

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Vision Research Program**

**Translational Research Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-20-VRP-TRA**

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

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

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), July 28, 2020
- **Invitation to Submit an Application:** September 2020
- **Application Submission Deadline:** 11:59 p.m. ET, November 18, 2020
- **End of Application Verification Period:** 5:00 p.m. ET, November 23, 2020
- **Peer Review:** January 2021
- **Programmatic Review:** March 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) Vision Research Program (VRP) 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 VRP was initiated in 2009 to fund impactful military-relevant vision research that has the potential to significantly improve the healthcare and well-being of military Service members, Veterans, their family members and caregivers, and the American public. Appropriations for the VRP from FY09 through FY19 totaled \$104.95 million (M). The FY20 appropriation is \$20M.

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

The vision of the VRP is to transform visual system trauma care for our Armed Forces and the Nation. Eye injury and visual dysfunction resulting from battlefield trauma affect a large number of Service members and Veterans. Surveillance data from the Department of Defense (DoD) indicate that eye injury accounts for approximately 15% of all injuries from battlefield trauma sustained during the wars in Afghanistan and Iraq, resulting in more than 182,000 ambulatory patients and 4,000 hospitalizations between 2000 and 2011. In addition, statistics from the Defense and Veterans Brain Injury Center show that through the first quarter of 2018, more than 380,000 Service members have been diagnosed with traumatic brain injury (TBI), which can have significant impact on vision even when there is no injury to the eye. Research sponsored by the Department of Veterans Affairs (VA) showed that as many as 75% of Service members who suffered a TBI have visual dysfunction, with some patients suffering vision loss and functional blindness.

The FY20 VRP challenges the scientific community to design innovative research that will significantly advance the understanding, prevention, diagnosis, mitigation, and/or treatment of eye injury or visual dysfunction associated with military-relevant trauma. Research outcomes are expected to ultimately improve the care of Service members and Veterans as well as the American public.

#### **II.A.1. FY20 VRP Focus Areas**

To meet the intent of the award mechanism, applications to the FY20 VRP Translational Research Award (TRA) must address research in one or more of the following Focus Areas:

- Eye injury or visual dysfunction as related to a military-relevant traumatic event. Examples of military-relevant trauma may include, but are not limited to:
  - Blast, penetrating, blunt, thermal, or chemical trauma
  - Trauma caused by directed energy weapons such as laser, high-power microwaves, and particle beams
- Diagnosis, stabilization, and treatment of eye injuries in austere environments and prolonged field care settings
- Restoration of visual function after trauma-related vision loss or severe visual impairment.

### **II.A.2. Award History**

The VRP TRA mechanism was first offered in FY13. Since then, 94 TRA applications have been received, and 21 have been recommended for funding.

### **II.B. Award Information**

The FY20 VRP TRA is intended to support translational research that moves promising discoveries into clinical applications that will advance the prevention, diagnosis, mitigation, and/or treatment of eye injury or visual dysfunction associated with military-relevant trauma.

Successful applications to the FY20 VRP TRA should establish a clear path to transform a discovery into new drugs, devices, or clinical practice guidelines that are ready for definitive testing in clinical trials. **It is expected that an Investigational New Drug (IND)/ Investigational Device Exemption (IDE) application will be submitted during or by the end of the period of performance.**

**Applicants are strongly encouraged to include at least one collaborator with expertise in the U.S. Food and Drug Administration (FDA) regulatory approval process on the investigative team.**

The National Cancer Institute Translational Research Working Group (TRWG) conceptualized translational research as a set of developmental pathways leading to various clinical goals (<http://clincancerres.aacrjournals.org/content/14/18/5664>). Applicants may consult the TRWG pathways for guidance on the design of translational research projects.

Research involving animals, human subjects, and human anatomical substances is permitted. **The FY20 VRP TRA allows funding for a pilot clinical trial (PCT) component, but not a full-scale clinical trial.** In contrast to full-scale clinical trials that are designed to determine safety or efficacy, the purpose of the PCT is to inform the feasibility, rationale, and design of subsequent clinical trials through limited clinical testing of a novel intervention. Applications that do include a PCT as part of the proposed research will have additional submission requirements and review criteria.

*A clinical trial is defined* as a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes.

Funded PCTs are required to post a copy of the Institutional Review Board (IRB)-approved informed consent form used to enroll subjects on a publicly available Federal website in accordance with Federal requirements described in Code of Federal Regulations, Title 32, Part 219 (32 CFR 219).

Applicants may consult the following resource documents as applicable:

- [Blast Term Dictionary and Guidance Documents for Blast Injury Research](#)
- [A Primer for Conducting DoD Funded Human Research with Military Populations](#)
- [A Beginner's Guide to Army Healthcare System](#)

A description of health services across the range of military operations can be found in the [Joint Health Services Joint Publication 4-02](#).

The anticipated direct costs budgeted for the entire period of performance for an FY20 VRP TRA will not exceed **\$1,000,000**. 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 \$3.0M to fund approximately two TRA applications. Funding of applications received is contingent upon the availability of Federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the Government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this FY20 funding opportunity will be funded with FY20 funds, which will expire for use on September 30, 2026.***

***Following selection of projects for VRP funding, the VRP may share FY20 TRA applications and reviews with the NEI of the NIH for independent funding consideration. Additional or separate application information may be required by NEI. The number of applications to be considered for funding by NEI is indeterminate and contingent upon NEI's determination of the quality of applications and funding availability.***

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.

