

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Pancreatic Cancer Research Program**

**Idea Development Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-21-PCARP-IDA**

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

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

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), July 1, 2021
- **Invitation to Submit an Application:** August 2021
- **Application Submission Deadline:** 11:59 p.m. ET, October 1, 2021
- **End of Application Verification Period:** 5:00 p.m. ET, October 6, 2021
- **Peer Review:** December 2021
- **Programmatic Review:** February 2022

*This program announcement must be read in conjunction with the General Application Instructions, version 604. The General Application Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”*

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## **II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY**

### **II.A. Program Description**

Applications to the Fiscal Year 2021 (FY21) Pancreatic Cancer Research Program (PCARP) are being solicited by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 2358 (10 USC 2358). The execution management agent for this program announcement is the Congressionally Directed Medical Research Programs (CDMRP) at the U.S. Army Medical Research and Development Command (USAMRDC). The PCARP was initiated in FY20 to provide support for research of exceptional scientific merit. Appropriations for the PCARP in FY20 totaled \$6 million (M). The FY21 appropriation is \$15M.

The goal of the PCARP is to reduce the burden of pancreatic cancer among Service Members, Veterans, their families, and the American public. The mission of the PCARP is to promote rigorous, innovative, high-impact research that leads to earlier pancreatic cancer diagnosis and new therapeutic tools through collaboration.

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

#### **II.A.1. FY21 PCARP Focus Areas**

To be considered for funding, applications for the FY21 PCARP Idea Development Award *must* address at least one of the FY21 PCARP Focus Areas.

- Early detection research for pancreatic cancer, including studies of individuals with pre-diabetes and diabetes and/or those in underserved ethnic and minority communities
- Supportive care and patient-reported outcomes, quality of life, and perspectives during treatment and survivorship
- Understanding the relationship between metabolic disruptions in pancreatic cancer and their systemic effects, including diabetes and cachexia
- Understanding precursors, origins, and early progression of pancreatic cancer
- Understanding the events that promote pancreatic cancer metastasis
- Understanding the relationship between oncogenic signaling and the tumor microenvironment that drives drug resistance and therapeutic response
- New drug development targeted toward cancer sensitivity and resistance mechanisms including immune mechanisms of resistance

*Research in the above Focus Areas that include or address pancreatic cancer in minorities and underserved communities is encouraged.*

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

The PCARP Idea Development Award was first offered in FY20. Since then, 24 Idea Development Award applications have been received, and 2 have been recommended for funding.

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

The PCARP Idea Development Award supports the development of innovative, high-risk/high-reward research that could lead to critical discoveries or major advancements that will accelerate progress in improving outcomes for individuals with pancreatic cancer. This award mechanism is designed to support innovative ideas with the potential to yield impactful data and new avenues of investigation.

### *Significant features of the Idea Development Award:*

- **Impact:** The proposed research is expected to make an important and original contribution to advancing the understanding of pancreatic cancer and ultimately lead to improved outcomes for individuals with pancreatic cancer. The project's impact on both pancreatic cancer research and patient care should be articulated, even if clinical impact is not an immediate outcome.
- **Innovation:** Research deemed innovative may represent a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other highly creative qualities. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies. Research that represents an incremental advance on previously published work is not considered innovative.
- **Personnel:** Personnel are considered a crucial element of the FY21 PCARP Idea Development Award. At least one member of the research team should have experience in pancreatic cancer research as demonstrated by recent publications and funding. Inclusion of a biostatistician in the study team is encouraged.
- **Research must be based on preliminary data:** Although the proposed research must have direct relevance to pancreatic cancer, the required preliminary data, which may include unpublished results from the laboratory of the Principal Investigator(s) (PI(s)), research team, or collaborators named on the application, may be from outside the pancreatic cancer research field. Research should also be based on a sound scientific rationale that is established through logical reasoning and critical review and analysis of the literature.

**Partnering PI Option for Early-Career Investigator:** The FY21 Idea Development Award mechanism is offering a higher level of funding for applications that propose to partner an experienced PI (i.e., Initiating PI, who will serve as the mentor) with an Early-Career Investigator (i.e., Partnering PI) wishing to pursue a career in pancreatic cancer research. The

Initiating PI on the Idea Development Award must mentor and collaborate with the Early-Career Investigator (Partnering PI) to promote their career development in pancreatic cancer research. The Early-Career Investigator must meet specific eligibility criteria as described in [Section II.C, Eligibility Information](#). The Initiating PI will be responsible for the majority of the administrative tasks associated with application submission. The Initiating and Partnering PIs each have different submission requirements, as described in [Section II.D.2, Content and Form of the Application Submission](#); however, both PIs should contribute significantly to the development of the proposed research project, including the Project Narrative, Statement of Work (SOW), and other required components. If recommended for funding, each PI will be named to an individual award within the recipient organization. *Multidisciplinary and multi-organizational projects are encouraged.*

