

# General Submission Instructions

Broad Agency Announcement for Extramural Research (Program Specific) for the  
Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Combat Readiness – Medical Research Program (CRRP)

Rapid Development and Translational Research Award (RDTRA)

Funding Opportunity Number: W81XWH-21-S-CRRP

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*This General Submission Instructions document must be read in conjunction with the CRRP RDTRA Broad Agency Announcement, available for downloading from Grants.gov.*

## I. HELPFUL INFORMATION

### A. Tips for Success



This symbol marks helpful hints throughout this document.



This symbol refers to the Funding Opportunity Announcement/Broad Agency Announcement (BAA) for specific instructions.

### B. Current Funding Opportunity Announcement

The U.S. Army Medical Research and Development Command's (USAMRDC) Combat Readiness – Medical Research Program (CRRP) Rapid Development and Translational Research Award (RDTRA) BAA can be found by searching Grants.gov (<https://www.grants.gov>) using the Funding Opportunity Number **W81XWH-21-S-CRRP** or the Catalog of Federal Domestic Assistance (CFDA) number **12.420 Military Medical Research and Development**.

The execution management agent for this BAA will be the Congressionally Directed Medical Research Programs (CDMRP). Additional information may be found on the CDMRP's electronic Biomedical Research Application Portal (eBRAP) website at <https://ebrap.org/eBRAP/public/index.htm>.

The awarding agency will be the U.S. Army Medical Research Acquisition Activity (USAMRAA). The USAMRAA Contracting and Grants Officers are the only individuals authorized to obligate funds and bind the federal government for awards under this BAA.

### C. Receiving Emails from the CDMRP, eBRAP, and Grants.gov

To help ensure that all email correspondence is delivered correctly and is not treated as spam by email programs, keep your email address up to date in eBRAP and Grants.gov and place the following domains into your safe list: army.mil, us.army.mil, \*.mail.mil, eBRAP.org, and grants.gov. Also, use the same email address when submitting both the pre-proposal/pre-application to eBRAP and the full proposal/application to Grants.gov.

On occasion, the Grants.gov proposal/application package (hereinafter, submission package) may be updated or changed. The applicant must use the latest version of the Grants.gov submission package; proposals/applications submitted with a different version of the Grants.gov submission package will be rejected by Grants.gov. **Sign up on Grants.gov (<https://www.grants.gov>) for “Send me change notification emails” by following the link on the Synopsis page for the BAA or by responding to the prompt provided by Grants.gov when first downloading the Grants.gov submission package.**

### D. Agency Contacts

- 1. CDMRP Help Desk:** Questions related to BAA content or submission requirements, as well as questions related to submission of pre-proposals/pre-applications 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. Eastern time. Response times may vary depending upon the volume of inquiries. Be advised that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

Phone: 301-682-5507 (Monday through Friday, 8:00 a.m. to 5:00 p.m.)

Email: [help@ebrap.org](mailto:help@ebrap.org)

2. **Extramural Submissions – Grants.gov Contact Center:** Questions related to proposal/application submission through the 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).

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

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

## II. eBRAP REGISTRATION AND PRE-PROPOSAL/PRE-APPLICATION SUBMISSION

Submission is a two-step process requiring both (1) pre-proposal/pre-application submission through eBRAP (<https://eBRAP.org/>) and (2) full proposal/application submission through a Grants.gov Workspace. General registration information is provided below. For detailed instructions, refer to the eBRAP User Guide (<https://ebrap.org/eBRAP/public/UserGuide.pdf>) for eBRAP registration, and [www.grants.gov](http://www.grants.gov) for Grants.gov registration.



***Submission of proposals/applications from U.S. federal agencies and those proposing collaborations with Military Facilities have unique requirements.*** Budget requirements and restrictions apply. See [Section III.A.5, Research & Related Budget](#).



***For specific guidance regarding changes to the Principal Investigator (PI) or organization, refer to the BAA.***

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

### A. eBRAP Registration

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-proposals/pre-applications electronically through a secure connection, to view and edit the content of their pre-proposals/pre-applications and full proposals/applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and throughout the period of performance. A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the Grants.gov proposal/application submissions associated with them. eBRAP will validate Grants.gov proposal/application files against the specific BAA requirements, and discrepancies will be noted in an email to the PI and in the Full Application

Files tab in eBRAP. It is the applicant’s responsibility to review all proposal/application components for accuracy as well as to ensure proper ordering as specified in the BAA.



***eBRAP does not confirm the accuracy of file content!***

***PIs must be registered in eBRAP to submit a pre-proposal/pre-application.***

**PIs are encouraged to start the registration process for eBRAP early to ensure that there is sufficient time for completion prior to the submission deadline. There is no grace period.**

Applicants should ensure that their name and email address are the same as the name and email address on the Standard Form 424 Research and Related (SF424 Research & Related) Form of the Grants.gov application package submitted through Grants.gov Workspace.

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.

During eBRAP registration, the PI must request to be affiliated with their organization from the list of organizations already registered with eBRAP. If the PI’s organization is not already registered with eBRAP, then the PI must invite an Authorized Organizational Representative (AOR) to register the organization. The AOR does not need to complete the organization registration in eBRAP in order for the pre-proposal/pre-application to be submitted. ***However, before the full proposal/application submission deadline, the organization’s eBRAP registration must be complete to allow for processing, viewing, and modifying of the Grants.gov submission package components.***

Specific information must be identical between the pre-proposal/pre-application and the full proposal/application for eBRAP to process a proposal/application. The proposal/application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-proposal/pre-application and proposal/application submission process. Inconsistencies may delay proposal/application processing and limit or negate the ability to view, modify, and verify the proposal/application in eBRAP.

## **B. Content and Form of Pre-Proposal/Pre-Application Submission**



***For specific instructions regarding content of the pre-proposal/pre-application submission components, refer to the BAA.***



All pre-proposal/pre-application components must be submitted through eBRAP (<https://eBRAP.org/>) by the deadline specified in the BAA. Click on “Submit” and “Confirm Submission” to complete the pre-proposal/pre-application submission.

During pre-proposal/pre-application submission, the PI must identify a Business Official from the list of Business Officials registered with eBRAP. If the PI’s Business Official is not already registered with eBRAP, the PI must invite the Business Official to register. ***This invitation to register must be sent prior to the pre-proposal/pre-application deadline. The Business Official’s registration must be completed prior to the full proposal/application deadline to***

*allow the Business Official to view/modify the full proposal/application files in eBRAP after submission.*

During pre-proposal/pre-application submission, the PI must select the performing organization (site at which the PI will perform the proposed work) and contracting organization (organization submitting on behalf of the PI) and click on “Add Organizations to this Pre-application.” The organization(s) must be either selected from the eBRAP drop-down list or invited to allow submission of the pre-proposal/pre-application.

The pre-proposal/pre-application consists of the following components, which are organized in eBRAP by separate tabs:

**Tab 1 – Proposal/Application Information:** Enter the information as described in eBRAP before continuing the pre-proposal/pre-application. Submission of proposal/application information includes assignment of primary and secondary research classification codes, which can 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. Click on “Save.”

**Tab 2 – Proposal/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 SF424 in the Grants.gov package). Depending on screen resolution, scrolling horizontally may be necessary to locate the box to invite an AOR to register the performing and/or contracting organization. Click on “Add Organizations to this Pre-application.” The Business Official must be either selected from the eBRAP list or invited in order for the pre-proposal/pre-application to be submitted.

**If the organization’s Business Official is not in eBRAP, an invitation must be sent to that individual to register in eBRAP.**

**Tab 3 – Collaborators and Key Personnel:** Enter the name, organization, and role of all collaborators and key personnel associated with the proposal/application. Click on “Save.”

*Note: The USAMRDC does not follow National Institutes of Health (NIH) guidelines for role designation of project participants. Unless otherwise noted in the BAA, applicants should assign the role of each participant in accordance with the participant’s respective involvement in the project.*

No member of the Programmatic Panel may be named as being involved in the research proposed or found to have assisted in the pre-proposal/pre-application or proposal/application processes. Refer to the CRRP RDTRA BAA for a link to the list of Programmatic Panel members.

Federal agency personnel involved in the review process and/or with making funding recommendations are prohibited from being involved in any pre-proposal/pre-application and full proposal/application, including, but not limited to, concept design,

proposal/application development, budget preparation, and the development of any supporting documentation.

If formal collaboration with military facility personnel is planned (i.e., included in the proposal/application in performance of the research), this prohibition is not applicable; however, those military facility personnel are prohibited from being involved in the review process and/or with making funding recommendations.

**Tab 4 – Conflicts of Interest:** To avoid conflicts of interest during the screening and review processes, list all individuals other than collaborators and key personnel who may have a conflict of interest in the review of the proposal/application (including those with whom the PI has a personal or professional relationship). Click on “Save.”

**Tab 5 –Pre-Proposal/Pre-Application Files:** Upload all documents as PDF as specified in the BAA. Documents should conform to the formatting guidelines outlined in [Appendix 4](#). Click on “Upload.”

- eBRAP will not allow a document to be uploaded in the “Required Files” tab if the number of pages exceeds the limits specified in the BAA.

**Tab 6 – Submit Pre-Proposal/Pre-Application:** Enter eBRAP password and click the “Submit” button. Click the “Confirm Submission” button to complete the pre-proposal/pre-application submission. *This finalizes the pre-proposal/pre-application process.*



*The pre-proposal/pre-application is not submitted until Tab 6 is complete. Pre-proposals/pre-applications not completed are left in DRAFT status.*

Following completion of pre-proposal/pre-application submission, the status of the pre-proposal/pre-application in eBRAP will change from “DRAFT” to “SUBMITTED” and a confirmation email will be sent to the PI and named Business Official. *An applicant with a pre-proposal/pre-application in DRAFT status after the pre-proposal/pre-application submission deadline is ineligible to submit a full proposal/application. Check the status of the pre-proposal/pre-application. There is no grace period.*

### **III. CONTENT AND FORM OF PROPOSAL/APPLICATION SUBMISSION FOR RESEARCH PROPOSALS/APPLICATIONS**

Each proposal/application submission must include the completed full proposal/application package for the BAA. The full proposal/application package is submitted by the AOR through Grants.gov (<https://www.grants.gov/>) for extramural organizations.

Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of a grant team (investigators and business officials) may simultaneously access and edit different webforms within a proposal/application. Applicants must create a Workspace, invite grant team members to join the Workspace, complete the required forms, and submit their proposal/application Workspace package.



To apply through Grants.gov, an organization must first complete the Grants.gov registration process. ***Allow up to 8 weeks for the completion of the Grants.gov registration process.*** Registering early is advised.

It is the applicant's responsibility to verify their Adobe Reader's compatibility with Grants.gov: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. A no-cost compatible version of Adobe Reader can be downloaded at <http://get.adobe.com/reader/otherversions/>. ***Resubmission of a proposal/application prior to the Grants.gov deadline must be coded as a "Changed/Corrected Application."***

Foreign organizations doing business outside of the United States are also required to complete the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the U.S. federal government.

If business is conducted with the federal government on a continuing basis, it is likely that some of the actions have already been completed.

Detailed information, automated tools, and checklists are available at <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

**The following steps are required as part of the Grants.gov registration process:**

## **1. DUNS Number**

The applicant organization and all subrecipient/subawardee organizations must have or obtain a Data Universal Numbering System (DUNS) number. A DUNS number is a unique identification number provided by the commercial company Dun & Bradstreet. If an organization does not have a DUNS number, an authorized business official of the organization can request one by calling 866-705-5711 or by registering online (<https://fedgov.dnb.com/webform>). Organizations located outside of the United States can request and register for a DUNS number online via web registration (<https://fedgov.dnb.com/webform>). Web registration can take 1-2 business days.