**Rigor of Experimental Design:** All projects should adhere to accepted standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. Core standards are described in Landis, S.C., et al., A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 2012, 490:187-191 (<http://www.nature.com/nature/journal/v490/n7419/full/nature11556.html>). While these standards were written for preclinical studies, the basic principles of randomization, blinding/masking, sample-size estimation, and data handling derive from well-established best practices in research and should be applied consistently across basic and translational studies.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All DoD-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the U.S. Army Medical Research and Development Command (USAMRDC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), prior to research implementation. This administrative review requirement is in addition to the local IRB or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. ***Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.*** Refer to the General Application Instructions, Appendix 1, and the Human Subject Resource Document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information. If the proposed research is cooperative (i.e., involving more than one institution), a written plan for single IRB review arrangements must be provided at the time of application submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

**Use of DoD or VA Resources:** If the proposed research involves access to active duty military or Veteran patient populations and/or DoD or VA resources or databases, the application must describe the access at the time of submission and include a plan for maintaining access as needed throughout the proposed research. Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for submission requirements. Refer to the General Application Instructions, Appendix 1, Section C, for additional detailed information.

**Research Involving Animals:** All DoD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRDC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. ***Allow at least 3***

to 4 months for ACURO regulatory review and approval processes for animal studies. Refer to the General Application Instructions, Appendix 1, for additional information.

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

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

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

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

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

**Extramural Organization:** An eligible non-DoD organization. Examples of extramural organizations include academic institutions, biotechnology companies, foundations, Federal Government organization other than the DoD, and research institutes.

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

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

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

Independent investigators at all academic levels (or equivalent) may be named by the organization as the Principal Investigator (PI) on the 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).*

*Exception: Applicants to the FY20 VRP TRA are permitted to simultaneously submit the same project as part of an application to the FY20 VRP Focused Translational Team Science Award (FTTSA) (Funding Opportunity Number: W81XWH-20-VRP-FTTSA). The scope and budget of the TRA and the FTTSA applications must be appropriate for the respective award mechanism. Accepting multiple awards to support the same project will not be allowed.*

#### ***Extramural Submission:***

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

#### ***Intramural DoD Submission:***

- Pre-application content and forms must be accessed and submitted at [eBRAP.org](http://eBRAP.org).
- Full application packages must be accessed and submitted at [eBRAP.org](http://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](mailto:help@eBRAP.org) or 301-682-5507 prior to the application submission deadline.

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

*During the pre-application process, 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](mailto:help@eBRAP.org) or 301-682-5507 to request a change in designation.

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

The applicant organization and associated PI identified in the pre-application should be the same as those intended for the subsequent application submission. If any changes are necessary after submission of the pre-application, the applicant must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

Enter contact information for the PI. Enter the organization’s Business Official responsible for sponsored program administration (the “person to be contacted on matters involving this application” in Block 5 of the Grants.gov SF424 Research & Related Form). The Business Official must be either selected from the eBRAP list or invited in order for the pre-application to be submitted.

Select the performing organization (site at which the PI will perform the proposed work) and the contracting organization (organization submitting on behalf of the PI, which corresponds to Block 5 on the Grants.gov SF424 Research & Related Form), and click on “Add Organizations to this Pre-application.” The organization(s) must be either selected from the eBRAP drop-down list or invited in order for the pre-application to be submitted.

It is recommended that PIs identify an Alternate Submitter in the event that assistance with pre-application submission is needed.

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

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

[FY20 VRP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

- **Tab 4 – Conflicts of Interest**

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

- **Tab 5 – Pre-Application Files**

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

- **Preproposal Narrative (four-page limit):** The Preproposal Narrative page limit applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs that

provide additional information to expand the Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the pre-application.

The Preproposal Narrative should include the following:

- **Background/Rationale**
  - Describe the proposed research and clearly state the type of study proposed (e.g., technology/therapeutics development, animal validation, human validation).
  - Summarize the rationale and the preliminary data supporting the readiness and feasibility of the proposed research.
  - Explain how the proposed research meets the intent of the FY20 VRP TRA and aligns with one or more of the [FY20 VRP Focus Areas](#).
- **Objective(s)/Hypothesis(es), Specific Aims, and Approaches:** Concisely state the project's objective(s)/hypothesis(es), specific aims, and describe the scientific approaches. Describe how the specific aims and approaches form a coherent research plan to address the objective(s)/hypothesis(es). As applicable, identify the animal models to be studied, the data to be analyzed, and/or the human subject population to be engaged during the study.
  - If applicable, clearly identify which specific aims involve preclinical or clinical studies and which specific aim involves a PCT. Describe how the outcome of the PCT will inform the feasibility, rationale, and design of subsequent clinical trials.
- **Translational Potential:** Explain how the project will help transform a promising discovery into new drugs, devices, or clinical practice guidelines that are ready for definitive testing in clinical trials.
- **Impact:** Describe the anticipated short- and long-term impact of this study on the advancement of visual system trauma research and the visual health of Service members, Veterans, and the American public.
- **Personnel:** Briefly state the qualifications of the PI and key personnel. Clearly demonstrate that the investigating team has sufficient expertise that is appropriate for the research idea and the proposed phase/type of study.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to the following:
  - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).