The types of awards made under the program announcement will be assistance agreements. An assistance agreement is appropriate when the federal government transfers a “thing of value” to a “state, local government,” or “other recipient” to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring property or service for the direct benefit and use of the U.S. Government. An assistance agreement can take the form of a grant or cooperative agreement. The level of involvement on the part of the Department of Defense (DOD) during project performance is the key factor in determining whether to award a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305), and the award will identify the specific substantial involvement. Substantial involvement may include, but is not limited to, collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

A congressionally mandated Metastatic Cancer Task Force was formed with the purpose of identifying ways to help accelerate clinical and translational research aimed at extending the lives of advanced stage and recurrent patients. As a member of the Metastatic Cancer Task Force, CDMRP encourages applicants to review the recommendations (<https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>) and submit research ideas to address these recommendations provided they are within the limitations of this funding opportunity and fit within the FY21 PCARP priorities.

The proposed research must be relevant to active-duty Service Members, Veterans, military beneficiaries, and/or the American public. Collaborations between researchers at military or Veteran institutions and non-military institutions are strongly encouraged. These relationships can leverage knowledge, infrastructure, and access to unique clinical populations that the partners bring to the research effort, ultimately advancing cancer research that is of significance to the Warfighter, military, and/or the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY21 PCARP Idea Development Award will not exceed **\$500,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

The anticipated direct costs budgeted for the entire period of performance for an FY21 PCARP Idea Development Award with the **Partnering PI Option for Early-Career Investigator** will not exceed **\$650,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2022. For additional information refer to [Section II.F.1, Federal Award Notices](#).

*The CDMRP expects to allot approximately \$8.4M to fund approximately four Idea Development Award - Single PI applications and five Idea Development Award - Partnering PI Option for Early-Career Investigator applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this FY21 funding opportunity will be funded with FY21 funds, which will expire for use on September 30, 2027.*

#### **Research Involving Human Anatomical Substances, Human Subjects, or Human**

**Cadavers:** All DOD-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the USAMRDC Office of Research Protections (ORP), Human Research Protection Office (HRPO), prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. *Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.* Refer to the General Application Instructions, Appendix 1, and the Human Research Protections Office Resources and Overview document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

*Clinical research is defined* as: (1) patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. Excluded from this definition are in vitro studies that utilize human tissues that cannot be linked to a living individual. Patient-oriented research includes: (a) mechanisms of human disease, (b) therapeutic interventions, (c) clinical trials, and (d) development of new technologies; (2) epidemiologic and behavioral studies; and (3) outcomes research and health services research. **Note:** Studies that meet the requirements for IRB Exemption 4 are not considered CDMRP-defined clinical research. IRB Exemption 4 refers to research involving the collection or study of existing de-identified specimens or data, if these sources are publicly available.

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

**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 or VA resources or databases, the application must describe the access at the time of submission and include a plan for maintaining access as needed throughout the proposed research. Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for detailed information. Refer to the General Application Instructions, Appendix 1, for additional information.

**Research Involving Animals:** All DOD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRDC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. ***Allow at least 3 to 4 months for ACURO regulatory review and approval processes for animal studies.*** Refer to the General Application Instructions, Appendix 1, for additional information.

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

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

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

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

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

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

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

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

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

#### **For Single PI applications:**

- Investigators must be at or above the level of Assistant Professor (or equivalent) to be named by the organization as the PI on the application.

#### **For application submissions under the Partnering PI Option for Early-Career Investigator:**

- The Initiating PI (mentor) must be at or above the level of Assistant Professor (or equivalent) to be named by the organization as the PI on the application.
- By the full application submission date, the Partnering PI (Early-Career Investigator) must:
  - Have instructor-level (or equivalent) faculty appointment or above.
  - Be no more than 10 years from the receipt of a terminal degree (excluding time spent in residency or on family medical leave) at the time of the application deadline.
  - Commit at least 50% of protected time for the proposed research that would be supported by this award.
- It is not required that the Partnering PI (Early-Career Investigator) and the Initiating PI (mentor) be located at the same institution.

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

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

### **II.C.2. Cost Sharing**

Cost sharing/matching is not an eligibility requirement.

### **II.C.3. Other**

Organizations must be able to access **.gov** and **.mil** websites in order to fulfill the financial and technical deliverable requirements of the award and submit invoices for payment.

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 3.

Refer to [Section II.H.2, Administrative Actions](#), for a list of administrative actions that may be taken if a pre-application or application does not meet the administrative, eligibility, or ethical requirements defined in this program announcement.



## **II.D. Application and Submission Information**

*Submission of applications that are essentially identical or propose essentially the same research project to different funding opportunities within the same program and fiscal year is prohibited and will result in administrative withdrawal of the duplicative application(s).*

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

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

### ***Intramural DOD Submission:***

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

***Note: Applications from an intramural DOD organization or from an extramural federal government organization may be submitted to Grants.gov through a research foundation.***

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

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance.

Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section II.G, Federal Awarding Agency Contacts](#).