***Announcement of Transition to System for Award Management (SAM)-Generated Unique Entity Identifier (UEI):*** As published in the *Federal Register* 10 July 2019

(<https://www.federalregister.gov/documents/2019/07/10/2019-14665/unique-entity-id-standard-for-awards-management>),

the UEI for awards management generated through SAM will be used instead of the DUNS number as of April 2022. All federal awards including but not limited to contracts, grants, and cooperative agreements will use the UEI, and the DUNS will be phased out as the identifier within SAM. During the transition phase (July 2019 – April 2022), the DUNS number remains the official identifier. Organizations should continue to register in SAM using the DUNS number assigned by Dun & Bradstreet. As of April 2022, the SAM-generated UEI will be the official identifier for applicants. During the transition, your SAM registration will automatically be assigned a new UEI displayed in SAM. (For more information, visit General Services Administration [GSA]: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update>.)



## 2. SAM Registry

The applicant organization must be registered as an Entity in SAM (<https://www.sam.gov/SAM/>) and receive confirmation of an “Active” status before submitting a proposal/application through Grants.gov. The SAM validates organization information and electronically shares the secure and encrypted data with federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer. An organization must identify an Accounts Receivable point of contact (POC), an electronic business (E-Biz) POC, and a government business POC during the SAM registration process. ***Entity registrations in SAM have an annual expiration. Verify the status of your organization’s Entity registration in SAM well in advance of the proposal/application submission deadline.*** An organization can register in SAM online at <https://www.sam.gov/SAM/>. If your organization does not have either an Employer Identification Number (EIN) or Tax Identification Number (TIN), allow at least 2 weeks to receive this information from the U.S. Internal Revenue Service. Allow several weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination to direct the federal award to a qualified applicant.

Instructions for domestic entities and instructions for foreign organizations, public foreign entities, and international organizations with embedded templates for use are also provided at <https://www.sam.gov/SAM/pages/public/help/samQUserGuides.jsf>.

***Additional information and step-by-step registration directions are detailed in the SAM User Guide and other GSA training materials in the Help area at <https://www.sam.gov/SAM/>.***

***Proposals/applications will be rejected by Grants.gov if (1) the organization’s Entity registration in SAM is not active, or (2) if during the SAM registration process, the organization did not answer “Yes” when asked “Do you want to be eligible for grants and other federal assistance?”***

## 3. Commercial and Government Entity (CAGE) Code

The applicant organization must have a CAGE Code. The Defense Logistics Information Service in Battle Creek, Michigan, is the only authorized source of CAGE Codes. CAGE Codes will be assigned to registrants as their SAM registration advances through the validation process. Foreign registrants in SAM must be assigned a North Atlantic Treaty Organization (NATO) CAGE Code (NCAGE). An NCAGE code can be obtained by contacting the National Codification Bureau of the country where the organization is located or by visiting the website (<https://cage.dla.mil/Home/UsageAgree>). On average, CAGE Code or NCAGE Code validation in SAM occurs within 3 business days after the TIN is validated.

## 4. Authorized Organizational Representative

Each organization must have an AOR who is registered with Grants.gov (individual PIs do not register with Grants.gov). An AOR must be a member of the Grants.gov Workspace grant team as the business official authorized to submit the completed Workspace proposal/application package. An organization’s E-Biz POC must authorize an AOR. An individual may serve as

both the E-Biz POC and the AOR. Before proposal/application submission, the AOR must be registered to submit on behalf of the organization at Grants.gov (<https://apply07.grants.gov/apply/OrcRegister>).

An AOR must first register with the Grants.gov credential provider at <https://apply07.grants.gov/apply/OrcRegister> to obtain a username and password. Once an AOR has completed the Grants.gov registration process, Grants.gov will notify the E-Biz POC of the registration. The E-Biz POC will then log in to Grants.gov and assign and authorize the appropriate roles, which may include the AOR role, thereby giving the AOR permission to complete and submit proposals/applications on behalf of the organization. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.

At the time of proposal/application submission to Grants.gov, the AOR is certifying to the best of their knowledge that all information provided in the proposal/application is current, accurate, and complete.

For proposals/applications submitted through Grants.gov, the name of the AOR submitting the proposal/application is inserted into the application's signature line, serving as the electronic signature.



***Individuals who make legally binding commitments on behalf of an organization must be authorized as AORs by the E-Biz POC. This step must not be overlooked, as it is crucial for valid and timely submissions.***

## 5. Grants.gov Workspace

Applicants must create a Grants.gov Workspace, which allows the proposal/application components to be completed online and routed through the applicant organization for review prior to submission. Once the Workspace has been created, participants (grant team members) can be added and the required forms can be completed and reviewed before submitting.

Each proposal/application submission must include the completed Grants.gov submission package of forms associated with the BAA in Grants.gov (<https://www.grants.gov/>).

Applicants who prepare the proposal/application outside Workspace must download the individual PDF forms from Grants.gov, complete and save the forms, and upload them to Workspace. A compatible and identical version of Adobe Reader must be used to view, complete, and submit a proposal/application package consisting of PDF forms if more than one person accesses the proposal/application package. Using different versions of Adobe Reader may cause submission and/or save errors – even if each version is individually compatible with Grants.gov. ***Grants.gov will reject a proposal/application package that is opened at any time by an individual with an incompatible version of Adobe Reader.*** Rejected proposals/applications must be resubmitted using a new Grants.gov proposal/application package and a supported version of Adobe Reader prior to the proposal/application submission deadline. It is the applicant's responsibility to verify their Adobe Reader's compatibility with Grants.gov: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. A no-cost compatible version of Adobe Reader can be downloaded at <http://get.adobe.com/reader/otherversions/>. All contributors to the proposal/application must use

matching compatible versions of Adobe software when editing and preparing proposal/application components outside Workspace. The use of different software versions will result in corruption of the submitted file.

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

***Any modifications to the Project Narrative or Budget Form require submission of a changed/corrected Grants.gov submission package to Grants.gov prior to the proposal/application submission deadline. The Project Narrative and Research & Related Budget Form cannot be modified during the proposal/application verification period.***

The proposal/application submission deadline and the end of the proposal/application verification period in eBRAP are stated on the first page of the respective BAA. See [Section III.C, Applicant Verification of Grants.gov Submission in eBRAP](#), for additional details.

## **A. Grants.gov Submission Package Components for Research Proposals/Applications**

### **1. SF424 Research & Related Application for Federal Assistance Form**

***All appropriate information must be entered into this form*** to allow for auto-population of subsequent forms in this Grants.gov submission package. See below for clarification to general instructions:

**Block 1 – Type of Submission.** For original submissions, select the “Application” box. For changes that must be made after the original submission, the complete Grants.gov submission package must be resubmitted with the “Changed/Corrected Application” box selected.

**Block 2 – Date Submitted.** Enter the date the proposal/application is submitted.

**Applicant Identifier.** Enter the submitting organization’s Control Number, if applicable. If there is no Organization Control Number, leave this field blank.

**Block 3 – Date Received by State and State Application Identifier.** Not applicable.

**Block 4a – Federal Identifier Box.** Enter your eBRAP log number assigned during pre-proposal/pre-application submission.

Figure 1. Enter your eBRAP log number in Block 4a.

<b>4. a. Federal Identifier</b>	<input type="text"/>
<b>b. Agency Routing Identifier</b>	<input type="text"/>
<b>c. Previous Grants.gov Tracking ID</b>	<input type="text"/>

- **Block 4b – Agency Routing Identifier.** Not applicable.
- **Block 4c – Previous Grants.gov Tracking ID.** For changed/correct proposal/ applications, enter the Grants.gov Tracking Number for the original proposal/ application.
- **Block 5 – Applicant Information.** Enter the information for the applicant organization. “Person to be contacted on matters involving this application” is the Business Official.
- **Block 6 – Employer Identification.** Enter the EIN or TIN as assigned by the Internal Revenue Service. If applying from an organization outside the United States, enter 44-44444444.
- **Block 7 – Type of Applicant.** Enter the information for the applicant organization.
- **Block 8 – Type of Application.** Select “New” for all submissions.
- **Block 9 – Name of Federal Agency.** Populated by Grants.gov.
- **Block 10 – Catalog of Federal Domestic Assistance Number.** Populated by Grants.gov.
- **Block 11 – Descriptive Title of Applicant’s Project.** Enter the same project title as used for the pre-proposal/pre-application.
- **Block 12 – Proposed Project.** Enter the estimated start and end dates for the project. Actual start and end dates will be determined during negotiations if the proposal/ application is recommended for funding.
- **Block 13 – Congressional District of Applicant.** If the applicant organization is outside the United States, enter 00-000.
- **Block 14 – Project Director/Principal Investigator Contact Information.** Enter information for the individual PI responsible for the overall scientific and technical direction of the proposal/application. If outside the United States, select the appropriate country from the drop-down menu.

- **Block 15 – Estimated Project Funding.** Enter the total funds (direct + indirect costs) requested for the entire performance period of the project. These figures should match those provided in the Research & Related Budget.
- **Block 16 – Is Application Subject to Review by State Executive Order 12372 Process?** Select option b., “NO, program is not covered by E.O.12372.”
- **Block 17 – Complete Certification.** Select the “I agree” box to provide the required certifications and assurances.
- **Block 18 – SFLLL (Disclosure of Lobbying Activities) or Other Explanatory Documentation.** If applicable, complete and attach Standard Form LLL (SFLLL) to disclose lobbying activities pursuant to Title 31 of the United States Code, Section 1352 (31 USC 1352).
- **Block 19 – Authorized Representative.** Enter the contact information for the applicant organization’s authorized representative. The “Signature of Authorized Representative” is automatically completed upon submission of the Grants.gov submission package.
- **Block 20 – Pre-Proposal/Pre-Application.** Not applicable.
- **Block 21 – Cover Letter Attachment.** Not applicable.

*If a revised Project Narrative or Budget Form document is needed, an updated Grants.gov submission package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID found in Block 4.c. of the SF424 Research & Related Application for Federal Assistance Form prior to the full proposal/application submission deadline.*

## 2. Attachments Form

***Grants.gov does not validate for the presence of attachments on the Attachments Form.***

Following retrieval and processing of the Grants.gov proposal/application, eBRAP will notify the organizational representatives and PI by email to log into the eBRAP to view, modify, and verify the Grants.gov proposal/application submission. eBRAP will validate retrieved files against the specific BAA requirements, and discrepancies will be noted in both the email and in the Full Application Files tab. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all proposal/application components and ensure proper ordering as specified in the BAA. See [Section III.C, Applicant Verification of Grants.gov Submission in eBRAP](#), for additional details.

Each attachment in the Attachments Form must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in [Appendix 4](#). For all attachments, ensure that the file names are consistent with the guidance listed in the BAA and below. Grants.gov will reject attachments with file names longer than 50 characters or incompatible file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances.

Individual attachments may not exceed 20 megabytes (MB), and the file size for the entire submission package may not exceed 200 MB. Applicants must contact the Grants.gov Contact Center ([support@grants.gov](mailto:support@grants.gov)) for written confirmation that a file exceeding the maximum size will be accepted or for other guidance.



***For specific instructions regarding content and page limits of the Project Narrative, Supporting Documentation, and all other attachments to this Grants.gov form, refer to the BAA.***



All documents that require signatures must be signed. Both electronic and hand signatures will be accepted. Any document that is signed by hand should be scanned at a resolution of 100-150 dots per inch.

The following must be included as attachments:

**Attachment 1: Project Narrative: Upload as a PDF file named “ProjectNarrative.pdf”.** The Project Narrative is the main body of the proposal/application. The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs (uniform resource locators; web addresses) 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 proposal/application.