- List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
- Key Personnel Biographical Sketches (six-page limit per individual). *All biographical sketches should be uploaded as a single combined file.* Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **Tab 6 – Submit Pre-Application**

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

### Pre-Application Screening

- **Pre-Application Screening Criteria**

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

- **Background/Rationale:** To what extent the proposed research is supported by the rationale and preliminary data. Whether the proposed research meets the intent of the FY20 VRP TRA and aligns with [FY20 VRP Focus Areas](#).
- **Objective(s)/Hypothesis(es), Specific Aims, and Approaches:** Whether the proposed research has clear objective(s)/hypothesis(es). To what extent the specific aims and approaches form a coherent research plan to address the objective(s)/hypothesis(es).
- **Translational Potential:** How well the proposed research presents a clear path to transform a promising discovery into new drugs, devices, or clinical practice guidelines that are ready for definitive testing in clinical trials.
- **Impact:** To what extent the short- and long-term outcomes of the proposed study, if successful, will advance visual system trauma research and impact the visual health of Service members, Veterans, and the American public.
- **Personnel:** To what extent the investigating team has sufficient qualification and expertise to perform the proposed research.

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

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

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

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

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

Each application submission must include the completed full application package for this Program Announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<https://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

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

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

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

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Location</b>	
Download application package components for W81XWH-20-VRP-TRA from Grants.gov ( <a href="https://www.grants.gov/">https://www.grants.gov/</a> ) and create a Grants.gov Workspace. Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-20-VRP-TRA from eBRAP ( <a href="https://ebrap.org/">https://ebrap.org/</a> ).

Extramural Submissions	Intramural DoD Submissions
<b>Full Application Package Components</b>	
<p><b>SF424 Research &amp; Related Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.</p>	<p><b>Tab 1 – Summary:</b> Provide a summary of the application information.</p> <p><b>Tab 2 – Application Contacts:</b> 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"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Personal Data</a></li> <li>• <a href="#">Research &amp; Related Senior/Key Person Profile (Expanded)</a></li> <li>• <a href="#">Research &amp; Related Budget</a></li> <li>• <a href="#">Project/Performance Site Location(s) Form</a></li> </ul>	<p><b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p><b>Submit a Grants.gov Workspace Package.</b> An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package <b>at least 24-48 hours prior to the close date</b> to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p><b>Note:</b> 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. <b><i>Do not password protect any files of the</i></b></p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b></p> <p><b>Tab 5 – Submit/Request Approval Full Application:</b> After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official by email. <b><i>Do not password protect any files of the application package, including the Project Narrative.</i></b></p>

Extramural Submissions	Intramural DoD Submissions
<i>application package, including the Project Narrative.</i>	
<b><u>Application Verification Period</u></b>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package may be modified <i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and PI will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package may be modified <i>with the exception of the Project Narrative and Research &amp; 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>
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b> After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission.</p> <p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

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

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

- **Extramural Applications Only**

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

- **Extramural and Intramural Applications**

**Attachments:**

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

For all attachments, ensure that the file names are consistent with the guidance. Attachments will be rejected if the file names are longer than 50 characters or have incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, there are file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB, and the file size for the entire full application package may not exceed 200 MB. *It is important to include the attachment name as a header on each page of the attachment files.*

- **Attachment 1: Project Narrative (12-page limit): Upload as “ProjectNarrative.pdf”.** The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below.

- **Background/Rationale:** Describe the background and scientific rationale for the proposed research.
  - Describe the proposed research, clearly stating the objective(s) to be reached, the hypothesis(es) to be tested, and the type/stage of study proposed (e.g., technology/therapeutics development, animal validation, human validation).
  - Provide a critical summary of relevant completed and ongoing studies in the field. Present sufficient evidence, including preliminary data, to support the soundness of the objective(s) and/or hypothesis(es) of the proposed work. Describe studies showing proof of concept in an appropriate animal model, if applicable.
  - Describe any element(s) of the proposed research that is innovative or novel or offers significant refinements, improvements, or new applications of existing ideas or solutions.
- **Specific Aims:** Concisely explain the specific aims. As applicable, clearly identify which aims involve preclinical or clinical studies and which aim involves a PCT.
- **Research Strategy:** Describe the experimental design, methods, and analyses, including appropriate randomization, blinding/masking, and controls. Provide sufficient detail so that the appropriateness and feasibility of the research strategy can be fully evaluated.

- If cell lines or animals are to be used, justify the selection of the proposed cell line(s) or animal model(s). Be specific as to why the cell line or animal model was chosen over other cell lines or models, how it is appropriate for addressing the study aims, and how it is relevant to human visual biology and/or injury. Further details of research involving animals will be required in [Attachment 9, Animal Research Plan](#), as applicable.
  - If human subjects or human biological samples will be used, describe the study population and include a detailed plan for the recruitment of subjects or the acquisition of samples. Further details of research involving human subjects or human biological substances will be required in [Attachment 10, Human Subjects/Samples Acquisition and Safety Procedures](#), as applicable. Additionally, research containing a PCT should include a Pilot Clinical Trial Plan as outlined below.
  - Describe the statistical plan and the rationale for the statistical methodology. Provide a sample size estimate and the method by which it was derived, including power analysis calculation, if applicable. Note: The statistical plan under [Research Strategy](#) is for the preclinical and/or non-PCT clinical studies that will also be performed through this award. If proposing a PCT, the statistical plan for the PCT should be included in [Pilot Clinical Trial Plan](#).
  - Describe measures to be taken to reduce bias and achieve reproducible and rigorous results, including controls, blinding, randomization, and data handling, as applicable.
  - Describe how data will be reported and, if applicable, how it will be assured that the documentation will support potential regulatory filing with the FDA.
  - Address potential problems that may arise and present alternative methods and approaches.
- **Pilot Clinical Trial Plan (if applicable):** Describe the plans for initiating and conducting the PCT during the course of this award.
- Describe how the PCT is linked to the preclinical and/or clinical studies that will also be performed through this award.
  - Describe the objective(s) of the PCT; explain how it will inform the feasibility, rationale, and design of subsequent clinical trials.
  - Describe the design of the PCT and outline the proposed methodology in sufficient detail to show a clear course of action. Briefly identify the intervention to be tested, projected outcomes, study variables, controls, and endpoints. Demonstrate the availability of, and access to, the intervention to be tested.
  - As appropriate for the proposed PCT, describe the statistical model and data analysis plan. If applicable, include power analysis calculations.

