through the multidisciplinary training and support of the next generation of cancer researchers. Describe the long term impact of multi-disciplinary training and the future of cancer care. Clearly articulate how the patient advocate(s) will have a meaningful role on the VCC advisory board.
 - **Attachment 9: Relevance to Military Health Statement (one-page limit): Upload as “MilHealth.pdf”.** *The Relevance to Military Health Statement will be evaluated by the FY20 PRCRP Programmatic Panel during programmatic review only.* State how the VCC will incorporate military health concerns into the vision and mission of the center. Articulate how the VCC will support Scholars in studies to identify the environmental/exposure risk factors associated with the FY20 PRCRP Topic Area(s) in [Section II.A.1](#) and/or support mission readiness through the gap in cancer prevention, early detection/diagnosis, prognosis, treatment, quality of life and/or survivorship that may have a profound impact on the health and well-being of Service members, their families, Veterans or other beneficiaries. Describe how the VCC will promote a healthy force and family support system through the anticipated support of the next generation of leaders in cancer research and care.
 - **Attachment 10: 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 11: 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 (NIH) 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 (four-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. Budget justification should include level of effort by each team member. If a team member is not requesting salary, then the justification should delineate their level of effort.

Initiating and Partnering PI must have a separate budget and justification specific to their distinct portions of the effort that the applicant organization will submit as separate Grants.gov or eBRAP application packages. The Initiating PI should not include budget information for Partnering PI even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.

Project/Performance Site Location(s) Form: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.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 11. (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.

Suggested Collaborating DoD Military Budget Format: A military facility collaborating in the performance of the project (but not participating as a Partnering PI) should be treated as a subaward for budget purposes. *Note:* Applicants should complete a separate military 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.html>] (**Attachment 11**)) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

Application Components for the Partnering PI

The Partnering PI must follow the link in the email from eBRAP and, if not registered in eBRAP, complete the registration process prior to the application submission deadline in order to associate their full application package with that of the Initiating PI.

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

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

- **Extramural and Intramural Applications**

Attachments:

- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions, Section III.A.2, for detailed information on completing the SOW. Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.
- **Attachment 10: Representations (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 11: Suggested Collaborating DoD Military Facility Budget Format: Upload as “MFBudget.pdf”.** Refer to the General Application Instructions, Section IV.A.4, for detailed information. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs.

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 NIH 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”.
- **Key Personnel Previous/Current/Pending Support (no page limit):** Upload as “Support_LastName.pdf”.

Research & Related Budget: For extramural submissions, refer to the General Application Instructions, Section III.A.5, and for intramural submissions, refer to the General Application Instructions, Section IV.A.4, for detailed information.

Budget Justification (no page limit): Upload as “BudgetJustification.pdf”. Budget justification should include level of effort by each team member. If a team member is not requesting salary, then the justification should delineate their level of effort.

Initiating and Partnering PI must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov or eBRAP application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.

Project/Performance Site Location(s) Form: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.6, and for intramural submissions (via eBRAP), refer to General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

Research & Related Subaward Budget Attachment(s) Form:

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.)
- **Intramural DoD Collaborator(s):** Complete a separate DoD military 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>]), and upload to Grants.gov attachment form as [Attachment 11](#). (Refer to the General Application Instructions, Section III.A.8, for detailed information.)

Additional Application Components
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In addition to the complete application package, Virtual Cancer Center Director Award applications also require the following components:

- **Oral Presentation**

Candidates for VCC Director and Deputy Director selected for Stage 2 Programmatic Review will be required to give an oral presentation (see [Section II.E.1.b, Programmatic Review](#)) in the Baltimore/Washington, DC area in February 2021. In the event a PI is invited to the Programmatic Review, Stage 2, but is unable to attend, CDMRP Staff and the Grants Officer will consider alternative arrangements on a case-by-case basis.