### **II.D.2. Content and Form of the Application Submission**

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

***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent throughout the entire pre-application and full application submission process.*** Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP. If any changes need to be made, the applicant should contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 prior to the application submission deadline.

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

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

*During the pre-application process, eBRAP assigns each submission a unique log number. This unique eBRAP log number is required during the full application submission process.*

To begin the pre-application process, first select whether the submitting organization is extramural or intramural, then confirm your selection or cancel. **Incorrect selection of extramural or intramural submission type will delay processing.**

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 to request a change in designation.

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

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

A change in PI or organization after submission of the pre-application may be allowed after review of a submitted written appeal (contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507) and at the discretion of the USAMRAA Grants Officer.

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

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

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

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

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

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

[FY21 PCARP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

**Partnering PI Option for Early-Career Investigator:** The Initiating PI must enter the contact information for the Partnering PI in the Partnering PI section.

- **Tab 4 – Conflicts of Interest**

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

- **Tab 5 – Pre-Application Files**

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

- **Preproposal Narrative (Single PI submission: two-page limit; Partnering PI Option for Early-Career Investigator: three-page limit):** The Preproposal Narrative page limit applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs that provide additional information to expand the Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the pre-application.

The Preproposal Narrative should include the following:

- **Research Idea:** State the hypothesis to be tested or the objective to be reached. State the [FY21 PCARP Focus Area\(s\)](#) that will be addressed. Detail the scientific rationale on which the proposed project is based. Describe how the research study will be accomplished in the defined study population, if applicable. Concisely state the specific aims and provide a brief overview of the study design. *This award cannot be used to conduct clinical trials or proof-of-concept studies on human subjects.*
- **Impact:** Describe the potential impact of this study on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Innovation:** Describe how the proposed project is innovative and how the research represents more than an incremental advance on published data.
- **Personnel:** Clearly describe the pancreatic cancer experience of the proposed research team and how this will factor into the team’s ability to successfully complete the project.
- **Partnering PI Option for Early-Career Investigator (if applicable):** Describe how the Initiating PI (mentor) is positioned to provide the Partnering PI (Early-Career Investigator) with mentorship toward a successful career in pancreatic cancer research. Briefly describe the Researcher Development Plan and how it will contribute to fostering the Partnering PI’s career development as a pancreatic cancer researcher.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to the following:
  - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).
  - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.

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

- **Tab 6 – Submit Pre-Application**

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

### **Pre-Application Screening**

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the Defense Health Program (DHP) and the PCARP, pre-applications will be screened based on the following criteria:

- **Research Idea:** Whether the proposed research addresses one or more of the [FY21 PCARP Focus Areas](#). How well the scientific rationale, study design, and specific aims support the project’s objective. To what extent the research can be accomplished with the defined study population, if applicable.
- **Impact:** What potential impact this study will have on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Innovation:** To what extent the research is innovative and represents more than an incremental advance on published data.
- **Personnel:** To what degree the PI(s) and research team’s backgrounds and pancreatic cancer-related experience are appropriate to successfully carry out the proposed research project.
- **Partnering PI Option for Early-Career Investigator (if applicable):** How well the Researcher Development Plan will contribute to fostering the Early-Career Investigator’s development as a pancreatic cancer researcher. To what degree the Initiating PI (mentor) is positioned to mentor the Early-Career Investigator toward a successful career in pancreatic cancer research.

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

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

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

Applications will not be accepted unless notification of invitation has been received by the PI or Initiating PI.

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

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

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

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

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

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DOD Submissions
<b>Application Package Location</b>	
Download application package components for W81XWH-21-PCARP-IDA from Grants.gov ( <a href="https://www.grants.gov/">https://www.grants.gov</a> ) and create a Grants.gov Workspace. Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-21-PCARP-IDA from eBRAP ( <a href="https://ebrap.org/">https://ebrap.org</a> ).



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

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

### **Partnering PI Option for Early-Career Investigator**

The CDMRP requires separate full application package submissions for the Initiating PI and Partnering PI, even if the PIs are located within the same organization. The Initiating PI and Partnering PI will each be assigned a unique eBRAP log number. Each full application package must be submitted using the unique eBRAP log number. *Note: All associated applications (Initiating PI’s and Partnering PI’s) must be submitted by the full application submission deadline.*

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



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

- **Extramural Applications Only**

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

- **Extramural and Intramural Applications**

**Attachments:**

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

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

- **Attachment 1: Project Narrative (eight-page limit): Upload as “ProjectNarrative.pdf”.** The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.
  - **Background:** Present the scientific rationale behind the proposed research and include relevant literature citations. Describe and show the preliminary data to justify the rationale for the proposed project.
  - **Hypothesis(es) or Objective(s):** State the hypothesis(es) to be tested or the objective(s) to be reached.
  - **Specific Aims:** Concisely explain the project’s specific aims to be supported by this application. If the proposed research is correlated with a larger study, present only tasks that this award would fund.
  - **Research Strategy:** Describe the experimental design, methods, and analyses including appropriate controls, in sufficient detail for assessment. Address potential limitations and present alternative methods and approaches. Clearly describe the statistical plan and the rationale for the statistical methodology as well as an appropriate power analysis. Describe how the statistical plan is appropriate for the experimental methodology being used. Explain how the proposed statistical analysis supports the relevance of any research outcomes to [FY21 PCARP Focus Area\(s\)](#). If animal studies are proposed, describe how they will be conducted in accordance with