- Describe potential challenges and alternative strategies, where appropriate.
- **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 (two-page limit per letter is recommended): Provide a letter (or letters, if applicable) signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the Program Announcement, such as those from members of Congress, do not impact application review or funding decisions.
- Letters of Collaboration (if applicable) (two-page limit per letter is recommended): 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.

- Letter of Commitment (if applicable) (two-page limit per letter is recommended): If the proposed study involves use of a commercially produced investigational drug, device, or biologic, provide a letter of commitment from the commercial entity indicating availability of the product for the duration of the study, support for the proposed phase of research, and support for the indication to be tested.
- Intellectual Property: Information can be found in 2 CFR 200.315, “Intangible Property.”
  - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
- Data and Research Resources Sharing Plan: Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
  - All TBI clinical research projects are required to report data to the Federal Interagency TBI Research (FITBIR) informatics system (<https://fitbir.nih.gov/>) on a quarterly basis.
- 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.

*Members of the Programmatic Panel typically rely on the technical abstract for appropriate description of the project’s key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important.*

Technical abstracts should include the following elements:

- **Background/Rationale:** Present the ideas and scientific rationale behind the proposed research. Briefly explain what promising, well-founded discovery is being translated and why it is ready for translation. Describe how the proposed research will move the discovery toward definitive clinical testing. Describe how the proposed research aligns with one or more of the [FY20 VRP Focus Areas](#).
- **Objective(s) and/or Hypothesis(es):** Clearly state the objective(s) to be reached and/or the hypothesis(es) to be tested.
- **Specific Aims:** State the specific aims. As applicable, clearly identify which aims involve preclinical or clinical studies and which aim involves a PCT.
- **Study Design:** Briefly describe the study design, including appropriate controls.
- **Impact:** Briefly describe how the proposed project, if successful, will impact the field of visual system trauma research and the visual health of Service members, Veterans, and the American public.
- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf”.** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community. Lay abstracts should be written using the outline below in a manner *readily understood by readers without a background in science or medicine*. Minimize use of acronyms and abbreviations, where appropriate. Do not duplicate the technical abstract.

- Clearly describe the rationale, objective, and aims of the application.
- Explain how the proposed research will transform a promising discovery into new drugs, devices, or practice guidelines that are ready for definitive testing in clinical trials.
- Describe the anticipated short-term and long-term outcomes of the proposed research. Explain how the outcomes will advance visual system trauma care for Service members, Veterans, and the American Public.
- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** The suggested Statement of Work (SOW) format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the TRA mechanism, use the SOW format example titled, “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching.

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

- Include the name(s) of the key personnel and contact information for each study site/subaward site.
- Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.
- For studies with prospective accrual of human subjects, indicate quarterly enrollment targets.
- Identify cell line(s) and commercial or organizational source(s) to be used.
- If applicable, indicate timelines required for regulatory approvals relevant to human subjects research by DoD HRPO, the FDA, or other Government agency.
- **Attachment 6: Translation Statement (one-page limit): Upload as “Translation.pdf”.** Describe how the proposed research will transform a promising discovery into new drugs, devices, or practice guidelines that are ready for definitive testing in clinical trials.
  - Briefly describe the promising discovery to be translated. Explain what steps need to be taken and what barriers need to be overcome in order to translate the promising discovery into clinical application. Describe how the proposed research takes the necessary steps and removes barriers toward clinical translation.
  - Describe how the research is designed with sufficient understanding and consideration of the FDA regulatory approval requirements. As applicable, explain how the investigative team will include expertise in the FDA regulatory approval process.
  - Clearly state specific regulatory milestones, such as when an IND/IDE application will be submitted.
- **Attachment 7: Impact Statement (one-page limit): Upload as “Impact.pdf”.** Describe how the short-term and long-term outcome(s) of the proposed research, if successful, will advance the field of visual system trauma research, change the standard of care, improve the quality of life, contribute to the development or validation of evidence-based policy or guidelines, or otherwise impact the visual health of Service members, Veterans, and the American public.