***Submission of a Project Narrative that exceeds the page limit specified in the BAA will result in administrative rejection of the proposal/application.***

**Attachment 2: Supporting Documentation: Combine and upload as a single PDF file named “Support.pdf”.** Include only supporting documentation as indicated in the BAA. Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the proposal/application may be administratively withdrawn. ***The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative. Any additional material viewed as an extension of the Project Narrative will be removed or may result in administrative withdrawal of the proposal/application.***



***All proposals/applications receive fair and thorough reviews. Letters of support not requested in the BAA, such as those from members of Congress, do not impact proposal/application review or funding decisions.***

***For a list and descriptions of required supporting documents, refer to the BAA.***

**Attachment 3: Technical Abstract: Upload as a PDF file named “TechAbs.pdf”.** Abstracts of all funded research projects will be posted on the CDMRP website at <https://cdmrp.army.mil/>. 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 Technical Abstract will be posted publicly and will be included in the award agreement. Do not include proprietary information.***

**Attachment 4: Lay Abstract: Upload as a PDF file named “LayAbs.pdf”.** Abstracts of all funded research projects will be posted on the CDMRP website at <https://cdmrp.army.mil/>. 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 will be posted publicly. Do not include proprietary information.***

**Attachment 5: Statement of Work (SOW): Upload as a PDF file named “SOW.pdf”.** The SOW outlines and establishes the performance expectations and milestones for which USAMRDC may provide funding. The SOW for all award types will be incorporated into the award document and, as such, is subject to release under Freedom of Information Act (FOIA).

**SOW Format:** There is no limit to the number of specific aims, tasks, or subtasks that are described within the SOW page limit. ***The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities and Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>).*** ***The SOW must be in PDF format prior to attaching. The government reserves the right to request a revised SOW format and/or additional information.***

The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of subtasks outlined step-by-step as they relate 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 proposal/application and, as applicable, should also:

- Include the following information for each study site/subaward site: Organization; organization address; investigator(s), collaborator(s), consultant(s); description of research with animals, human anatomical substances, and/or human subjects or cadavers to be conducted at the site; and key personnel responsible for each major task and each subtask to be performed at the 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. As applicable, estimated times to complete each task should include time for local and USAMRDC regulatory review and approval, as shown below. Refer to [Appendix 1](#) for additional information regarding regulatory review.
  - For studies involving human subjects, include a subtask that allows at least 2 to 4 months for regulatory review and approval by the USAMRDC Human Research Protection Office (HRPO); this does not include the additional time required for local Institutional Review Board (IRB) review and approval.



- For animal studies, include a subtask that allows at least 3 to 4 months for regulatory review and approval by the USAMRDC Animal Care and Use Review Office (ACURO); this does not include the additional time required for local Institutional Animal Care and Use Committee (IACUC) review and approval.

**Attachments 6-14: Additional Documents (as applicable):** Upload each as a separate PDF file, named as indicated in the BAA (e.g., “Impact.pdf”, “Transition.pdf”, etc.).



*For specific instructions regarding content, titles, and page limits for the Additional Documents, refer to the BAA.*

### **3. Research & Related Personal Data**

This form will be used by the Department of Defense (DOD) as the source of demographic information, such as gender, race, ethnicity, and disability information, for the Project Director (PD)/PI and all other persons identified as Co-PD(s)/Co-PI(s).

Each proposal/application must include this form with the name fields of the PD/PI and any Co-PD(s)/Co-PI(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-PD/Co-PI can be added by selecting the “Next Person” button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to reviewers. Applicants who do not wish to provide some or all of the information should check or select the “Do not wish to provide” option.

### **4. Research & Related Senior/Key Person Profile (Expanded)**

The Degree Type and Degree Year fields on the Research & Related Senior/Key Person Profile (Expanded) form will be used by DOD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/PI or Co-PD/Co-PI on the form. Additional senior/key persons can be added by selecting the “Next Person” button.

Include the requested information for each person who will contribute significantly to the proposed research project.

In the “PROFILE – Project Director/Principal Investigator” section, enter the PI’s user name provided by eBRAP into the data field labeled “Credential, e.g., agency login” (Figure 2).

**Figure 2. PI's eBRAP User Name**

PROFILE - Project Director/Principal Investigator

Prefix:  \* First Name:  Middle Name:

\* Last Name:  Suffix:

Position/Title:  Department:

Organization Name:  Division:

\* Street1:

Street2:

\* City:  County/ Parish:

\* State:  Province:

\* Country: USA: UNITED STATES \* Zip / Postal Code:

\* Phone Number:  Fax Number:

\* E-Mail:

Credential, e.g., agency login:

**Biographical Sketch Suggested Format:** The suggested biographical sketch format is available in a Microsoft Word document on the “Funding Opportunities and Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. Use of this document is optional. The NIH Biographical Sketch may also be used. Each biographical sketch must be in PDF format prior to attachment. Note the page limitation specified in the BAA. Biographical Sketches should also be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **PI Biographical Sketch:** This file must be titled “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.
- **PI Previous/Current/Pending Support:** This file must be titled “Support\_LastName.pdf” where “LastName” is the last name of the PI.
  - ***For all previous (award period of performance ending within the past 5 years), current, and pending research support, include*** the title, time commitments, supporting agency, name and address of the funding agency’s procuring Contracting/Grants Officer, period of performance, level of funding, brief description of the project’s goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.

List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Report all resources and other support for all individuals designated in an application as senior/key personnel—including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, irrespective of whether such support is provided through the applicant organization, through another domestic or foreign

organization, or is directly provided to an individual who supports the senior/key personnel's research efforts.

Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign "talents" or similar-type program, or other foreign or domestic support must be reported.

Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.

- If there is no previous, current, or pending support, enter "None." An updated previous, current, and pending support document will be required if an award is recommended for funding.

- **Key Personnel Biographical Sketches:** Each file must be titled "Biosketch\_LastName.pdf" where "LastName" is the last name of the respective individual.
- **Key Personnel Previous/Current/Pending Support:** Each file must be titled "Support\_LastName.pdf" where "LastName" is the last name of the respective individual. Refer to content requirements under "PI Previous/Current/Pending Support" listed above.

**Note:** Other support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of whether or not they have monetary value and regardless of whether they are based at the institution the researcher identifies for the current grant. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (biologics, chemical, model systems, technology, etc.).

## 5. Research & Related Budget

An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must be submitted on the Grants.gov Research & Related Budget form. ***Include a sufficiently detailed budget and budget justification for each year*** so that the government can determine the proposed costs to be allowable, allocable, and reasonable for the proposed research. ***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.*** At the time of proposal/application submission to Grants.gov, the AOR is certifying to the best of their knowledge that all costs are current, accurate, and complete.

***If the budget fails eBRAP validation or the budget needs to be modified, an updated Grants.gov submission package must be submitted via Grants.gov as a "Changed/Corrected Application" with the previous Grants.gov Tracking ID prior to proposal/application submission deadline.***

No budget will be approved by the government exceeding the cost limit stated in the BAA or using an indirect rate exceeding the organization's negotiated rate.

### **Budget Regulations and Restrictions:**

The following must be utilized in developing the budget:

- **Maximum Obligation:** Awards will not be modified to provide additional funds for such purposes as reimbursement for unrecovered indirect/facilities and administrative costs resulting from the establishment of final negotiated rates or for increases in salaries, fringe benefits, and other costs. Foreign currency exchange rates for recipients performing research outside of the United States will be determined at the time of proposal/application submission.
- **Administrative and Cost Principles:** Awardees are required to comply with the following, as applicable:
  - Code of Federal Regulations, Title 2, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (2 CFR 200), implemented by Chapter XI of Title 2 CFR
  - Provisions of Chapter I, Subchapter C of Title 32, CFR, "DOD Grant and Agreement Regulations," Parts 26, 28, 34, 37, and Title 2, CFR Part 1125
  - Federal Acquisition Regulation (FAR) Part 31
  - Defense FAR Supplement (DFARS) Part 231
- **Pre-Award Costs:** Pre-award costs may be allowable as follows:
  - **Contract Awards:** An organization may request and negotiate pre-contract costs prior to contract award. An advanced agreement must be executed by the Contracting Officer prior to incurring any cost. Advanced Agreement Costs (Pre-Contract Costs) are referenced in FAR 31.205-32 and Advanced Agreements in 31.109.
  - **Assistance Agreement Awards:** An institution of higher education, hospital, or other non-profit organization may, at its own risk and without the federal government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the start date of the period of performance, if such costs (1) are necessary to conduct the project; and (2) would be allowable under the award, if awarded, without the government's prior approval. If specific expenditures would otherwise require prior approval, the awardee must obtain the Grants Officer's approval before incurring the costs. Government prior approval is required for any costs to be incurred more than 90 days before the start date of the period of performance.

***For-profit organizations must obtain the Grants Officer's approval prior to incurring any obligations and expenditures before the beginning date of the initial budget period of a new award.***

The incurrence of pre-award costs in anticipation of an award imposes no obligation on the government either to make the award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred. The federal government expects the awardee to be fully aware that pre-award costs may result in borrowing against future support and that such borrowing must not impair the organization's ability to accomplish the project objectives in the approved timeframe or in any way adversely affect the conduct of the project.

- **Cost of Preparing Proposals/Applications:** The cost of preparing proposals/applications in response to the BAA is not considered an allowable direct charge to any resultant award. However, the cost of preparing proposals/applications may be an allowable expense included in the indirect/facilities and administrative cost as specified in the organization's applicable cost principles.
- **Currency:** All costs must be entered in U.S. dollars. Recipients performing research outside of the United States should include the cost in local currency, the rate used for converting to U.S. dollars, and justification/basis for the conversion rate used. Foreign currency exchange rates for recipients performing research outside of the United States will be determined at the time of proposal/application submission.



***Submit a detailed budget and justification that covers the entire period of performance (not just the first year).*** The government reserves the right to request a revised budget and budget justification and/or additional information.

**Budget Instructions:** Complete the Research & Related Budget following the instructions below. Begin by entering the organizational DUNS number, Budget Type, Name of Organization, and anticipated start and end dates. ***Ensure that the DUNS number is entered accurately or Grants.gov will reject the proposal/application.***



***For all federal agencies or organizations collaborating with federal agencies applying to the BAA, special restrictions apply to the budget and are described below.***

**For Federal Agencies (as applicant):** A proposal/application from a federal agency must include in the budget justification a **Federal Financial Plan (Plan)**. The Plan must address how all funds will be obligated before their period for obligation expires, and how funds will be available to cover research costs over the entire award period. The Plan must include the funding mechanism(s) that will be used to carry over funds between fiscal years.

**For Collaborating Military Facilities:** A proposal/application from an extramural organization that includes collaboration with 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) must submit a DOD Military Budget Form(s) as instructed in [Section III.A.8, Suggested Collaborating DOD Military Facility Budget Format](#), below. The costs per year should be included on the Grants.gov Research & Related Budget form under subaward costs.

## Section A: Senior/Key Person

- **Prefix; First, Middle, and Last Name; and Suffix:** Beginning with the PI, list all senior/key persons from the applicant organization who will be involved in the proposed research project, whether or not salaries are requested. Include all investigators, research associates, etc. If applicable, all investigators outside the applicant organization should be included on the Research & Related Subaward Budget Attachment(s) Form. Consultant costs should be listed under Section F.3 of the Research & Related Budget Form (Other Direct Costs, Consultant Services).
- **Base Salary:** Enter the current annual base salary (based on a full-time appointment) for each individual listed for the proposed research project. Establish labor costs using current labor rates or salaries. Labor rates or salaries may not be increased as a result of receiving an award. Identify and explain in the budget justification any proposed adjustments to rates or salaries. Any proposed increases in rates or salaries over the period of the award must be consistent with the applicable cost principles and organization's estimating procedures. *For most federal agencies, funding cannot be applied toward federal salaries and therefore these salaries should not be included in the requested budget.*
- **Level of Effort (Calendar, Academic, and Summer Months):** For each senior/key person, including unpaid personnel, demonstrate the level of effort by listing the number of months to be devoted to the proposed research project in the appropriate box.
- **Requested Salary:** Enter the amount of salary requested for this budget period.
- **Fringe Benefits:** Enter the fringe benefits requested for each individual in accordance with organizational guidelines. If the proposal/application is recommended for funding, the organization will be required to provide documentation to support the fringe benefits (e.g., the current Department of Health and Human Services [DHHS] Rate Agreement, other federally approved rate agreement, or other policy document).
- **Funds Requested:** Enter the total funds requested for each senior/key person listed for the proposed research project.
- **Project Role:** Identify the role of each senior/key person listed. Describe their specific functions in the budget justification.