- the ARRIVE (Animal Research: Reporting *In Vivo* Experiments) guidelines ([https://www.elsevier.com/data/promis\\_misc/622936arrive\\_guidelines.pdf](https://www.elsevier.com/data/promis_misc/622936arrive_guidelines.pdf)). ***If applicable***, describe how the human subject population (clinical trials are not allowed) is appropriate for the study and provide assurance that there is clear access to the designated population.
- If applicable, describe the strategy for the inclusion of women and minorities appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of sex/gender, racial, and/or ethnic group, and an accompanying rationale for the selection of subjects. It is not expected that every study will include all genders and racial and ethnic groups. Studies utilizing human biospecimens or datasets that cannot be linked to a specific individual, gender, ethnicity, or race are exempt from this requirement. The Policy on Inclusion of Women and Minorities, and Frequently Asked Questions for the policy may be downloaded from eBRAP under “Resources and Reference Material” at <https://ebrap.org/eBRAP/public/Program.htm>.
  - **Attachment 2: Supporting Documentation: Combine and upload as a single file named “Support.pdf”.** Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative.

***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested or viewed as an extension of the Project Narrative will result in the removal of those items or may result in administrative withdrawal of the application.***

- **References Cited:** List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
- **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols.
- **Facilities, Existing Equipment, and Other Resources:** Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate whether or not government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present government award under which the facilities or equipment items are now accountable. There is no form for this information.
- **Publications and/or Patents:** Include a list of relevant publication URLs and/or patent abstracts. If articles are not publicly available, then copies of up to five

- published manuscripts may be included in Attachment 2. Extra items will not be reviewed.
- **Letters of Organizational Support:** Provide a letter (or letters, if applicable) signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the program announcement, such as those from members of Congress, do not impact application review or funding decisions.
  - **Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. A biostatistician is encouraged to be included in the study team. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator’s Commander or Commanding Officer at the intramural organization that authorizes the collaborator’s involvement.
  - **Inclusion Enrollment Report (if applicable):** Provide an anticipated enrollment table(s) for the inclusion of women and minorities appropriate to the objectives of the study with the proposed enrollment distributed on the basis of sex/gender, race, and ethnicity. The suggested Inclusion Enrollment Report format is a one-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.
  - **Intellectual Property:** Information can be found in Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), “Intangible Property.”
    - **Intellectual and Material Property Plan (if applicable):** Provide a plan for resolving intellectual and material property issues among participating organizations.
    - **Commercialization Strategy (if applicable):** Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
  - **Use of DOD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active duty military populations and/or DOD resources or databases.
  - **Use of VA Resources (if applicable):** Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief, confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA non-profit corporation is not identified as the applicant

institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.

The following supporting documents are required *only* for application submission under the *Partnering PI Option for Early-Career Investigator*:

- **Transcripts (if applicable; no page limit):** Include a copy of the Early-Career Investigator’s transcripts from all undergraduate and graduate institutions attended. All foreign-language transcripts must be accompanied by a certified English translation. The government reserves the right to request official transcripts during award negotiations. Diplomas are not acceptable in lieu of academic transcripts. If an institution does not provide academic transcripts (i.e., a record of courses completed, grades and credit hours earned, and indication of completion of degree), complete and include the Academic Statement (available for download on the “Full Announcement” page in Grants.gov) in place of the transcript.
- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf”.** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.
  - **Background:** Present the scientific rationale behind the proposed research. Identify the [FY21 PCARP Focus Area\(s\)](#) to be addressed in the proposed research.
  - **Hypothesis/Objective:** State the hypothesis to be tested or objective to be reached.
  - **Specific Aims:** State the specific aims of the study.
  - **Study Design:** Briefly describe the study design including appropriate controls.
  - **Impact:** Summarize how the proposed project is relevant to and will have an impact on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
  - **Innovation:** Briefly describe how the proposed project uses innovation to yield critical discoveries, new avenues of investigation, or major advancements to improve the understanding of pancreatic cancer and ultimately to improve outcomes of individuals with pancreatic cancer.
- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf”.** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information. Do not duplicate the technical abstract.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

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

- Identify the [FY21 PCARP Focus Area\(s\)](#) to be addressed in the proposed research.
  - Describe the innovative aspects of the proposed research project.
  - Explain the impact that the proposed research project’s results might have on the field of pancreatic cancer research and/or patient care, including the goal of diminishing the burden of pancreatic cancer.
  - Describe the impact, in the short or long term, on individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). Recommended strategies for assembling the SOW can be found at <https://ebrap.org/eBRAP/public/Program.htm>.