- **Attachment 8: Relevance to Military Health Statement (one-page limit): Upload as “Military.pdf”.** Explain how the proposed research is responsive to the healthcare needs and quality of life of Service members and Veterans with eye injury and/or visual impairment and/or to their family members and caregivers.
  - Identify any element(s) or special consideration(s) related to the applicability of the ultimate outcome of the research in the military operational environment (e.g., battlefield, Battalion Aid Stations, Forward Support Medical Battalions). Applicants may consult [A Beginner’s Guide to Army Healthcare System](#) and the [Joint Health Services Joint Publication 4-02](#) for descriptions of health services across the range of military operations.
  - If active duty military, Veteran, or military family member population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed research, and the feasibility of using the population. If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population.
  - If applicable, provide a description of how the knowledge, information, products, or technologies gained from the research could be implemented in a dual-use capacity to both benefit the civilian population and address a military need.
- **Attachment 9: Animal Research Plan (required if the proposed research involves the use of animals; no page limit): Upload as “AnimalPlan.pdf”.** Describe the animal research that will be conducted. Applicants should not submit a verbatim replica of the protocol(s) to be submitted to the IACUC as the Animal Research Plan. Consult the ARRIVE (Animal Research: Reporting In Vivo Experiments) guidelines (<https://journals.plos.org/plosone/article/file?type=supplementary&id=info:doi/10.1371/journal.pone.0146533.s001>) to ensure that animal research is adequately planned for and will be adequately reported. The Animal Research Plan should address the following points for each proposed animal study:
  - Briefly describe the research objective(s) of the animal study. Explain how and why the animal species, strain, and model(s) being used can address the scientific objectives and, where appropriate, the study’s relevance to human biology. If dogs or cats are proposed, provide the source of the animals.
  - Summarize the procedures to be conducted. Describe the interventions to minimize discomfort, distress, pain, and injury. These include analgesia, anesthesia, sedation, palliative care, and humane endpoints. Identify methods of euthanasia. If the method is not consistent with the American Veterinary Medical Association Guidelines for the Euthanasia of Animals, provide justification.
  - Describe how the study will be controlled. Identify the ages, sex, and total number of animals by species to be used.

- Describe the randomization and blinding procedures, and any other measures to be taken to minimize the effects of subjective bias during animal treatment and assessment of results. If randomization and/or blinding will not be utilized, provide justification.
- Provide a sample size estimate for each study arm and the method by which it was derived, including power analysis calculations.
- Describe how data will be handled, including rules for stopping data collection, criteria for inclusion and exclusion of data, how outliers will be defined and handled, statistical methods for data analysis, and identification of the primary endpoint(s)/outcome measures.
- Describe how data will be reported and how it will be assured that the documentation will support a regulatory filing with the FDA, if applicable.
- **Attachment 10: Human Subjects/Samples Acquisition and Safety Procedures (required if the proposed research involves human subjects or human biological samples; no page limit): Upload as “HumProc.pdf”.** The Human Subjects/Samples Acquisition and Safety Procedures attachment should include the components listed below as applicable.
  - **Study Population and Recruitment Process:** Describe the study population (i.e., Service members/Veterans/civilians, approximate number, age ranges, sex, ethnic groups, and other pertinent demographic characteristics), criteria for inclusion/exclusion, and the methods that will be used for recruitment/accrual of human subjects.
    - Demonstrate that the research team has access to the proposed study population. If applicable, discuss past efforts in recruiting human subjects from the target population for previous clinical studies.
    - Address any potential barriers to accrual and plans for addressing unanticipated delays.
    - Describe how the subject-to-group assignments process will be conducted (e.g., randomization, block randomization, stratified randomization, age-matched controls, alternating group, or other procedures), if applicable.
    - Provide justification related to the scientific goals of the proposed study for limiting inclusion of any group by age, race, ethnicity, or sex.
    - Include a detailed description of and justification for the compensation plan if the human subjects will be compensated for participation in the study.
    - *For clinical studies proposing to recruit military personnel, refer to the General Application Instructions, Appendix 1, for more information on recruitment process and considerations, payment, and confidentiality.*

- **Informed Consent Process:** Describe the plan for obtaining informed consent from human subjects. Include relevant draft process documents. **Provide a draft, in English, of the Informed Consent Form.**
- **Screening Procedures:** List and describe any evaluations (e.g., laboratory procedures, history, or physical examination) that are required to determine eligibility/suitability for study participation and the diagnostic criteria for entry.
- **Risks/Benefits Assessment:** Identify all foreseeable study risks (physical, psychological, social, legal, and other). Discuss the importance of the knowledge to be gained in relation to the risks to subjects. Clearly describe measures of risk management and plans for emergency response. Describe known and potential benefits, which may or may not be direct to subjects, in relation to risks.

*Note: Payment and/or other compensation for participation are not considered benefits and must be addressed in Study Population and Recruitment Process.*

- **Human Samples:** Describe the types and source(s) of specimens, records, or data to be collected and evaluated. Include information about specimen storage (i.e., location, duration, special handling conditions). Describe the identifiers that will be associated with the human specimens and data and provide a list of who has access to subjects' identities. Describe how individually identifiable private information will be protected.
- **Attachment 11: Regulatory Strategy (required if proposing a PCT; no page limit):** If submitting multiple documents, start each document on a new page. Combine and upload as a single file named “Regulatory.pdf”. Answer the following questions and provide supporting documentation as applicable.

- State the name of the product/intervention to be tested.

**For products/interventions that do not require regulation by the FDA or an international regulatory agency:**

- Explain why the product/intervention is exempt from FDA oversight. Provide confirmation that the PCT does not require regulation by the FDA in writing from the IRB of record or the FDA. If the PCT will be conducted at international sites, provide equivalent information relevant to the host country(ies) regulatory requirements. No further information for this attachment is required.