## Section B: Other Personnel

- **Number of Personnel:** For each project role category, indicate the number of personnel for the proposed research project, including unpaid personnel.
- **Project Role:** Identify each project role category. Within the budget justification, describe the specific functions of the personnel in each project role.

- **Level of Effort (Calendar, Academic, and Summer Months):** For each project role category, demonstrate the level of effort by listing the number of months to be devoted to the proposed research project in the appropriate box.
- **Requested Salary:** Enter the amount of salary requested for this budget period. *For most federal agencies, funding cannot be applied toward federal salaries and therefore these salaries should not be included in the requested budget.*
- **Fringe Benefits:** Enter the fringe benefits requested for each project role category in accordance with organizational guidelines. If the proposal/application is recommended for funding, the organization will be required to provide documentation to support the fringe benefits (e.g., the current DHHS Rate Agreement, other federally approved rate agreement, or other policy document).
- **Funds Requested:** Enter the total funds requested for each project role category listed for the proposed research project.

**Section C: Equipment Description:** Equipment is tangible personal property (including information technology systems) having a useful life of more than 1 year and a per unit acquisition cost that equals or exceeds the lesser of (a) \$5,000 or (b) the awardee's or subawardees' capitalization threshold for financial statement purposes. Applicant organizations are encouraged to provide all equipment necessary to conduct the proposed research project. If equipment is requested, provide a detailed list showing the cost of each item. The budget justification for any requested equipment must describe, as applicable:

- Special test equipment to be fabricated for specific research purposes and its cost.
- Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs; list separately.
- Existing equipment to be modified to meet specific research requirements, including modification costs. Do not include as special test equipment those items of equipment that, if purchased by the contractor/awardee with award funds, would be capitalized for federal income tax purposes.

In addition, requests for equipment must include a rationale for estimated costs.

**Section D: Travel:** Travel costs may include:

- Costs to attend **one** scientific/technical meeting per year: Include the meeting name, purpose, location, and date, if known, in the budget justification. International travel may be requested but must be justified with additional documentation and is subject to approval by the Grants Officer.
- Costs for travel required for the execution of the proposed work (if applicable): Reasonable costs for travel between collaborating organizations should be included. International travel may be requested but must be justified with additional documentation and is subject to approval by the Grants Officer.



- The PI may be required to participate in an In-Progress Review (IPR). The PI should budget for an IPR yearly, lasting not more than 2 days and including up to two overnight stays, at the Contracting Officer's Representative's/Grant Officer's Representative's (COR/GOR) request. The invitation and format for the IPR will be provided by the COR/GOR at least 90 days prior to the meeting. The meetings will generally be held in the Fort Detrick, MD area but could occur elsewhere in the United States.

**Section E: Participant/Trainee Support Costs:** Enter the funds requested for tuition/fees, health insurance, stipends, travel, subsistence, and other costs.

**Section F: Other Direct Costs**

- **Materials and Supplies:** Supplies means all tangible personal property, including a computing device, acquired under an award that does not meet the definition of equipment. The budget justification for supporting material and supply (consumable) costs should include a general description of expendable material and supplies for each year. For individual or total materials and supplies costing \$5,000 or more per year, provide additional breakdown. If animals are to be purchased, state the species, strain (if applicable), number to be used, cost per animal and total costs, proposed vendor, and a copy of the animal per diem cost/rate agreement. If human cell lines are to be purchased, state the source, cost, and description.

Computers and software are considered to be general office supplies and are not normally allowable direct cost charges unless the computer/software is essential and unique to the proposed research project.

- If a computer/software purchase is requested, include the following in the budget justification:
  - Detailed explanation for why purchase of computer/software is required to complete the proposed research project.
  - Statement verifying that the requested computer/software is not currently available for use by the PI.
- **Publication Costs:** Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.
- **Consultant Services:** Whether or not funds are requested, include in the budget justification the names and organizational affiliations of all consultants, and include the daily consultant fee, travel expenses, nature of the consulting effort, and why consultants are required for the proposed research project.
- **Automated Data Processing (ADP)/Computer Services:** Include the cost of computer services, including computer-based retrieval of scientific, technical, and education information. Include in the budget justification the provider's computer service rates.

- **Subaward/Consortium/Contractual Costs:** Include the total funds (direct and indirect costs) requested for (1) all subaward/consortium organization(s) proposed for the research project and (2) any other contractual costs proposed for the research project. This amount should be supported in the subaward/consortium/contractual costs provided in the Research & Related Subaward Budget Attachment(s) Form.

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 Suggested DOD Collaborating Military Facility Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including the Justification section, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget form under subaward costs.



*All direct and indirect costs of any subaward must be included in the direct costs of the primary award. No budget will be approved by the government exceeding the cost limit stated in the BAA or using an indirect rate exceeding the organization’s negotiated rate.*

- **Equipment or Facility Rental/User Fees:** List proposed equipment or facility rental/user fees. Include appropriate information (hours and rates) in the budget justification.
- **Alterations and Renovations:** Alteration and renovation (A&R) costs can be requested if the costs are essential to accomplish the objectives of the research project and are a minor portion of the overall budget. A description of the existing facility and detailed description of the requested changes, along with a cost estimate, must be included in the budget justification. Costs for the construction of facilities are not allowable.
- **Other Expenses:** Itemize other anticipated direct costs such as communication costs and organizationally provided services. These items should be described in detail and clearly justified in the budget justification. Organizationally provided services should be supported by the organization’s current cost/rate schedule.

Include itemized research-related subject costs for the proposed research project. These costs are strictly limited to expenses specifically associated with the proposed research project.

**Section G: Direct Costs.** Include the total direct costs (A-F).

**Section H: Indirect Costs.** The indirect costs category may include Facilities and Administrative (F&A) costs, overhead, General and Administrative (G&A), and other. The most recent federal agency approved rate(s) should be applied. If the rate(s) has been approved by other than a federal agency, indicate the source of the approval.

For assistance agreements, in accordance with 2 CFR 200.414(f), a non-federal entity that has never received a negotiated indirect cost rate, may elect to charge a de minimis rate of 10% of modified total direct costs. Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If this methodology is chosen, it must be used consistently for all federal awards until such time as the non-federal entity chooses to negotiate for a rate.

Provide details of the direct cost base (modified total direct costs, salary and wage, or other). Identify any costs that have been excluded from the base (in accordance with the approved rate agreement). Also indicate if the rate(s) is an on- or off-site rate(s). If more than one rate is applicable, provide a breakdown of the calculation.

Provide documentation to support the indirect cost rate (e.g., the current DHHS, Defense Contract Audit Agency [DCAA], Office of Naval Research [ONR] Rate Agreement, other federally approved rate agreement, or other policy document) via eBRAP (<https://eBRAP.org>).

Organizations can also visit the DHHS (<https://rates.psc.gov/fms/dca/negotiations.html>), the ONR (<https://www.onr.navy.mil/Contracts-Grants/manage-grant/indirect-cost-proposal.aspx>), and the DCAA (<https://www.dcaa.mil/>) for additional information on indirect rates.

**Section I: Total Direct and Indirect Costs:** Include total costs for the proposed research project.

**Section J: Fee:** It is prohibited to charge a fee or profit to an assistance agreement, either by the recipient/awardee or subrecipient/subawardee. For contracts, statutory limits for fees are specified in FAR 15.404-4(c)(4).

**Section K: Budget Justification:** Provide a clear budget justification for each year and for each item in the budget over the entire period of performance and attach as a single PDF file to Section K of the Research & Related Budget.

Proposals/applications from **federal agencies** must include in their budget justifications a **Federal Financial Plan (Plan)**. The Plan must address how all funds will be obligated before their expiration for obligation, and how funds will be available to cover research costs over the entire award period. The Plan must include the funding mechanism(s) that will be used to carry over funds between fiscal years.



***Organizations must provide sufficient detail and justification so the federal government can determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort.***

## 6. Project/Performance Site Location(s) Form

Indicate the primary site where the work will be performed. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location in the data fields provided. Add more sites as necessary using the “Next Site” button. If more than

eight performance site locations are proposed, provide the requested information in a separate file and attach it to this form. Each additional research site requesting funds will require a subaward budget.

## 7. Research & Related Subaward Budget Attachment(s) Form (if applicable)

Complete a separate detailed Research & Related Budget (direct and indirect costs) including a budget justification for each subaward (subgrant or subcontract) in accordance with the instructions listed above. Title each individual subaward, “Research & Related Budget,” with the name of the subrecipient/subawardee organization, and attach to the Research & Related Subaward Budget Attachment(s) Form.



*All direct and indirect costs of any subaward must be included in the direct costs of the primary award. The primary award (including the direct and indirect costs of any subawardees) will not exceed the cost limit stated in the BAA.*

A description of services or materials that are to be provided under the subaward is required. Organizations must provide sufficient detail and justification to enable the federal government to determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort.

## 8. Suggested DOD Collaborating Military Facility Budget Format

This section addresses requirements and procedures when a military facility will be a collaborator in performance of an extramural project.

**Budget Form:** Complete a separate “**Suggested DOD Collaborating Military Facility Budget Form**” for each military facility involved in the project. The form is available for download on the eBRAP “Funding Opportunities and Forms” web page (<https://eBRAP.org>). Do not complete the Grants.gov Research & Related Subaward Budget Attachment Form.

### Direct Costs:

- **Salaries:** Include the positions/titles/ranks and levels of effort of all DOD civilian and military personnel expected to work on the extramural project, whether or not salaries/fringe benefits are proposed. Salaries/fringe benefits may be reimbursed, either directly by the federal government to the facility or through the extramural award to the facility, but only under certain limited circumstances, which will be discussed during negotiations. Extramural organizations may provide personnel to work at intramural DOD partnering organizations. The Extramural personnel costs should not be included here but on each organization’s Research & Related Budget Form (Sections A and B).
- **Travel:** Include costs to be incurred by DOD civilian and military personnel. However, **note that these costs cannot be reimbursed through the extramural award.** All approved travel costs of DOD military and civilian employees will be paid by the federal government through a direct fund transfer to the facility. Some restrictions apply. Processes will be discussed during negotiations.

- **Consultants, Equipment, Materials, Supplies, Other, Etc.:** Include all anticipated direct costs. The military facility should consider whether the applicant organization can purchase the items/resources and provide them to the facility. The organization may provide resources to the military facility, such as consultants, supplies, equipment, etc., acquired with award funds. If this is feasible, these funds should be included on the applicant organization’s Research & Related Budget Form and should not be included on the Suggested DOD Collaborating Military Facility Budget Format.
- **Rates/Fees (Other than Indirect Cost Rates and Profit):** Where there are no DOD-established reimbursement rates (e.g., IRB fees, IACUC fees), the military facility’s Resource Manager/Comptroller/Task Area Manager or equivalent Business Official must provide details of how the proposed rates/fees were determined. Rates/fees should be included in the Other Direct Costs line of the Research & Related Budget Form (Section F.8-10 of the form).
- **Indirect Costs:** If an indirect cost rate is proposed, include documentation to support the rate (i.e., cost pool(s) and what items are included in each pool). The military facility should consult with its Resource Management (RM) office (or equivalent) for assistance in determining a rate.
- **Total Costs:** Include the facility’s combined direct and indirect costs. Enter the total here and also include it in the Subaward/Consortium/Contractual Costs budget line on the Research & Related Budget Form (Section F.5 of the form).