Each presentation will include a 30-minute talk by the candidates (Director/Deputy Director pairs), followed by a 20-minute question and answer session with FY20 PRCRP Programmatic Panel members. The following questions will be the topics for discussion during the PIs’ talk and the question and answer session. PIs who are selected should prepare a presentation consisting of no more than 10 slides that specifically address:

- How will the VCC integrate different disciplines and cancers into one cohesive unit to incorporate Scholars from different cancer research backgrounds into a convergent network?
- What conceptual or intellectual barriers do you consider as important to overcome in the career development and sustainment of investigators dedicated to cancer research?
- What are the proposed milestones and outcomes for the Scholars during the 4 years in the VCC?
- How will the VCC promote military health concerns regarding cancer and mission readiness?

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 PIs 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 **4** years.

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

The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI's and the Partnering PI's applications will not exceed **\$1,250,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$1,250,000** or use an indirect cost rate exceeding each organization's negotiated rate.

A separate award will be made to each PI's organization.

The PIs are expected to be partners in the project, and direct cost funding should be divided accordingly, unless otherwise warranted and clearly justified.

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

- Costs associated with planning and holding the annual 1-day workshop with VCC members, including costs associated with external speakers. (*Career Development Award – VCC Scholars must budget for travel costs separately*).
- Costs associated with planning and holding the biennial multi-day workshop in coordination with the PRCRP Program staff (e.g. Program Manager and Science Officer), including costs associated with external speakers.

These travel costs are in addition to those allowed for annual scientific/technical meetings.

- Administrative costs (i.e., salary for Administrative Assistant[s]).

May be requested for:

- Costs associated with establishing and maintaining a virtual cancer center (e.g., hardware and/or software for audio- or video-teleconferencing or web-based communications)
- Support for multidisciplinary collaborations, including travel.
- Travel between institutions participating in the VCC.
- Travel to 1-day and biennial multi-day workshops.
- Travel costs for the VCC Leaders to travel to one scientific/technical meetings per year in addition to the required meetings described above.

Must not be requested for:

- Tuition for graduate students
- Research supplies
- 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 of equal importance:

- **Academy Leadership**
 - To what extent the VCC Director's and Deputy Director's background and experience in cancer demonstrate their potential for leadership (i.e. record of mentoring and training of early career investigators) of the VCC.
 - To what extent the VCC Leadership is committed to leading the VCC and ensuring that it provides collaborative mentoring of Scholars with the goal of developing sustainable, independent careers as leaders in cancer research at their institutions, nationally, and internationally.
- **Vision**
 - How well the application describes the VCC Leadership's vision of the VCC and support of a non-traditional, non-conventional training platform, including intensive mentoring and networking for the Scholars in a virtual environment.
 - How well the application articulates the overall goals of the VCC with respect to integration of different cancers.
 - To what extent the mission and the roadmap to how the VCC will develop highly productive cancer researchers who will be recognized as leading researchers through a collaborative and interactive research training environment within the 4-year period of performance is supported by the application.
 - How well the vision and mission are described in terms of the commonalities of cancer and multidisciplinary research.
- **Management of the Academy**
 - To what degree the application has clearly defined the roles that will be filled by the Director and Deputy Director in leading the VCC.

- To what degree the VCC Leadership will act as a resource for Scholars and Career Guides.
- Whether the VCC Leadership will facilitate communication and collaboration among all of the Scholars and their Career Guides (including periodic virtual interactive meetings and annual and biennial in-person workshops), as well as the cancer research and advocacy communities.
- To what extent the VCC Leadership will develop and communicate the criteria that will be used to evaluate the research progress made by all of the Scholars, as well as their career progression and sustainment as independent investigators in cancer research.
- Whether the application identifies meaningful measurable outcomes for the Scholars to be achieved by the end of the 4-year period of performance.
- How well the VCC Leadership will assist the Scholars in overcoming the barriers in initiating and sustaining a career in cancer research.
- To what extent the Career Guides and patient advocates will be incorporated into an Advisory Board for the VCC.
- **Discipline Integration**
 - How well the VCC will incorporate Scholars and Career Guides with different cancer research backgrounds and from different disciplines along the cancer care spectrum into a collaborative network.
 - To what extent cancer similarities and differences will be used to the advantage of the center and the Scholars.
 - To what degree the VCC leadership will promote the translation of outcomes from one discipline or cancer to other disciplines and other cancer research areas.
- **Impact**
 - How well the application describes how the VCC will bridge the gaps in patient outcomes and care through the multidisciplinary training and support of the next generation of cancer researchers.
 - Whether the long term impact of multi-disciplinary training is described as well as the impact on the future of cancer care.
 - To what extent the patient advocate will have a meaningful role on the VCC advisory board.