**For products/interventions that require regulation by the FDA and/or an international regulatory agency:**

- State whether the product is FDA-approved, -licensed, or -cleared, and marketed in the United States.
- If the product is marketed in the United States, state the product label indication. State whether the proposed research involves a change to the approved label

- indication for the route of administration, dosage level, and/or subject population. Indicate whether the proposed research involves a change that increases the risks associated with using the product. State whether the product is being promoted for an off-label use (where promotion involves the sale of a marketed product).
- If the product is not currently FDA-approved, -licensed, or -cleared, state the planned indication/use. Indicate whether the product would be classified as a drug, device, biologic, or combination product. Indicate whether the FDA has confirmed the proposed classification. Identify the regulatory sponsor. Include a signed sponsor commitment letter acknowledging the regulatory sponsor’s understanding of all sponsor responsibilities and commitment to oversee execution of the study.
  - If an IND or IDE is required, provide documentation of submission (e.g., a copy of the FDA acknowledgment letter to include submission date and receipt date, status of the application) or a timeline for planned submission. Submission must be made prior to the award date. ***The Government reserves the right to withdraw funding if an IND or IDE is necessary but has not been submitted to the FDA prior to the award date, or if documented status of the IND or IDE has not been obtained within 6 months of the award date.***
  - The IND or IDE should be specific for the investigational product (i.e., not a derivative or alternate version of the product) and indication to be tested in the proposed PCT.
  - If a technical or a protocol amendment to an IND/IDE is necessary to conduct the PCT, provide a copy of the FDA acknowledgment letter and meeting minutes (pre-IND/pre-IDE and/or Type C) that confirm the FDA’s concurrence to the proposed regulatory approach. Documents must demonstrate clear evidence that the proposed investigational drug or device will not require new IND/IDE submission pertaining to the indication and formulation to be used in the PCT.
  - Provide a current status for manufacturing development (e.g., manufacturer’s name, Good Manufacturing Practice [GMP]-compliant lots available, status of stability testing), non-clinical development (e.g., test facility name, status of pivotal Good Laboratory Practice [GLP] toxicology studies to support Phase I testing), and clinical development (e.g., clinical site name, safety profile, status of any completed or ongoing clinical trials).
  - Describe the overall regulatory statement and product development plan that will support the planned product indication. Include considerations for compliance with current GMP, GLP, and Good Clinical Practice (GCP) guidelines.
- **Attachment 12: Post-Award Transition Plan (three-page limit): Upload as “Transition.pdf”.** The TRA mechanism is intended to move promising discoveries into clinical applications. Assuming the project will be successful, investigators should plan in advance the methods and strategies to transition the anticipated outcomes of the proposed research to the next phases of development and to eventual clinical use.

Applicants are strongly encouraged to work with their organization's Technology Transfer Office (or equivalent) to develop the Post-Award Transition Plan. PIs are encouraged to explore developing relationships with industry, DoD advanced developers, and/or other funding agencies to facilitate moving the anticipated research outcomes into the next phase of development. The Post-Award Transition Plan should include the components listed below as applicable.

- The next phase of development (e.g., clinical trials, transition to industry, delivery to the military or civilian market, incorporation into clinical practice, and/or approval by the FDA) after the successful completion of the proposed study.
  - The methods and strategies to move the anticipated research outcomes to the next phase of development.
  - A brief schedule and feasible milestones for transitioning the anticipated research outcomes to the next phase of development.
  - The planned indication for the product label, if appropriate, and an outline of the development plan required to support that indication (e.g., Target Product Profile). Describe in detail the FDA regulatory strategy, including the number and types of studies proposed to reach approval, licensure, or clearance, the types of FDA meetings to be held, the submission filing strategy, and considerations for compliance with GMP, GLP, and GCP guidelines, if appropriate.
  - Details of the funding strategy to transition to the next level of development and/or commercialization (e.g., specific potential industry partners, internal/external funding opportunities to be applied for). Include a description of collaborations and other resources that will be used to provide continuity of development.
  - If applicable, a description of collaborations and other resources that will be used to provide continuity of development for knowledge products, including proposed development or modification of clinical practice guidelines and recommendations, provider training materials, patient brochures, and other clinical support tools, scientific journal publications, models, simulations, and applications.
  - Ownership rights/access to the intellectual property necessary for the development and/or commercialization of products or technologies supported with this award and the Government's ability to access such products or technologies in the future.
  - If applicable, a risk analysis for cost, schedule, manufacturability, and sustainability.
- **Attachment 13: 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 14: 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 (six-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 uneditable PDF format.
- **PI Previous/Current/Pending Support (no page limit):** Upload as “Support\_LastName.pdf”.
- **Key Personnel Biographical Sketches (six-page limit each):** Upload as “Biosketch\_LastName.pdf”.
- **Key Personnel Previous/Current/Pending Support (no page limit):** Upload as “Support\_LastName.pdf”.

**Research & Related Budget:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

**Budget Justification (no page limit): Upload as “BudgetJustification.pdf”.** The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.

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

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.
- **Intramural DoD Collaborator(s):** Complete the “Suggested Collaborating DoD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 14](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DoD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

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

Applicant organizations and all sub-recipient organizations must have a DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the SAM with an “Active” status to submit applications through the Grants.gov portal. Verify the status of the applicant organization’s Entity registration in SAM well in advance of the application submission deadline. Allow several weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements at the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

***Announcement of Transition to SAM-Generated Unique Entity Identifier (UEI):*** Through December 2020, a transition from DUNS to the SAM-generated UEI will occur. Refer to the

General Application Instructions, Section III.1, DUNS Number, for more information on the transition and timing.