**Budget Justification:** Include a budget justification for each year, for each military facility. A description of services or materials that are to be provided by the collaborating military facility is required. The military facility researcher(s) should coordinate with their local RM office (or equivalent) to prepare a sound budget and justification for the estimated costs. Applicant organizations must provide sufficient detail and justification to enable the federal government to determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort. In addition, the military facilities’ direct and indirect costs to be supported when performing collaborative research with the extramural organization must meet the requirements of the DOD’s Financial Management Regulation (FMR) 7000.14-R.

**Direct Fund by Federal Agency:** If possible, the USAMRDC’s RM office will “direct fund” (via a Funding Authorization Document [FAD], Military Interdepartmental Purchase Request [MIPR], or other authorized method) the collaborating military facility to support all costs to be incurred in performance of the military facility’s portion of the research project. When direct funded, these funds will not be included in the award amount to the contractor or recipient.

**Funds Obligated on Extramural Award:** If extraordinary circumstances exist whereby the USAMRDC RM office is not able to “direct fund” the military facility, the funds may be placed on the award and the contractor or recipient may provide award funds to the military facility. If known at the time of submission, the military facility, in conjunction with the applicant organization, should provide a written justification for this funding method. Suggested areas to address are the research-related activities that will take place at the military facility and the associated costs, when the activities will take place, why “direct funding” is not possible, why

the applicant organization cannot provide the necessary resources and/or services, the Comptroller's (or equivalent) ability to accept and process award funds appropriately, etc.

**SCO Approval:** Prior to the issuance of any award utilizing the funding method described above, written approval from the USAMRAA's Senior Contracting Official (SCO) will be required. SCO approval is not required at the time of submission. The justification will be considered by the USAMRAA Contracting or Grants Officer in consultation with the applicant organization and the COR/GOR. If considered to be justified, the USAMRAA Contracting or Grants Officer will seek SCO approval.

**Technology Transfer:** The military facility researcher(s) should also coordinate with their technology transfer office, when applicable. The facility may require that a cooperative research and development agreement (CRADA) or other instrument (as authorized by law or regulation) be executed between the facility and the awardee before work between the organizations can begin or funds can be provided to the military facility. The CRADA (or other instrument) is not required at the time of proposal/application submission. A timeline for execution of the document will be established during negotiations.

## **B. Submission of a Grants.gov Workspace**

A proposal/application must be submitted through Workspace by clicking the "Sign and Submit" button on the Manage Workspace page, under the "Forms" tab. Grants.gov recommends submitting the proposal/application package *at least 24-48 hours prior to the close date* to provide time to correct any potential technical issues that may disrupt the proposal/application submission.

All proposals/applications must be received by the deadline indicated on the title page of the BAA (Section I, Overview of the Funding Opportunity). Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the proposal/application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a Tracking Number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of the proposal/application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking Number in an email serving as proof of their timely submission.

## **C. Applicant Verification of Grants.gov Submission in eBRAP**

The full proposal/application package submitted to Grants.gov may be viewed in eBRAP until the end of the proposal/application verification period. After eBRAP has processed the full proposal/application, PIs will receive an email notification of this status and will be able to view and modify proposal/application components in eBRAP. During the proposal/application verification period, the full proposal/application package, *with the exception of the Project Narrative and Research & Related Budget Form*, may be modified. See the first page of the BAA for specific full proposal/application submission and proposal/application verification deadlines.

Specific information must be identical between the pre-proposal/pre-application and the full proposal/application for eBRAP to process a proposal/application. The proposal/application

title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-proposal/pre-application and proposal/application submission process. Inconsistencies may delay proposal/application processing and limit or negate the ability to view, modify, and verify the proposal/application in eBRAP.

Prior to the end of the proposal/application verification period, PIs and organizational representatives can review and modify in eBRAP certain components of a proposal/application submitted to Grants.gov. Following retrieval and processing of the Grants.gov proposal/application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov proposal/application submission. eBRAP will validate retrieved files against the specific BAA requirements, and discrepancies will be noted in both the email and in the “Full Application Files” tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all proposal/application components and ensure proper ordering as specified in the BAA. ***If either the Project Narrative or the Research & Related Budget fails eBRAP validation or if the Project Narrative or the Research and Related Budget need to be modified, an updated Grants.gov proposal/application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the proposal/application submission deadline.*** The Project Narrative and Research & Related Budget Form cannot be changed after the proposal/application submission deadline. The full proposal/application submission deadline and the end of the proposal/application verification period in eBRAP are stated in the BAA.

#### **D. Proposal/Application Tracking**

After a Workspace package has been successfully submitted, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission. Participants can also find the Grants.gov Tracking Number on the Manage Workspace page, under the “Details” tab. The submission of a Workspace package can be tracked from the Workspace or by visiting Grants.gov (<https://www.grants.gov/web/grants/applicants/track-my-application.html>) and entering the Tracking Number.



## APPENDIX 1

### REGULATORY REQUIREMENTS

#### A. Safety and Environmental Requirements

Based on changes to DOD compliance requirements (Department of the Army Pamphlet [DA PAM] 385-69, DA PAM 385-10, 32 CFR 651, September 6, 2012), provisions previously required for Safety and Environmental Compliance have been removed. However, in certain instances, compliance review may require submission of additional documentation prior to the awarding of any assistance agreement. Such instances may include use of Army-provided infectious agents or toxins, Biological Select Agents or Toxins, specific chemical agent(s), or pesticides outside of an established laboratory. The USAMRDC Office of Surety and Environment will identify any need for compliance review and documents must be submitted upon request.

Additional information is available at

[https://mrdc.amedd.army.mil/index.cfm/resources/researcher\\_resources/safety](https://mrdc.amedd.army.mil/index.cfm/resources/researcher_resources/safety).

#### B. Research Protections Review Requirements

##### **Use of Human Subjects, Human Anatomical Substances, Human Subject Data, Human Cadavers, and Animals**

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 USAMRDC Office of Research Protections (ORP), HRPO, prior to research implementation. This administrative review requirement is in addition to the local IRB or Ethics Committee (EC) review.

The USAMRDC ORP ensures that research conducted, contracted, sponsored, supported, or managed by the DOD and involving human subjects, human anatomical substances, human subject data, human cadavers, and animals are conducted in accordance with federal, DOD, Army, USAMRDC, and international regulatory requirements.

The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DOD. These laws and requirements will necessitate information in addition to that supplied to the IRB/EC. Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes. Additional time for regulatory reviews may be needed for clinical studies taking place in international settings. When possible, protocols should be written for research with human subjects and/or human anatomical substances that are specific to the DOD-supported effort outlined in the submitted application as a stand-alone study. Submission to HRPO of protocols involving more than the scope of work in the DOD-funded award will require HRPO review of the entire protocol (DOD and non-DOD funded). DOD human subjects protection requirements may be applied to non-DOD funded work and necessitate extensive revisions to the protocol. Applications that involve recruitment of human subjects must indicate the quarterly enrollment targets across all sites in [Attachment 5, Statement of Work](#). Successful applicants

will work with USAMRAA to establish milestones for human subjects recruitment. Continued support for the project will be based upon satisfactory progress in meeting the established milestones.

PIs and applicant organizations **may not commence performance** of research involving the above, **or expend funding** on such efforts, until regulatory documents are submitted and approved by the USAMRDC ORP to ensure that DOD regulations are met. All expectations described below are consistent with the DoD Instruction (DoDI) 3216.01, “Use of Animals in DOD Programs,” as issued September 13, 2010, available at [https://mrdc.amedd.army.mil/index.cfm?pageid=research\\_protections.acuro\\_regulations](https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.acuro_regulations) and DoDI 3216.02, “Protection of Human Subjects and Adherence to Ethical Standards in DOD-Supported Research,” as issued on November 8, 2011, and available at <https://www.dtic.mil/whs/directives/corres/pdf/321602p.pdf>.

## 1. Research Involving Animal Use

All DOD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRDC ORP ACURO, in addition to the local IACUC of record. IACUC approval at the time of submission is not required. Specific documents relating to the use of animals in the proposed research will be requested if the proposal/application is selected for funding. The ACURO must review and approve all animal use prior to the start of working with animals, including amendments to ongoing projects. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled, “Research Involving Animals.” For guidance on which version of the appendix to use, as well as links to both, visit the ACURO website at [https://mrdc.amedd.army.mil/index.cfm?pageid=Research\\_Protections.acuro\\_Animal\\_appendix](https://mrdc.amedd.army.mil/index.cfm?pageid=Research_Protections.acuro_Animal_appendix). *Allow at least 3 to 4 months for regulatory review and approval processes for animal studies.*

For additional information, send questions via email to ACURO ([usarmy.detrick.medcom-usamrdc.other.acuro@mail.mil](mailto:usarmy.detrick.medcom-usamrdc.other.acuro@mail.mil)).

## 2. Use of Human Cadavers or Human Anatomical Substances Obtained from Human Cadavers

Research, development, test and evaluation (RDT&E), education, or training activities involving human cadavers or human anatomical substances obtained from cadavers shall not begin until approval is granted in accordance with the Army Policy for Use of Human Cadavers for RDT&E, Education, or Training ([https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections)). The USAMRDC ORP is the Action Office ([usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil](mailto:usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil)) for this Army policy. **HRPO must review the use of cadavers, including postmortem specimens, for compliance with the Army Cadaver Use Policy. Additional requirements apply to activities involving exposure of cadavers to impacts, blasts, ballistics testing, crash testing, and other destructive forces.**

Award recipients must coordinate with the supporting/funding Army organization to ensure that proper approvals are obtained. Specific requirements for submission and review of RDT&E,

education, and training involving cadavers and postmortem specimens can be found at [https://mrdc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo).

Written approvals to begin the activity will be issued under separate notification to the recipient. Questions regarding submission of human cadaver research for USAMRDC ORP review and approval should be directed to the ORP at [usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil](mailto:usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil).

### 3. Research Involving the Secondary Use of Data/Specimens

***Research involving the use of human data and/or specimens not otherwise subject to institutional review requires a determination letter (e.g., stating that the project does not constitute “human subjects research” or can be considered “exempt human subjects research”) from the PI’s human subjects protection office as well as a concurrence from the ORP HRPO at USAMRDC.***

All USAMRDC-supported research involving the secondary use of human data, records, human tissue, or human specimens (hereafter referred to as data/specimens) must be reviewed for compliance with federal and DOD human subjects protection requirements and approved by the ORP prior to implementation. USAMRDC ORP HRPO review includes assessing the source of the data/specimens and whether the initial manner and consent for the data/specimen collection permits use in the DOD-funded research protocol. HRPO review, approvals, and determinations for specimen research are based upon the nature of the research, the source of the data/specimens, use and/or disclosure of identifiable health information, privacy and confidentiality protections, and whether the individual providing the data/specimens allowed the use of their data/specimens for research.



NOTE: The protocol submitted for HRPO review should include only those activities funded by the DOD, as referenced in the SOW. If the DOD-funded activities have been added to an ongoing/existing protocol that is not DOD-funded, HRPO will require the PI to write a stand-alone protocol that is limited to those activities supported under the DOD award.

Effective 20 January 2020, The Revised Common Rule (i.e., the 2018 Requirements) requires at 45 CFR 46.114(b) that all institutions located in the United States that are engaged in cooperative research conducted or supported by a Common Rule department or agency rely upon approval by a single IRB for the portion of the research that is conducted in the United States. The DOD is a Common Rule department; thus the provisions apply to DOD-funded research. Applicants must provide a written plan for single IRB review arrangements at the time of proposal/application submission or award negotiation.