For the Idea Development Award mechanism, refer to the “***Suggested SOW Strategy Generic Research***” document for guidance on preparing the SOW and use the blank SOW format titled “Suggested SOW Format”. The SOW must be in PDF format prior to attaching.

***Partnering PI Option for Early-Career Investigator (if applicable):*** Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.

- **Attachment 6: Impact Statement (one-page limit): Upload as “Impact.pdf”.** Summarize how the project addresses one or more of the [FY21 PCARP Focus Areas](#). Describe how the anticipated short-term outcomes of the project will advance the field and may impact those with pancreatic cancer. Describe how the project has the potential to lead to advancements in pancreatic cancer research or improved health or quality of life for individuals with pancreatic cancer in the short and/or long term.
- **Attachment 7: Innovation Statement (one-page limit): Upload as “Innovation.pdf”.** Summarize how the proposed research is innovative. State how the research challenges existing paradigms or presents new paradigms, technologies, evidence-based diagnoses, and/or applications in the field of pancreatic cancer research. Describe how the proposed research represents more than the next logical step or an incremental advance on published data.

- **Attachment 8: Accomplishments Statement (four-page limit): Upload as “Accomplishments.pdf”.** Provide pancreatic cancer or other cancer research accomplishments of the PI, Initiating PI, and/or Partnering PI (if applicable) based on the outline below:
  - Past and current pancreatic cancer or other cancer research support from both federal and non-federal sources (as applicable) from the past 5 years.
  - Any pancreatic cancer or other cancer publications from the past 5 years.
  - Any honoraria, awards, or other distinctions received for work in pancreatic cancer or other cancer research from the past 5 years.
  - Any patents or other pancreatic cancer or other cancer research accomplishments from the past 5 years.
  
- **Attachment 9: Data and Research Resources Sharing Plan: Upload as “ResourceSharing.pdf”.** Describe how data and resources generated during the performance of the project will be shared with the research community. Specifically describe a plan to make animal models, tissue samples, and other resources developed as part of the proposed research project available to the scientific community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
  
- **Attachment 10: Early-Career Investigator Statement, if applicable (Required for Partnering PI Option for Early-Career Investigator; one page recommended): Upload as “ECIStatement.pdf”.** The Early-Career Investigator Statement is expected to be written by the Partnering PI (Early-Career Investigator) while also showing evidence of appropriate direction from the Initiating PI, who will serve as the mentor for this project.
  - The Early-Career Investigator should describe their accomplishments (i.e., academic performance, awards, honors, and/or previous publications and funding) and how they are indicative of potential for a successful, productive, independent career in pancreatic cancer research.
  - The Early-Career Investigator should describe their career goals and how the proposed research project and mentored research experience will promote their career development in pancreatic cancer. The Early-Career Investigator should discuss their career/research plans after the completion of this award.
  
- **Attachment 11: Researcher Development Plan, if applicable (Required for Partnering PI Option for Early-Career Investigator; two pages recommended): Upload as “ResearcherDevPlan.pdf”.** The Researcher Development Plan is expected to be written by the Initiating PI (mentor) and articulate the following:

- Clearly describe and outline the individualized Researcher Development Plan, including proposed training to support the development of the Early-Career Investigator’s research skills.
  - Highlight the unique features of this plan as it pertains specifically to pancreatic cancer research.
  - Clearly articulate a strategy for the Early-Career Investigator to develop the necessary skills, competence, and expertise to pursue a promising career in pancreatic cancer research.
  - Describe how the Initiating PI is positioned to mentor the Early-Career Investigator toward a successful career in pancreatic cancer research.
  - Describe how the Researcher Development Plan is supported by the research environment, including a description of ongoing pancreatic cancer research at the institution(s). Include information on collaborations with other investigators.
  - Describe the Early-Career Investigator’s role in the proposed research project.
- **Attachment 12: Letter of Eligibility, if applicable (Required for Partnering PI Option for Early-Career Investigator; one-page limit): Upload as “Eligibility.pdf”.** Provide a letter signed by the PI and the Department Chair, Dean, or equivalent official to verify that the eligibility requirements have been met. The letter should verify that the Partnering PI is no more than 10 years from their terminal degree (Refer to [Section II.C, Eligibility Information](#)). Include the organizational commitment for independent laboratory space (if applicable) and protection of at least 50% of the PI’s time for pancreatic cancer research.
  - **Attachment 13: Representations, if applicable (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
  - **Attachment 14: Suggested Collaborating DOD Military Facility Budget Format, if applicable: Upload as “MFBudget.pdf”.** If a military facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DOD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete a separate budget, using “Suggested Collaborating DOD Military Facility Budget Format”, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.



- **Extramural and Intramural Applications**

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

**Research & Related Personal Data:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

**Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, for detailed information.

- PI Biographical Sketch (five-page limit): Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The National Institutes of Health (NIH) Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format.
- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - For extramural submissions, refer to the General Application Instructions, Section III.A.4 for detailed information.
  - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.