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

All submission dates and times are indicated in [Section I, Overview of the Funding Opportunity](#). Pre-application and application submissions are required. The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Failure to meet either of these deadlines will result in submission rejection.

#### **Applicant Verification of Full Application Submission in eBRAP**

***For Both Extramural and Intramural Applicants:*** eBRAP allows an organization’s representatives and PIs to view and modify the full application submissions associated with them. Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate full application files against the specific Program Announcement requirements, and discrepancies will be noted in an email to the PI and in the “Full Application Files” tab in eBRAP. eBRAP does not confirm the accuracy of file content. Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the Program Announcement. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be submitted prior to the application submission deadline. The Project Narrative and Research & Related Budget Form cannot be changed after the application submission deadline.*** Other application components may be changed until the end of the application verification period. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period. After the end of the application verification period, the full application cannot be modified.

***Extramural Submission:*** The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, ***with the exception of the Project Narrative and Budget Form***, may be modified.

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

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

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

The maximum period of performance is **3** years.

The anticipated total costs budgeted for the entire period of performance will not exceed **\$1,000,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$1,000,000** total costs or using an indirect cost rate exceeding the organization's negotiated rate.

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

The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **3** years.

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

- Travel costs for the PI to present project information or disseminate results at one DoD-sponsored meeting to be specified by the program office during award negotiations (e.g., the Military Health System Research Symposium). For planning purposes, it should be assumed that the meeting will be held in the Central Florida Area. Costs associated with travel to this meeting should be included in Year 2 or 3 of the budget. This is in addition to the scientific/technical meeting described below.

May be requested for (not all inclusive):

- Support for multidisciplinary collaborations, including travel
- Travel costs for up to two investigators to travel to one scientific/technical meeting per year to present project information or disseminate project results from the FY20 VRP TRA
- Costs associated with FITBIR data submission. A project estimation tool (<https://fitbir.nih.gov/jsp/contribute/fitbir-costs.jsp>) is available to help estimate FITBIR submission 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:

- **Translational Potential**
  - To what extent the proposed research outlines a clear and feasible path to transform a promising discovery into applications that are ready for definitive clinical testing.
  - To what extent the design of the proposed research demonstrates sufficient understanding and consideration of the FDA regulatory approval requirement and process.
  - Whether the proposed research has clear and feasible regulatory milestones.
- **Impact**
  - To what extent the proposed research will advance the field of visual system trauma research, change the standard of care, improve the quality of life, contribute to the development or validation of evidence-based policy or guidelines, or otherwise impact the visual health of Service members, Veterans, and the American public.
- **Research Idea**
  - To what extent the proposed research, including the objective(s) and/or hypothesis(es), is based on sound rationale and critical analysis of literature and preliminary data
  - To what extent the proposed research is innovative or novel or offers significant refinements, improvements or new applications of existent ideas or solutions.
- **Research Strategy**
  - To what extent the specific aims are appropriate to address the objective(s) and/or hypothesis(es) of the proposed research.

- To what extent the experimental design methods, and analyses are appropriate and feasible.
- If applicable, how well the animal study is designed to achieve the study objectives, including choice of animal model(s), the endpoints/outcome measures, and how well the animal model chosen is relevant to human visual biology or injury.
- If applicable, how well the human study is designed to achieve the study objectives, including description of and access to the study population(s) or sample(s), plans for subject recruitment, consent, screening and retention, and plans for addressing ethical and regulatory considerations.
- To what extent the statistical plan and power analysis are appropriate.
- How well the proposed research is designed to reduce bias and achieve reproducible and rigorous results.
- If applicable, whether data will be appropriately reported and documented to support a regulatory filing with the FDA.
- How well the application acknowledges potential problems and addresses alternative approaches.
- For research involving a *PCT*, the following *additional* criteria apply:
  - How well the PCT is linked to the preclinical and/or clinical studies to be performed through this award.
  - To what extent the objective(s) of the PCT is clear and appropriate.
  - To what extent the design of the PCT supports its objective and demonstrates a clear course of action, including intervention to be tested, projected outcomes, study variables, controls, and endpoints.
  - To what extent the statistical plan of the PCT, including sample size estimate, is appropriate.
  - To what extent the application demonstrates availability of, and access to, the intervention to be tested.
  - To what extent the Regulatory Strategy provides sufficient evidence for IND/IDE exemption or, if IND/IDE is required, an appropriate plan/timeline for applying for and obtaining IND/IDE status (or other FDA approvals).
- Whether the research can be completed within the proposed period of performance.

- **Post-Award Transition Plan**

- Whether the identified next phase of development and/or commercialization is realistic.
- Whether the methods and strategies to move the anticipated research outcomes to the next phase of development and/or commercialization are feasible.
- Whether the schedule and milestones for bringing the anticipated research outcomes to the next level of development are achievable.
- If the ultimate goal is to produce an FDA-regulated product (e.g., drug, biologics, or device), to what degree the regulatory strategy and product development plan are appropriate to support a regulatory filing with the FDA.
- Whether the funding strategy to bring the anticipated research outcomes to the next level of development is reasonable and realistic.
- As applicable, whether the proposed collaborations and other resources for providing continuity of development are established and/or achievable.
- As applicable, whether the applicant has identified intellectual property ownership, demonstrated appropriate access to all intellectual property rights necessary for development and/or commercialization, and described an appropriate intellectual and material property plan among participating organizations for products or technologies supported by this award.
- As applicable, whether the risk analysis for cost, schedule, manufacturability, and sustainability is realistic and reasonable.