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

- **Budget**
 - Whether the **direct** costs exceed the allowable direct costs as published in the Program Announcement.
 - Whether the budget is appropriate for the VCCDA.
 - Whether the Director and Deputy Director proposed adequate level of effort and/or costs for the proposed VCC.
- **Environment**
 - To what degree the scientific environment is appropriate for the VCC.
 - Whether there is clear indication of institutional support for the Director and Deputy Director to lead a VCC.
 - If applicable, to what degree the intellectual and material property plan is appropriate.
- **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 PRCRP, as evidenced by the following:
 - **Stage 1:** During the first stage of programmatic review, applications will be selected for the second stage using the following criteria:
 - Adherence to the intent of the award mechanism
 - Program portfolio balance *or* composition
 - Relative impact
 - **Stage 2:** During the second stage of programmatic review, the following criteria will be used:
 - The ability of the VCC to integrate different disciplines and cancers into one cohesive unit to successfully incorporate Scholars from different cancer research backgrounds into a convergent network.

- The extent of the VCC to conceptualize and overcome intellectual barriers in the career development and sustainment of investigators dedicated to cancer research.
- Whether the proposed milestones and outcomes for the Scholars during the 4 years in the VCC are achievable.
- Whether the VCC promotes military health concerns regarding cancer and mission readiness.

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 PRCRP 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

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

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.

In-person presentations may be requested.

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

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.
- 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 FY20 PRCRP 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 PRCRP Programmatic Panel members can be found at <https://cdmrp.army.mil/prcrp/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 application does not adhere to Congressional language and proposes breast, prostate, pancreatic, lung (excluding mesothelioma), kidney, melanoma, ovarian and rare cancer research as the focus of the VCC.
- The application does not address at least one of the FY20 PRCRP Topic Areas in [Section II.A.1](#).
- An application for which the named PI does not meet the eligibility criteria.
- A clinical trial is proposed.
- Failure to submit all associated (Initiating and Partnering PI) applications by the deadline.

II.H.2.d. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending organizational investigation. The organization will be required to provide the findings of the investigation to the USAMRAA Grants Officer for a determination of the final disposition of the application.

II.H.3. Application Submission Checklist

Application Components	Action	Initiating PI Completed	Partnering PI Completed
SF424 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"		
	Sample Agenda: Upload as Attachment 6 with file name "SampleAgenda.pdf".		
	Discipline Integration: Upload as Attachment 7 with file name "VCCIntegration.pdf".		
	Impact (one-page limit): Upload as Attachment 8 with file name "Impact.pdf".		
	Relevance to Military Health Statement (one-page limit): Upload as Attachment 9 with file name "MilHealth.pdf".		
	Representations (extramural submissions only): Upload as Attachment 10 with file name "RequiredReps.pdf" if applicable		
Suggested Collaborating DoD Military Facility Budget Format: Upload as Attachment 11 with file name "MFBudget.pdf" if applicable			
Research & Related Personal Data	Complete form as instructed		

Application Components	Action	Initiating PI Completed	Partnering PI Completed
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 (extramural submissions only)	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field		
Budget (intramural submissions only)	Complete the Suggested Collaborating DoD Military Budget Format, including justification		
Project/Performance Site Location(s) Form	Complete form as instructed		
Research & Related Subaward Budget Attachment(s) Form	Complete form as instructed		

APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
CDA	Career Development Award
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
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
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
LOI	Letter of Intent
M	Million
MIPR	Military Interdepartmental Purchase Request
NIH	National Institutes of Health
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
PRCRP	Peer Reviewed Cancer Research Program
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
VA	Department of Veterans Affairs
VCC	Virtual Cancer Center