For additional guidance and instructions on HRPO review of any DOD-funded research activities involving access, use, and analysis of data/specimens, investigators should submit the HRPO Submission Form for Secondary research found on the ORP HRPO website: [https://mrdc.amedd.army.mil/index.cfm?pageid=Research\\_Protections.hrpo](https://mrdc.amedd.army.mil/index.cfm?pageid=Research_Protections.hrpo).

#### 4. Research Involving Human Subjects



*In addition to local IRB review, investigators must submit all USAMRDC-funded research protocols involving human subjects for review and approval by the USAMRDC ORP HRPO prior to implementation of the research. The focus of this review is to validate the IRB review as appropriate and ensure that DOD, Army, and USAMRDC regulatory requirements have been met.*

Questions regarding applicable human subjects protection regulations, policies, and guidance should be directed to the local IRB, the ORP HRPO ([usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil](mailto:usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil)), and/or the U.S. Food and Drug Administration (FDA) as appropriate. For in-depth information and to access HRPO protocol submission forms, refer to the ORP HRPO website ([https://mrdc.amedd.army.mil/index.cfm?pageid=Research\\_Protections.hrpo](https://mrdc.amedd.army.mil/index.cfm?pageid=Research_Protections.hrpo)).



*ORP HRPO-required language must be inserted into the consent form, and compliance with DOD regulations may require that additional information be included in the protocol.*

The ORP HRPO ensures that DOD-supported and/or -conducted research complies with specific DOD laws and requirements governing research involving human subjects. These laws and requirements may require information in addition to that supplied to the local IRB.

During the regulatory review process for research involving human subjects, the ORP HRPO requirements must be addressed, and any changes to the already approved protocol must be approved as an amendment by the local IRB. It is strongly recommended that investigators carefully read “Information for Investigators” at [https://mrdc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo). The time to approval depends greatly on adherence to the requirements described within. If the protocol has not been submitted to the local IRB at the time of award negotiation, these guidelines should be considered before submission.

Documents related to the use of human subjects or human anatomical substances will be requested if the proposal/application is recommended for funding. ***Allow at least 2 to 3 months for regulatory review and approval processes for studies involving human subjects.*** Research projects involving information collection activities as defined in DoDI 8910.01, “Information Collection and Reporting,” require coordination and PI submission to additional DOD agencies.

Specific requirements for HRPO submission and review of research involving human subjects can be found at [https://mrdc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo).

- (1) **Assurance of Compliance:** Each institution engaged in non-exempt human subjects research must have a current DHHS Office for Human Research Protection Federalwide Assurance (FWA) or DOD Assurance.
- (2) **Training:** Personnel involved in human subjects research must have completed appropriate training in the protection of human subjects per institutional requirements. Documentation confirming completion of appropriate training may be required during the regulatory review process.

**(3) Informed Consent Form:** The following must appear in the consent form:

- A statement that the DOD is providing funding for the study.
- A statement that representatives of the DOD are authorized to review research records.
- In the event that Health Insurance Portability and Accountability Act (HIPAA) authorization is required, the DOD must be listed as one of the parties to whom private health information may be disclosed.

**(4) Intent to Benefit:** The requirements of 10 USC 980, which are applicable to DOD-sponsored research, must be considered. 10 USC 980 requires that “Funds appropriated to the Department of Defense may not be used for research involving a human being as an *experimental subject* unless (1) the informed consent of the subject is obtained *in advance*; or (2) in the case of research intended to be beneficial to the subject, the informed consent may be obtained from a legal representative for the subject.”

An individual not legally competent to provide informed consent (e.g., incapacitated individuals, cognitively impaired, minors) may not be enrolled as an *experimental subject* in a DOD-supported study unless the research is intended to benefit each subject enrolled in the study, including subjects enrolled in study placebo arms. Studies designed in a manner that permits all subjects to potentially benefit directly from medical treatment or enhanced surveillance beyond the standard of care can meet the 10 USC 980 requirements. Note that the definition of *experimental subject* as defined in DoDI 3216.02 is a much narrower definition of *human subject*. Research with experimental subjects must involve an intervention or interaction where the primary purpose of the research is to collect data regarding the effects of the intervention or interaction.



*10 USC 980 is only applicable to certain intervention studies. It does not apply to retrospective studies, observational studies, studies that involve only blood draws, and tissue collections. Contact HRPO at [usarmy.detrick.medcomUSAMRDC.other.hrpo@mail.mil](mailto:usarmy.detrick.medcomUSAMRDC.other.hrpo@mail.mil) if further clarification regarding applicability of 10 USC 980 to the proposed research project is required.*

**(5) Military Personnel Volunteers:** The following is important information for research projects proposing to include military personnel as volunteers.

- **Recruitment of Military Personnel:** Civilian investigators attempting to access military volunteer pools are advised to seek collaboration with a military investigator familiar with Service-specific requirements.

A letter of support from Commanders of military units in which recruitment will occur or the study will be conducted will be requested by HRPO. Some military sites may also require that each volunteer seek written permission from their supervisor prior to participation in research studies.

Special consideration must be given to the recruitment process for military personnel. The Chain of Command must not be involved in the recruitment of military personnel and cannot encourage or order Service Members to participate in a research study.

For greater than minimal risk research, an ombudsman must be employed when conducting group briefings with active-duty personnel to ensure that volunteers understand that participation is voluntary; this ombudsman may be recommended in other situations as well, especially when young enlisted Service Members, who by virtue of their age and enlistment status are trained to follow orders, are being recruited. Service Members are trained to act as a unit, so peer pressure should also be considered and minimized.

- **Payment to Federal Employees and Military Personnel:** Under 24 USC 30, payment to federal employees and active-duty military personnel for participation in research while on duty is limited to blood donation and may not exceed \$50 per blood draw. These individuals may not receive any other payment or non-monetary compensation for participation in a research study unless they are off-duty or on-leave during the time they are participating in the protocol.
- **Confidentiality for Military Personnel:** Confidentiality risk assessment for military personnel requires serious consideration of the potential to affect the military career. Medical and psychological diagnoses can lead to limitation of duties and/or discharge from active duty. Information regarding alcohol or drug abuse, drunk driving, and sexual or spousal abuse can lead to actions under the Uniform Code of Military Justice, including incarceration and dishonorable discharge.

(6) **Site Visits:** The USAMRDC ORP HRPO conducts site visits as part of its responsibility for compliance oversight.

Accurate and complete study records must be maintained and made available to representatives of USAMRDC as a part of their responsibility to protect human subjects in research. Research records must be stored in a confidential manner so as to protect the confidentiality of subject information.



*Additional information pertaining to the human subjects regulatory review process, guidelines for developing protocols, and suggested language for specific issues are posted at [https://mrhc.amedd.army.mil/index.cfm?pageid=research\\_protections.hrpo](https://mrhc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo).*

(7) **Protocol Submission Format:** The ORP HRPO accepts protocol submissions in the format required by the local IRB. The IRB protocol application, if separate from the



protocol itself, should be included with protocol submissions. A HRPO Protocol Submission Form should be completed and submitted with each protocol.

- (8) Research involving the use of FDA-regulated products** (i.e., drugs, devices, in vitro diagnostics) in which the focus of the study is on the safety or effectiveness of the product requires IRB review in accordance with 21 CFR 50 and 21 CFR 56.

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

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

Access to certain DOD or VA patient populations, resources, or databases may only be obtained by collaboration with a DOD or VA investigator who has a substantial role in the research and may not be available to a non-DOD or non-VA investigator if the resource is restricted to DOD or VA personnel. Investigators should be aware of which resources are available to them if the proposed research involves a non-DOD or non-VA investigator collaborating with the DOD and/or VA. If access cannot be confirmed at the time of proposal/application submission, the government reserves the right to withdraw or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resource(s).

#### **D. Clinical Trial Registry**

PIs are required to register applicable clinical trials individually on <https://clinicaltrials.gov/> using a Secondary Protocol ID number designation of “CDMRP-eBRAP Log Number” (e.g., CDMRP-PC21#####). If several protocols exist under the same application, the Secondary Protocol ID number must be designated “CDMRP-eBRAP Log Number-A, B, C, etc.” (e.g., CDMRP-PC21#####-A). Clinical trials must be registered prior to enrollment of the first patient. All trials that meet the definition on the NIH database (see <https://prsinfo.clinicaltrials.gov/>, click on “Support Materials (including data element definitions)”) are required to register. Failure to do so may result in a civil monetary penalty and/or the withholding or recovery of grant funds as per U.S. Public Law 110-85.



**E. Research Involving Recombinant DNA Molecules**

The recipient assures that all work involving the use of recombinant DNA will be in compliance with guidance provided at <https://osp.od.nih.gov/biotechnology/nih-guidelines/>.

## APPENDIX 2

### REPORTING REQUIREMENTS AND ADMINISTRATIVE INFORMATION

#### A. Reporting Requirements for Awards

The government requires periodic reports to be submitted to continue the research and funding through the entire period of performance. Specific reports required by the government will be described in each award and may include:

- Contractor Manpower Reporting (CMR):
  - CMR is a requirement of all DOD contracts. Offerors are allowed to include a nominal fee in their cost/price proposal for providing this data. A “nominal fee” is defined as a computation of an administrative assistant-equivalent labor category providing approximately 6-8 hours to complete data input. Offerors may opt to not separately price this required annual data input. CMR costs/price will not be evaluated as part of the total evaluated proposal cost/price.
  - The contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under each contract via a secure data collection site. The contractor is required to report the information outlined in FAR 52.204-14 or FAR 52.204-15, for services performed during the preceding government fiscal year under the contract or order that exceed the thresholds established in FAR 4.1703(a)(2), using the following web address: <https://www.sam.gov/SAM>.
  - Reporting input will be for the labor executed during the period of performance during each government fiscal year, which runs October 1 through September 30. While input may be reported any time during the fiscal year, all data shall be reported no later than October 31 of each calendar year.
- Technical/Scientific:
  - In addition to annual progress reports, the Terms and Conditions of the award will indicate any additional reporting required Final progress report
  - In-progress reviews
  - Quad charts: The Quad Chart template is a one-page Word document or PowerPoint file that must be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm> and completed for submission and application. USAMRDC research progress reporting requirements and instructions can be found at [https://mrdc.amedd.army.mil/index.cfm/resources/researcher\\_resources/reporting/technical](https://mrdc.amedd.army.mil/index.cfm/resources/researcher_resources/reporting/technical).

- Fiscal (SF425 “Federal Financial Report”) (assistance agreements only):
  - Quarterly and/or annual reports
  - Final report
- Regulatory:
  - Research with Human Subjects: For DOD awards that include funding to support research with human subjects, the USAMRDC’s HRPO requires submission of institutional continuing review reports and study event and modification reports. Instructions are found at [https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections/hrpo).
  - The USAMRDC’s HRPO will no longer require submission of local IRB annual continuing review materials for studies that no longer require continuing review under the 2018 Revised Common Rule (49 CFR Part 11).
  - Research Involving Animals: For DOD awards that include funding to support animal studies, staff from the USAMRDC’s ACURO will contact the PI regarding submission requirements and deadlines. Questions related to ACURO review and approval should be directed to the ACURO central email account at [usarmy.detrick.medcom-usamrmc.other.acuro@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.other.acuro@mail.mil).
  - Inclusion Enrollment Report (IER): This is used to report the sex/gender, race, and ethnicity of study participants that will be enrolled in the clinical research (both planned and actual). The suggested IER format is a one-page fillable PDF form that may be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm> and completed for submission with the application.

The government may request additional reports, which will be identified prior to award.

## **B. Post-Award Organization and Principal Investigator Changes**

**Transfer of Contract:** Transfer of a contract award to a new organization is not permitted.

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

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

## **C. Disclosure of Proprietary Information**

Do not include proprietary information in a pre-proposal/pre-application or abstract. Proprietary information should only be included in a full proposal/application if necessary for evaluation.