- **Personnel**

- To what extent the backgrounds, expertise, and past accomplishments of the PI and key personnel are appropriate to accomplish the proposed research.
- Whether the levels of effort by the PI and key personnel are appropriate for the successful conduct of the proposed research.
- To what extent the investigating team has adequate expertise and experience on FDA regulatory approval.

- **Environment**

- To what extent the scientific environment is appropriate for the proposed research project.
- How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).

- To what extent the quality and level of institutional support are appropriate for the proposed research project.

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

- **Budget**

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

- **Data and Resources Sharing**

- Whether data and resources generated during the performance of the project will be shared with the research community

- **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 VRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Relative impact
  - Relevance to military health
  - Program portfolio composition

### **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 VRP 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.

***Following selection of projects for VRP funding, the VRP may share FY20 TRA applications and reviews with the NEI of the NIH for independent funding consideration. Additional or separate application information may be required by NEI. The number of applications to be considered for funding by NEI is indeterminate and contingent upon NEI's determination of the quality of applications and funding availability.***

### **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**

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

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

An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

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

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

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

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

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

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

## II.F.3. Reporting

Refer to the General Application Instructions, Appendix 2, Section A, for general information on reporting requirements. ***If there are technical reporting requirement delinquencies for any existing USAMRAA-sponsored awards at the applicant organization, no new awards will be issued to the applicant organization until all delinquent reports have been submitted.***

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

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

Annual and final quad charts will be required. Refer to the eBRAP “Funding Opportunities & Forms” web page at <https://ebrap.org/eBRAP/public/Program.htm> for the format of the quad chart.

**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](mailto:help@eBRAP.org)

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

Questions related to extramural application submission through Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. Federal holidays). Note that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

Phone: 800-518-4726; International 1-606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Sign up on Grants.gov for “send me change notification emails” by following the link on the “Synopsis” page for the Program Announcement or by responding to the prompt provided by Grants.gov when first downloading the Grants.gov application package. If the Grants.gov application package is updated or changed, the original version of the application package may not be accepted by Grants.gov.

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

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

Questions related to this Program Announcement should refer to the Program name, the Program Announcement name, and the Program Announcement version code 501e. The Program Announcement numeric version code will match the General Application Instructions version code 501.

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

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

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

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

- Preproposal Narrative exceeds page limit.

- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- ***For applications containing a PCT:*** Human Subjects/Samples Acquisition and Safety Procedures ([Attachment 10](#)) is missing.
- ***For applications containing a PCT:*** Regulatory Strategy ([Attachment 11](#)) is missing.
- Project Narrative is missing.
- Budget is missing.

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

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

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

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

- An FY20 VRP 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 VRP Programmatic Panel members can be found at <https://cdmrp.army.mil/vrp/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.
- The title or objectives of the invited application differ from that described in the pre-application.

#### **II.H.2.d. Withhold**

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

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

Application Components	Action	Completed
SF424 Research & Related Application for Federal Assistance ( <b>extramural submissions only</b> )	Complete form as instructed	
Summary (Tab 1) and Application Contacts (Tab 2) ( <b>intramural submissions only</b> )	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"	
	Translational Statement: Upload as Attachment 6 with file name "Translation.pdf"	
	Impact Statement: Upload as Attachment 7 with file name "Impact.pdf"	
	Relevance to Military Health Statement: Upload as Attachment 8 with file name "Military.pdf"	
	Animal Research Plan: Upload as Attachment 9 with the file "AnimalPlan.pdf" if applicable	
	Human Subjects/Samples Acquisition and Safety Procedures: Upload as Attachment 10 with file name "HumProc.pdf" if applicable	
	Regulatory Strategy: Upload as Attachment 11 with file name "Regulatory.pdf" if applicable	
	Post-Award Transition Plan: Upload as Attachment 12 with file name "Transition.pdf"	
	Representations (extramural submissions only): Upload as Attachment 13 with file name "RequiredReps.pdf" if applicable	
	Suggested Collaborating DoD Military Facility Budget Format: Upload as Attachment 14 with file name "MFBudget.pdf" if applicable	

Application Components	Action	Completed
Research & Related Personal Data	Complete form as instructed	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field	
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field	
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field	
Research & Related Budget ( <b>extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field	
Budget ( <b>intramural submissions only</b> )	Suggested DoD Military Budget Format, including justification	
Project/Performance Site Location(s) Form	Complete form as instructed	
Research & Related Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed	

## APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ARRIVE	Animal Research: Reporting In Vivo Experiments
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
FDA	U.S. Food and Drug Administration
FITBIR	Federal Interagency TBI Research
FTTSA	Focused Translational Team Science Award
FY	Fiscal Year
GCP	Good Clinical Practice
GLP	Good Laboratory Practice
GMP	Good Manufacturing Practice
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IDE	Investigational Device Exemption
IND	Investigational New Drug
IRB	Institutional Review Board
M	Million
MIPR	Military Interdepartmental Purchase Request
NEI	National Eye Institute
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
PCT	Pilot Clinical Trial
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, and/or Mathematics
TBI	Traumatic Brain Injury

TRA	Translational Research Award
TRWG	Translational Research Working Group
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
VRP	Vision Research Program