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

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



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

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

- **Extramural Applications Only**

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

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

**Suggested DOD Military Budget Format:** A military facility collaborating in the performance of the project (but not participating as a Partnering PI) should be treated as a subaward for budget purposes. *Note:* Applicants should complete a separate military budget using “Suggested Collaborating DOD Military Facility Budget Format” (available for download on the eBRAP “Funding Opportunities & Forms” web page [<https://ebrap.org/eBRAP/public/Program.htm>]) ([Attachment 14](#)) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

<b>Application Components for the Partnering PI (Early-Career Investigator)</b>
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The Partnering PI (Early-Career Investigator) must follow the link in the email from eBRAP and, if not registered in eBRAP, complete the registration process prior to the application submission deadline in order to associate their full application package with that of the Initiating PI.

For the Partnering PI, the Initiating PI must identify if the Partnering PI will be named on an extramural or intramural application (in accordance with the guidelines in [Section II.C.1.a](#),

[Organization](#)) and the appropriate mode of submission (Grants.gov for extramural and eBRAP for intramural). The Partnering PI must verify their contact information and mode of submission within eBRAP to ensure proper submission of their application.

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

- **Extramural and Intramural Applications**

**Attachments:**

- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions, Section III.A.2, for detailed information on completing the SOW. Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.
- **Attachment 13: Representations (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 14: Suggested Collaborating DOD Military Facility Budget Format: Upload as “MFBudget.pdf”.** Refer to the General Application Instructions, Section IV.A.4, for detailed information. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs.

**Research & Related Personal Data:** For extramural submissions (via Grants.gov) refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

**Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, for detailed information.

- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH Biographical Sketch may also be used. All biographical sketches should be submitted in the PDF format that is not editable.

- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.

For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.

For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.

- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.

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

**Budget Justification (no page limit):** Upload as “BudgetJustification.pdf”.

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

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

- **Extramural Applications Only**

**Research & Related Subaward Budget Attachment(s) Form:**

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.14)
- **Intramural DOD Collaborator(s):** Complete a separate DOD military budget, using Suggested Collaborating DOD Military Facility Budget Format (available for download on the eBRAP “Funding Opportunities & Forms” web page [<https://ebrap.org/eBRAP/public/Program.htm>]), and upload to Grants.gov attachment form as [Attachment 14](#). (Refer to the General Application Instructions, Section III.A.8, for detailed information.)

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

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

***Announcement of Transition to SAM-Generated Unique Entity Identifier (UEI):*** Through April 2022, a transition from DUNS to the SAM-generated UEI will occur. Refer to the General Application Instructions, Section III.1, DUNS Number, for more information on the transition and timing.

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

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

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

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

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

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

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

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

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

**Applications with a Single PI:** The anticipated direct costs budgeted for the entire period of performance will not exceed **\$500,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the government exceeding **\$500,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

**Applications with a Partnering PI Option for Early-Career Investigator:** The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI's and the Partnering PI's (Early-Career Investigator's) applications will not exceed **\$650,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the government will not exceed **\$650,000** or use an indirect cost rate exceeding each organization's negotiated rate.

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

#### **For All Funding Levels:**

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

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

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

- Travel in support of multidisciplinary collaborations
- Travel costs for one investigator to travel to one scientific/technical meeting per year to present project outcomes or disseminate project results for the PCARP Idea Development Award

Must not be requested for:

- Clinical trial costs

For extramural awards with an intragovernmental component, direct transfer of funds from an extramural award recipient to a DOD or other federal agency is not allowed except under very limited circumstances. Funding to intramural DOD and other federal agencies will be managed through a direct funds transfer. Intramural applicants are responsible for coordinating through their agency's procedures the use of contractual or assistance funding awards or other appropriate agreements to support extramural collaborators.

Refer to the General Application Instructions, Section III.A.5, for budget regulations and instructions for the Research & Related Budget. *For federal agencies or organizations collaborating with federal agencies, budget restrictions apply as are noted in the General Application Instructions, Section III.A.5.*

## **II.D.6. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 4, for detailed formatting guidelines.

## **II.E. Application Review Information**

### **II.E.1. Criteria**

#### **II.E.1.a. Peer Review**

To determine technical merit, all applications will be evaluated according to the following **scored criteria**, which are of equal importance:

*Note that high innovation and impact do not compensate for deficiencies in scientific merit.*

- **Scientific Merit**
  - To what extent a clear hypothesis is stated and supported through scientific rationale, preliminary data, and referenced literature.
  - How well the hypothesis or objectives, specific aims, and experimental design are developed.