Proprietary information submitted in a proposal/application may be disclosed outside the government for the sole purpose of evaluation. Evaluators must agree that proprietary

information in the proposal/application will be used for evaluation purposes only and will not be further disclosed or used. All proposals/applications may be subject to public release under the Freedom of Information Act (FOIA).

Proposals/applications for funded projects will be subject to public release under the FOIA to the extent that they are incorporated into an award document; proposals/applications that are not selected for funding will not be subject to public release.

#### **D. Marking of Proprietary Information**

Conspicuously and legibly mark any proprietary information that is included in the proposal/application.

#### **E. Award Notices**

Awards are made to organizations, not to individual Principal Investigators (PIs). The USAMRDC executes its extramural research program primarily through the award of contracts and assistance agreements (grants and cooperative agreements). The type of instrument used to reflect the business relationship between the organization and the government will be determined by the government prior to award, in accordance with the Federal Grant and Cooperative Agreement Act of 1977, 31 USC 6301-6308, which provides the legal criteria to select a procurement contract or an assistance agreement.

- 1. A procurement contract** is required when the principal purpose of the instrument is to acquire (by purchase, lease, or barter) property or services for the direct benefit or use of the U.S. government (31 USC 6303). The award type, along with the start date, will be determined during the negotiation process.
- 2. An assistance agreement (grant or cooperative agreement)** is appropriate when the federal government transfers a “thing of value,” to a “state, local government,” or “other recipient,” to carry out a public purpose of support or stimulation authorized by a law of the United States, instead of acquiring property or service for the direct benefit and use of the U.S. government. An assistance agreement can take the form of a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305). Substantial involvement may include collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.
- 3.** After email notification that proposal/application review results can be found on eBRAP, and if the proposal/application is selected for funding, a representative from the USAMRAA will contact the Business Official authorized to negotiate on behalf of the PI’s organization.

Only an appointed USAMRAA Contracting or 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 USAMRAA Contracting or Grants Officer is the official authorizing document.

## **F. Inquiry Review**

If a proposal/application is not recommended for funding, the organization or PI may submit an inquiry within 15 business days after the notification email is sent. Inquiries submitted after 15 business days will not be considered.

The inquiry must specifically address a factual or procedural error that is believed to have occurred during review of the proposal/application. Inquiries in response to funding recommendations should be submitted to the USAMRAA Contracting or Grants Officer through the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org). An inquiry review panel will determine whether an error occurred in either peer or programmatic review and, if so, recommend corrective action where appropriate. The determination of an error in the review process is not a guarantee of funding. Considering the recommendation of the inquiry review panel, a final determination will be made by the USAMRAA Contracting or Grants Officer and is not subject to appeal. Questions related to the inquiry review process prior to or after submitting an inquiry should be directed to the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org).

## **G. Information Service**

Applicants may use the technical reference facilities of the U.S. Department of Commerce National Technical Information Service (<https://www.ntis.gov>) to obtain information about existing research to avoid duplication of scientific and engineering effort.

## **H. Freedom of Information Act Requests**

The FOIA (5 USC 552) provides a statutory basis for public access to official government records. “Records” are defined as including documentation received by the government in connection with the transaction of public business. Records must be made available to any person requesting them unless the records fall under one of nine exceptions to the Act (<https://www.justice.gov/oip>).

When a FOIA request asks for information contained in a successful proposal/application that has been incorporated into an award document, the submitter will be contacted and given an opportunity to object to the release of all or part of the information that was incorporated. A valid legal basis must accompany each objection to release. Each objection will be evaluated by USAMRDC in making its final determination concerning which information is or is not releasable. If information requested is releasable, the submitter will be given notice of USAMRDC’s intent to release and will be provided a reasonable opportunity to assert available action.

## **I. Information Release**

An awardee will be required to agree to the release of information pertaining to the research and development supported by the federal agency. “Information” includes but is not limited to news

releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and symposia.

The following statements must be included in all information releases:

- (1) All releases shall identify the award number and include a statement acknowledging the federal sponsoring agency. The release shall also contain a statement that the opinions, interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the DOD. The requirement with specific language will be included in the award notice. Below is an example:

“This work was supported by the Office of the Assistant Secretary of Defense for Health Affairs and the Defense Health Agency J9, Research and Development Directorate, or the U.S. Army Medical Research Acquisition Activity at the U.S. Army Medical Research and Development Command through the (*insert program name*) under Award No. (W81XWH-21-S-XXXX). Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the Department of Defense.”

- (2) “In conducting research using animals, the investigator(s) adheres to the laws of the United States and regulations of the Department of Agriculture.” Include required assurances, approvals, documents, and information specified on the ACURO website. ([https://mrdc.amedd.army.mil/index.cfm/collaborate/research\\_protections/acuro](https://mrdc.amedd.army.mil/index.cfm/collaborate/research_protections/acuro))
- (3) “In the conduct of research utilizing recombinant DNA, the investigator adhered to NIH Guidelines for research involving recombinant DNA molecules.” (<https://www.nih.gov>)
- (4) “In the conduct of research involving hazardous organisms or toxins, the investigator adhered to the CDC-NIH Guide for Biosafety in Microbiological and Biomedical Laboratories.” (<https://www.cdc.gov/safelabs/resources-tools.html>)

***Failure to include the above statements and adhere to the above regulations, when required, may result in loss of funding.***

## **J. Contracted Fundamental Research**

The results of this research are to be unrestricted to the maximum extent possible. It is at U.S. government discretion to fund research with Budget Activity 3 (6.3) without placing restrictions on publication or personnel. The research shall not be considered fundamental in those rare and exceptional circumstances where the effort presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense, and where agreement on restrictions have been recorded in the award.

## **K. Sharing of Proposal/Application Information**

The USAMRDC shares proposal/application information with other federal funding agencies (e.g., NIH, National Science Foundation, VA) to inform funding priorities and decisions, and to increase transparency. In addition, award data are made available to the public through the CDMRP website and to other organizations such as the International Cancer Research

Partnership. By sharing and leveraging this information, duplication of efforts can be avoided, allowing for the support of more investigators with federal funds. The CDMRP believes that such sharing allows for a more expeditious translation of research results into knowledge, products, and procedures to improve human health. Updates on CDMRP-funded awards including awardee information and published results are shared on the Defense Technical Information Center.

## **L. Sharing of Data and Research Resources**

Data and research resources generated by funded research should be made available to the research community (which includes both scientific and consumer advocacy communities), and to the public. The expectations for sharing of data and research resources apply to all research funded by the BAA. This includes all data and research resources generated during the project's period of performance as annotated in the assistance agreement or contract:

- **Unique Data** are defined as data that cannot be readily replicated. Examples of unique data include large research data collections that are expensive to replicate; studies of unique populations, such as patients to whom access is not widely available; studies conducted at unique times, such as during military conflict; studies of rare phenomena, such as rare diseases. (Adapted from [https://grants.nih.gov/grants/policy/data\\_sharing/data\\_sharing\\_guidance.htm#unique](https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm#unique).)
- **Final Research Data** are defined as recorded factual material commonly accepted in the scientific community as necessary to document and support research findings. These are not the summary statistics or tables; rather, final research data are the data on which summary statistics and tables are based. Final research data do not include laboratory notes or notebooks, partial datasets, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as gels or laboratory specimens. (Adapted from [https://grants.nih.gov/grants/policy/data\\_sharing/data\\_sharing\\_guidance.htm#unique](https://grants.nih.gov/grants/policy/data_sharing/data_sharing_guidance.htm#unique).)
- **Research Resources** include, but are not limited to, the full range of tools that scientists and technicians use in the laboratory, such as cell lines, antibodies, reagents, animal models, growth factors, combinatorial chemistry, DNA libraries, clones and cloning tools, methods, laboratory equipment and machines. (Adapted from [https://grants.nih.gov/grants/intell-property\\_64FR72090.pdf](https://grants.nih.gov/grants/intell-property_64FR72090.pdf).)

*Data and research resources generated from CDMRP-funded research should be made as widely available as possible while safeguarding the privacy of participants and protecting confidential and proprietary data and third-party intellectual property.*

By sharing and leveraging data and research resources, duplication of efforts can be avoided, allowing for the support of more investigators with federal funds. The USAMRDC believes that such sharing allows for a more expeditious translation of research results into knowledge, products, and procedures to improve human health. Depending on the research project, the PI may be required to participate in the following, which will be specified in the award:

- **Traumatic Brain Injury:** If the project includes TBI research, the PI may be required to make TBI data generated via an award available to the research community by depositing de-identified research data into the Federal Interagency TBI Research (FITBIR) Informatics System (<https://fitbir.nih.gov>).
- **Systems Biology:** If the project includes systems biology (SB)-related research, the PI may be required to make SB data, generated via an award, available to the research community by depositing research data into the SysBioCube system (<https://sysbiocube-abcc.ncifcrf.gov/>).

For additional information on USAMRDC’s expectations and policies for data sharing, refer to the document titled “Policy on Sharing Data & Research Resources,” available on eBRAP under Resources and Reference Material at <https://ebrap.org/eBRAP/public/Program.htm>. For unique data-sharing guidelines and requirements, refer to the instructions in the BAA.

## **M. Property/Equipment**

**Contracts:** Reference FAR Part 45 and DFARS Part 245.

**Assistance Agreements:** Unless otherwise specified in the award, the title to equipment or other tangible property acquired with government funds will vest in institutions of higher education or with non-profit organizations whose primary purpose is conducting scientific research. Normally, the title will vest in the awardee if vesting will facilitate scientific research performed by the organization for the government. Title to equipment or other tangible property acquired by for-profit organizations will conditionally vest in the organization subject to the requirements of the DoDGARs, Part 34.21. However, if the award is subsequently transferred to a new organization, the DOD reserves the right to require the transfer of equipment acquired with the award funds to the federal government or to an eligible third party.

## **N. Title to Inventions and Patents**

In accordance with the Bayh-Dole Act (35 USC 200 et seq.), the contractor/recipient and collaborators may elect to retain title to their subject inventions and technical data, subject to meeting the reporting and patent filing requirements and retained rights to the federal government. The federal government shall, at a minimum, retain non-exclusive rights for the use of such inventions. Instructions in the assistance agreement concerning subject inventions must be followed. The FAR and DFAR govern the disposition of technical data rights, and generally the ownership of technical data is determined by the funding that governs it. For additional information, reference:

**Contracts:** FAR part 27 and DFARS Part 227

**Assistance Agreements:** DoDGARs 34.25 and 2 CFR 200.315-316



## APPENDIX 3

### QUALIFICATION AND RESTRICTIONS INFORMATION

#### A. Contractor/Recipient Qualification

To protect the public interest, the federal government ensures the integrity of federal programs by conducting business with qualified recipients only. To be qualified according to the standards of DoDGARs 22.415, a potential recipient must (1) have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement; (2) have a satisfactory record of executing such programs or activities, if it is a prior recipient of an award; (3) have a satisfactory record of integrity and business ethics; and (4) be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (see DoDGARs 22.420(c)). For contracts, please refer to FAR 9.104-1.

The USAMRDC utilizes the Exclusions within the Performance Information functional area of SAM to identify individuals and organizations unqualified to receive federal awards. More information about Exclusions reported in SAM is available at <https://www.sam.gov/SAM/>. The USAMRDC also reviews and considers information about the applicant in the Office of Management and Budget (OMB)-designated integrity and performance system, currently the Federal Awardee Performance and Integrity Information System (FAPIIS), prior to making an award, as described in the BAA, Section I.E.3.

#### B. Eligibility Information

Effective January 1, 2016, prior to making an award where the federal share is expected to exceed the simplified acquisition threshold over the period of performance, the federal awarding agency is required to review information regarding the recipient that is available through FAPIIS. The recipient may submit comments to FAPIIS about any information that the federal awarding agency reported to FAPIIS, for consideration by the federal awarding agency in making future federal awards to the recipient.