- If applicable, to what extent the human subject population is appropriate for the study and whether there is clear access to the designated population.
- How well the application acknowledges potential limitations and addresses alternative methods and approaches.
- If applicable, whether the strategy for the inclusion of women and minorities and distribution of proposed enrollment is appropriate for the proposed research.
- **Impact**
  - How well the proposed research addresses at least one of the [FY21 PCARP Focus Areas](#).
  - To what extent the anticipated short-term outcome(s) of the project may impact individuals with pancreatic cancer, and/or improve understanding of pancreatic cancer.
  - To what degree the anticipated short-term and/or long-term gains from this research project may impact the pancreatic cancer community.
  - To what extent the proposed project will ultimately improve the health or quality of life of individuals with pancreatic cancer.
- **Innovation**
  - To what extent the proposed research is innovative and will challenge existing paradigms, or provide new paradigms, technologies, evidence-based diagnoses, and/or applications for pancreatic cancer.
  - To what degree the proposed research represents more than a logical step and/or incremental advance upon published data.
- **Statistical Plan**
  - To what degree the statistical plan is appropriate for the experimental methodology being used.
  - How well the proposed statistical analysis supports the relevance of any research outcomes to [FY21 PCARP Focus Area\(s\)](#).
  - Whether the power analysis for the proposed study adequately represents an assessment of the population proposed, if applicable.
- **Personnel**
  - To what extent the research team's background and experience are appropriate to accomplish the proposed research.

- Based on information in the biographical sketches, to what extent the levels of effort by the Initiating PI (mentor) and the Partnering PI (Early-Career Investigator) (if applicable) and other key personnel are appropriate for successful conduct of the proposed research.
- To what extent each PI's experience and skill in the research areas of pancreatic cancer or other fields have been demonstrated as evidenced by publications, funding, distinctions, awards, and/or patents.

**The following separately scored criteria evaluate only the merits of the proposed Partnering PI (Early-Career Investigator).** These criteria are considered independent components of the application evaluation and will be considered at the programmatic review to make funding recommendations for applications submitted under the Partnering PI Option for Early-Career Investigator:

- **Early-Career Investigator**

- To what extent the Partnering PI's (Early-Career Investigator's) achievements (as reflected by academic performance, awards, honors, and/or previous publications and funding) indicate potential for a successful career as a pancreatic cancer researcher.
- To what extent the Early-Career Investigator's stated career goals will promote their career development in pancreatic cancer research.
- Whether the application demonstrates that the Partnering PI (Early-Career Investigator) will devote at least 50% protected time for the proposed research during the award period.

- **Researcher Development Plan**

- How well the application has outlined a detailed, individualized Researcher Development Plan that will effectively support the development of the Early-Career Investigator's research skills in pancreatic cancer research.
- To what degree the Initiating PI's (mentor's) experience in pancreatic cancer research and mentoring, as demonstrated by a record of active funding, recent publications, and successful mentorship, positions them to mentor the Early-Career Investigator toward a successful career in pancreatic cancer research.
- To what extent the scientific environment is appropriate for the proposed career development activities.

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

- **Environment**

- Whether the scientific environment is appropriate for the proposed research.



- Whether the research requirements are supported by the availability of, and access to, facilities and resources.
- To what extent the quality and level of institutional support are appropriate for the proposed research.
- **Budget**
  - Whether the maximum **direct** costs are equal to or less than the allowable maximum direct costs as published in the program announcement.
  - Whether the budget is appropriate for the proposed research.
- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influence the review.

### **II.E.1.b. Programmatic Review**

To make funding recommendations and select the application(s) that, individually or collectively, will best achieve the program objectives, the following criteria are used by programmatic reviewers:

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY21 PCARP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Program portfolio balance
  - Programmatic relevance to the [FY21 PCARP Focus Areas](#)
  - Relative impact and innovation

### **II.E.2. Application Review and Selection Process**

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is **peer review**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRDC. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section II.E.1.b, Programmatic Review](#).* Additional information about the two-tier process used by the CDMRP can be found at <https://cdmrp.army.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and

review process for the award mechanisms for the PCARP will be provided to the PI[(s)] and posted on the CDMRP website.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a statement declaring that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations are prohibited from contacting persons involved in the review and approval process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization's application. Violations by panel members or applicants that compromise the confidentiality of the review and approval process may also result in suspension or debarment from federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with 18 USC 1905.

### **II.E.3. Integrity and Performance Information**

Prior to making an assistance agreement award where the federal share is expected to exceed the simplified acquisition threshold, as defined in 2 CFR 200.88, over the period of performance, the federal awarding agency is required to review and consider any information about the applicant that is available in the Federal Awardee Performance and Integrity Information System (FAPIIS).

An applicant organization may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about the organization that a federal awarding agency previously entered and is currently available in FAPIIS.

The federal awarding agency will consider any comments by the applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when determining a recipient's qualification prior to award, according to the qualification standards of the Department of Defense Grant and Agreement Regulations (DoDGARs), Section 22.415.

### **II.E.4. Anticipated Announcement and Federal Award Dates**

All application review dates and times are indicated in [Section I, Overview of the Funding Opportunity](#).

Each PI and organization will receive email notification of posting of the funding recommendation in eBRAP. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

## **II.F. Federal Award Administration Information**

### **II.F.1. Federal Award Notices**

Awards supported with FY21 funds are anticipated to be made no later than September 30, 2022. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

After email notification of application review results through eBRAP, and if selected for funding, a representative from USAMRAA will contact the Business Official authorized to negotiate on behalf of the PI's organization.

**Pre-Award Costs:** An institution of higher education, hospital, or other non-profit organization may, at its own risk and without the government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award. Refer to the General Application Instructions, Section III.A.5.

***Only an appointed USAMRAA Grants Officer may obligate the government to the expenditure of funds.*** No commitment on the part of the government should be inferred from discussions with any other individual. **The award document signed by the Grants Officer is the official authorizing document.**

**Federal Government Organizations:** Funding made to federal government organizations (to include intramural DOD organizations) will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Transfer of funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective Resource Manager/Task Area Manager/Comptroller or equivalent Business Official.

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

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

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

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

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

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

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

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

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

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

## II.F.3. Reporting

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

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

Inclusion Enrollment Reporting Requirement (only required for clinical research studies): Enrollment on the basis of sex/gender, race, and/or ethnicity will be required with each annual and final technical report. The suggested Inclusion Enrollment Report format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP.

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

Awards resulting from this program announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10M are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a federal award. Recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as

specified in the applicable Representations (see General Application Instructions, Appendix 5, Section B).

## **II.G. Federal Awarding Agency Contacts**

### **II.G.1. CDMRP Help Desk**

Questions related to program announcement content or submission requirements as well as questions related to the pre-application or intramural application submission through eBRAP should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquiries.

Phone: 301-682-5507

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

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

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

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

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

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

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

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

Questions related to this program announcement should refer to the program name, the program announcement name, and the program announcement version code 604a. The program announcement numeric version code will match the General Application Instructions version code 604.

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

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

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

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

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

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- Project Narrative exceeds page limit.
- **Partnering PI Option for Early-Career Investigator:** Either or both Initiating PI and Partnering PI applications are not submitted by the deadline.
- Project Narrative is missing.
- Budget is missing.

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

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

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

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

- An FY21 PCARP Programmatic Panel member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting documentation. *A list of the FY21 PCARP Programmatic Panel members can be found at <https://cdmrp.army.mil/pcarp/panels/panels21>.*
- The application fails to conform to this program announcement description.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY21, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.

- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review or approval process to gain protected evaluation information or to influence the evaluation process.
- Applications from extramural organizations, including non-DOD federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DOD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds to extramural collaborators.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The invited application proposes a different research project than that described in the pre-application.
- A clinical trial or proof-of-concept studies on human subjects is proposed.
- An application for which the PI (Single, Initiating [mentor], or Partnering [Early-Career Investigator]) does not meet the eligibility criteria.
- The application does not address at least one of the [FY21 PCARP Focus Areas](#).
- The research proposed is not based on preliminary data.

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

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

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

Application Components	Action	Single or Initiating PI Completed	Partnering PI Completed
SF424 Research & Related Application for Federal Assistance ( <b>extramural submissions only</b> )	Complete form as instructed		
Summary (Tab 1) and Application Contacts (Tab 2) ( <b>intramural submissions only</b> )	Complete tabs as instructed		
Attachments	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf"		
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf"		
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf"		
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf"		
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf"		
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf"		
	Innovation Statement: Upload as Attachment 7 with file name "Innovation.pdf"		
	Outcomes Statement: Upload as Attachment 8 with file name "Accomplishments.pdf"		
	Data and Research Resources Sharing Plan: Upload as Attachment 9 with file name "ResourceSharing.pdf"		
	Early-Career Investigator Statement: Upload as Attachment 10 with file name "ECISStatement.pdf" if applicable		
	Researcher Development Plan: Upload as Attachment 11 with file name "ResearcherDevPlan.pdf" if applicable		



<b>Application Components</b>	<b>Action</b>	<b>Single or Initiating PI Completed</b>	<b>Partnering PI Completed</b>
	Letter of Eligibility: Upload as Attachment 12 with file name "Eligibility.pdf" if applicable		
	Representations (extramural submissions only): Upload as Attachment 13 with file name "RequiredReps.pdf" if applicable		
	DOD Military Budget Form(s): Upload as Attachment 14 with file name "MFBudget.pdf" if applicable		
Research & Related Personal Data	Complete form as instructed		
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field		
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field		
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field		
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field		
Research & Related Budget ( <b>extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field		
Budget ( <b>intramural submissions only</b> )	Suggested DOD Military Budget Format, including justification		
Project/Performance Site Location(s) Form	Complete form as instructed		
Research & Related Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed		

## APPENDIX 1: ACRONYM LIST

ACURO	Animal Care and Use Review Office
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DHP	Defense Health Program
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IDA	Idea Development Award
IRB	Institutional Review Board
M	Million
MIPR	Military Interdepartmental Purchase Request
NIH	National Institutes of Health
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PCARP	Pancreatic Cancer Research Program
PI	Principal Investigator
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, and/or Mathematics
UEI	Unique Entity Identifier
URL	Uniform Resource Locator
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRDC	U.S. Army Medical Research and Development Command
USC	United States Code
VA	Department of Veterans Affairs