In accordance with OMB's final guidance implementing the Duncan Hunter National Defense Authorization Act for Fiscal Year 2009 (hereafter referred to as "Section 872"), as that statute applies to grants, effective January 1, 2016, recipients that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10M or for existing awards that are terminated on or after January 2, 2016 due to material failure to comply with the federal awards terms and conditions, 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 the information about the criminal, civil, and administrative proceedings that Section 872(c) describes. Reference Federal Register Notice, Vol. 80, No. 140, Wednesday, July 22, 2015.

General eligibility for investigators, organizations, and agencies:

- **Eligible Investigators:** Includes all individuals, regardless of ethnicity, nationality, or citizenship status, who are employed by, or affiliated with, an eligible organization. *Note: Awards are made to organizations only, not individuals.* Investigators must meet the specific BAA requirements.
- **Eligible Organizations:** Include national and international organizations. Eligible organizations include for-profit, non-profit, public, and private organizations, such as universities and colleges (including Historically Black Colleges and Universities, and Minority Institutions), hospitals, laboratories, and companies.
- **Government Agencies within the United States:** Local, state, and federal government agencies are eligible to the extent that proposals/applications do not overlap with their fully funded intramural programs. Such agencies are required to explain how their proposals/applications do not overlap with their intramural programs.

### **C. J-1 Visa Waiver**

Each organization, including organizations located outside of the United States, is responsible for ensuring that the personnel associated with any proposal/application recommended for funding are able to complete the work without intercession by the DOD for a J-1 Visa Waiver on behalf of a foreign national in the United States under a J-1 Visa.

*Note: The federal government will not provide funds to support scientists from countries meeting the criteria for designation as a State Sponsor of Terrorism (<https://www.state.gov/state-sponsors-of-terrorism/>). Additional information on J-1 Visa Waivers can be located at the following Department of State website: [travel.state.gov/visa/temp](https://travel.state.gov/visa/temp).*

### **D. Conflict of Interest**

#### **1. Contract Awards**

**Organizational and Consultant Conflicts of Interest (COI):** Contracts must comply with the requirements found in FAR 9.5, Organizational and Consultant Conflicts of Interest. An organizational COI may result when factors create a potential or actual COI, or when the nature of the work to be performed creates a potential or actual COI on future acquisitions and some restrictions on future activities of the contractor may be required. FAR 9.5 will be used as a guide in analyzing and resolving organizational and consultant COIs relating to an award.

All COIs on the part of an organization or individual investigators that could bias the research results must be disclosed in the proposal/application, along with a plan to resolve them. An award may not be made if it is determined by the Contracting Officer that a COI cannot be avoided or managed.

## **2. Post-Employment Restrictions**

There are certain post-employment restrictions on former federal officers and employees as defined in 18 USC 207. Post-employment restrictions may exist if a former federal officer or employee participates in the proposed project; the situation should be addressed with the USAMRDC Office of the Staff Judge Advocate at Fort Detrick, Maryland, (<https://home.army.mil/detrick/index.php/my-fort/all-services/legal-assistance-office>) prior to expending time and effort in preparation of a proposal/application.

## APPENDIX 4

### FORMATTING GUIDELINES

All pre-proposal/pre-application and proposal/application documents must be legible and should conform to the formatting guidelines described below. The font size, spacing, page size, and margins may differ among the word processing, PDF, and printed versions. These guidelines apply to the document properties of the electronic version of the PDF file(s) as viewed on a computer screen.

- **Document Format:** Each attachment to the full proposal/application forms must be uploaded as an individual file in the format specified in the BAA. All contributors to the proposal/application must use matching compatible versions of Adobe software for all PDF documents when editing and preparing proposal/application components. The use of different software versions will result in corruption of the submitted file.
- **Font Size:** 12 point, not condensed.
- **Font Type:** Times New Roman.
- **Spacing:** Single space or no more than six lines of type within a vertical inch (2.54 cm).
- **Page Size:** No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- **Margins:** At least 0.5 inch (1.27 cm) in all directions.
- **Print Area:** 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Project narratives and pre-proposal/pre-application files may include color, high-resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects should not exceed 15 seconds in length and a size of 10 MB. Photographs and illustrations must be submitted in JPEG format; bit map and TIFF formats are not allowed. Please note that these types of objects are not allowed in the technical and public abstracts.
- **Scanning Resolution:** 100 to 150 dots per inch.
- **Internet URLs:** URLs directing reviewers to websites that contain additional information about the proposed research are not allowed in the proposal/application or its components. Inclusion of such URLs may be perceived as an attempt to gain an unfair competitive advantage. However, links to publications referenced in the proposal/application are encouraged.
- **Language:** All documents must be submitted in English, unless otherwise specified in the BAA (e.g., foreign transcripts submitted with English translations).

- **Headers and Footers:** Should not be used. Pre-existing headers and footers on required forms are allowed.
- **Page Numbering:** Should not be used.
- **Recommended Attachment Size:** Individual attachments should be no larger than 20 MB. *If the file size for the entire Grants.gov submission package will or may exceed 200 MB, applicants should contact the Grants.gov Contact Center ([support@grants.gov](mailto:support@grants.gov)) for written confirmation that the file will be accepted or for other guidance.*

## APPENDIX 5

### NATIONAL POLICY REQUIREMENTS

The National Policy Requirements are available in full text at <https://www.usamraa.army.mil/Pages/Resources.aspx>. For additional regulatory requirements regarding safety, surety, and environmental requirements, and for use of animal and human subjects in research, refer to Appendix 1 of this General Submission Instructions.

#### **A. Certification**

Certification of compliance with the national policy requirement regarding lobbying activities is required from all recipients of awards over \$100,000. Submission of this certification is required by 31 USC 1352 and is a prerequisite for making or entering into an award over \$100,000. Complete SFLLL (Disclosure of Lobbying Activities), if applicable, and attach to Block 18 of SF424 Research & Related Application for Federal Assistance Form.

#### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

By signing a proposal/application, the applicant certifies, to the best of their knowledge and belief, that:

- (1) No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, and the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL (SFLLL, Disclosure of Lobbying Activities), in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 USC 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **B. Representations**

Extramural applicants are required to complete the representations below and submit with each proposal/application only if the organization is a Corporation and the response to item (2) or (3) is in the affirmative. The form for completion and submission is posted in eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). Upload the form into Grants.gov under Attachments.

### **Representations Regarding Unpaid Federal Tax Liabilities and Conviction of Felony Criminal Violations under Any Federal Law**

At the time of proposal/application submission, the applicant organization represents that it:

- (1) Is \_\_\_\_\_ Is not \_\_\_\_\_ a Corporation (“Corporation” means any entity, including any institution of higher education, other nonprofit organization, or for-profit entity that has filed articles of incorporation). If the organization is a corporation, complete (2) and (3) below.
- (2) Is \_\_\_\_\_ Is not \_\_\_\_\_ a Corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
- (3) Is \_\_\_\_\_ Is not \_\_\_\_\_ a Corporation that was convicted of a criminal violation under any federal law within the preceding 24 months.

**NOTE:** If the applicant organization responds in the affirmative to either (2) or (3) of the above representations, the applicant is ineligible to receive an award unless the agency suspension and debarment official has considered suspension or debarment and determined that further action is not required to protect the government’s interests. The applicant organization therefore will be required to provide information about its tax liability and/or conviction, upon request, to the Grants Officer, to facilitate completion of the required consideration before award decisions are made.

In accordance with DOD appropriations, the following representation is required. The applicant, by its signature on the SF424 Research & Related Application for Federal Assistance Form, represents:

#### **Representation Regarding the Prohibition on Using Funds Under Grants and Cooperative Agreements with Entities That Require Certain Internal Confidentiality Agreements.**

By submission of its proposal/application, the applicant represents that it does not require any of its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting those employees, contractors, or subrecipients from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information. Note that (1) the basis for this representation is a prohibition in Section 743 of the Financial Services and General Government Appropriations

Act, 2015 (Division E of the Consolidated and Further Continuing Appropriations Act, 2015, Public Law 113-235) and any successor provision of law on making funds available through grants and cooperative agreements to entities with certain internal confidentiality agreements or statements; and (2) Section 743 states that it does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a federal department or agency governing the nondisclosure of classified information.

### **National Policy Requirements**

The recipient must comply with the following requirements, as applicable. Full text of National Policy Requirements is available at <https://www.usamraa.army.mil/Pages/Resources.aspx>. Awards will incorporate the most recent set of National Policy Requirements available at the time of award.

- Nondiscrimination
- Environmental Standards
- Live Organisms (Human Subjects and Animals)
- Debarment and Suspension
- Drug-Free Workplace
- Lobbying
- Officials Not to Benefit
- Hatch Act
- Native American Graves Protection and Repatriation Act
- Fly America Act
- Use of United States Flag Vessels
- Research Misconduct
- Requirements for an Institution of Higher Education Concerning Military Recruiters and Reserve Officer Training Corps
- Historic Preservation
- Relocation and Real Property Acquisition
- Confidentiality of Patient Records
- Pro-Children Act
- Constitution Day
- Trafficking in Persons
- Whistleblower Protections
- Certain Internal Confidentiality Agreements



**APPENDIX 6**  
**ACRONYM LIST**

A&R	Alteration and Renovation
ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ADP	Automated Data Processing
AOR	Authorized Organizational Representative
AVI	Audio Video Interleave
BAA	Broad Agency Announcement
CAGE	Commercial and Government Entity
CDC	Centers for Disease Control and Prevention
CDMRP	Congressionally Directed Medical Research Programs
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CMR	Contractor Manpower Reporting
COI	Conflict of Interest
COR	Contracting Officer's Representative
CRADA	Cooperative Research and Development Agreement
CRRP	Combat Readiness – Medical Research Program
DA PAM	Department of the Army Pamphlet
DCAA	Defense Contract Audit Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DHHS	Department of Health and Human Services
DOD	Department of Defense
DoDI	Department of Defense Instruction
DoDGARs	Department of Defense Grant and Agreement Regulations
DTIC	Defense Technical Information Center
DUNS	Data Universal Numbering System
E-Biz	Electronic Business
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
EIN	Employer Identification Number
F&A	Facilities and Administrative
FAPIIS	Federal Awardee Performance and Integrity Information System
FAD	Funding Authorization Document
FAQ	Frequently Asked Question
FAR	Federal Acquisition Regulation
FDA	U.S. Food and Drug Administration
FITBIR	Federal Interagency Traumatic Brain Injury Research
FMR	Financial Management Regulation
FOIA	Freedom of Information Act
FR	Federal Register
FWA	Federalwide Assurance

FY	Fiscal Year
G&A	General and Administrative
GOR	Grant Officer's Representative
GSA	General Services Administration
HIPAA	Health Information Portability and Accountability Act
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IER	Inclusion Enrollment Report
IPR	In-Progress Review
IRB	Institutional Review Board
JPEG	Joint Photographic Experts Group
MB	Megabyte
MIPR	Military Interdepartmental Purchase Request
MPEG	Moving Picture Experts Group
NATO	North Atlantic Treaty Organization
NCAGE	NATO Commercial and Government Entity
NIH	National Institutes of Health
NPC	Non-Profit Corporation
OMB	Office of Management and Budget
ONR	Office of Naval Research
ORCID	Open Researcher and Contributor Identification
ORP	Office of Research Protections
PD	Project Director
PDF	Portable Document Format
PI	Principal Investigator
POC	Point of Contact
RDT&E	Research, Development, Test and Evaluation
RDTRA	Rapid Development and Translational Research Award
RM	Resource Manager
SAM	System for Award Management
SB	Systems Biology
SCO	Senior Contracting Official
SF	Standard Form
SFLLL	Standard Form LLL
SOW	Statement of Work
TBI	Traumatic Brain Injury
TIFF	Tagged Image File Format
TIN	Tax Identification Number
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
WAV	Waveform Audio