

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Kidney Cancer Research Program**

**Postdoctoral and Clinical Fellowship Award**

**Announcement Type: Initial**

**Funding Opportunity Number: HT9425-23-KCRP-PCFA**

**Assistance Listing 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 20, 2023
- **Confidential Letters of Recommendation Submission Deadline:** 5:00 p.m. ET, August 8, 2023
- **Application Submission Deadline:** 11:59 p.m. ET, August 3, 2023
- **End of Application Verification Period:** 5:00 p.m. ET, August 8, 2023
- **Peer Review:** September – October 2023
- **Programmatic Review:** November – December 2023

*This program announcement must be read in conjunction with the General Application Instructions, version 803. The General Application Instructions document is available for downloading from the [Grants.gov](https://www.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 2023 (FY23) Kidney Cancer Research Program (KCRP) are being solicited by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 4001 (10 USC 4001). 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 KCRP was initiated in 2017 to provide support for research of exceptional scientific merit. Appropriations for the KCRP from FY17 through FY22 totaled \$185 million (M). The FY23 appropriation is \$50M.

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

#### II.A.1. FY23 KCRP Overarching Strategic Goals

The KCRP's vision is to eliminate kidney cancer through collaboration and discovery. The mission of the FY23 KCRP is to promote rigorous, innovative, high-impact research in kidney cancer for the benefit of Service Members, Veterans, and the American public. Within this context, the KCRP is interested in supporting research and clinical care that addresses the KCRP Overarching Strategic Goals to: (1) increase understanding of the biology of kidney cancer; (2) develop novel therapeutic strategies for the treatment of kidney cancer; (3) improve patient care for kidney cancer patients; and (4) grow the field and increase collaboration in the area of kidney cancer.

Applicants are strongly encouraged to read and consider the KCRP Strategic Plan, which includes further information on the overarching goals and program priorities, before preparing their applications. The KCRP Strategic Plan may be found at <https://cdmrp.health.mil/kcrp/default>.

#### II.A.2. FY23 KCRP Focus Areas

Postdoctoral and Clinical Fellowship Award applications ***must address at least one of the FY23 KCRP Focus Areas***, as presented below. **Selection of the Focus Area(s) is the responsibility of the applicant.**

- Conduct basic biology research to better understand etiology and cancer progression, metastatic disease, refractory disease and therapeutic resistance, genetic and environmental risk factors, and the prevention of kidney cancer.
- Identify and develop new strategies for screening, early-stage detection, and accurate diagnosis and prognosis prediction of kidney cancers, with examples including biomarkers and imaging, treatment of early-stage cancers.

- Define the biology of rare kidney cancers and develop treatments to improve outcomes and reduce death.
- Develop novel therapeutic strategies for the treatment of kidney cancer, such as novel drug targets, therapeutic modalities and agents, treatment combinations, and drug delivery systems.
- Identify and implement strategies to improve the quality of life and survivorship for patients.
- Identify and implement strategies to mitigate health disparities, such as access to health care, social and cultural factors, environmental factors, and biological contributors.
- Increase research capacity through support and development of research conducted by the next generation of kidney cancer researchers, or patient care in alignment with the KCRP Overarching Strategic Goals.

**Disease Subtype:** Applicants must select the kidney cancer type that the study seeks to address.

- Clear cell renal cell carcinoma (ccRCC)
- von Hippel-Lindau (VHL) associated with kidney cancer
- Papillary RCC
- Chromophobe RCC
- Collecting duct carcinoma
- Translocation RCC
- Renal medullary carcinoma (RMC)
- Transitional cell carcinoma (TCC)
- Wilms tumor (nephroblastoma)
- Renal sarcoma
- Angiomyolipoma
- Oncocytoma
- Not classified/not applicable

***Focus Area(s) and Disease Subtype are used for program analysis purposes.***

### II.A.3. Award History

The KCRP Postdoctoral and Clinical Fellowship Award mechanism was first offered in FY20. Since then, 39 Postdoctoral and Clinical Fellowship Award applications have been received, and 16 have been recommended for funding.

### II.B. Award Information

The FY23 KCRP Postdoctoral and Clinical Fellowship Award supports recent doctoral or medical school graduates in pursuit of innovative, high-impact kidney cancer research during their postdoctoral and/or clinical fellowship and allows them to obtain the necessary experience for an independent career as a leader in kidney cancer research. Applicants must demonstrate that the proposed research has high potential to lead to, or make, significant advancements in kidney cancer research and/or patient care. Applicants for this award must also exhibit a strong desire to pursue a career in kidney cancer research, with clear evidence for a researcher development plan that will lead to a successful independent career in kidney cancer.

The critical components of this award mechanism are:

**Impact:** Research supported by the FY23 KCRP Postdoctoral and Clinical Fellowship Award will have the potential for a major impact and accelerate progress toward ending kidney cancer. The impact may be short term or long term, but must move beyond an incremental advance. Applications are expected to identify the kidney cancer patients or at-risk individuals who would ultimately benefit from the proposed research.

**Research Strategy:** The research proposed as part of the Postdoctoral and Clinical Fellowship Award must have high potential to lead to or make breakthroughs in kidney cancer. The scope of the research may include innovative, high-risk/high-reward research in the early stages of idea development or research already supported by preliminary data with the potential to make significant advancements toward clinical translation. The research strategy should demonstrate sound rationale, logical reasoning, and, if available, preliminary data. The proposed research should show evidence of rigorous experimental design, sufficient experimental details, appropriate controls, a statistical plan, and consideration of pitfalls and alternatives.

**Principal Investigator (PI):** Under this award mechanism, the postdoctoral or clinical fellow is considered the PI and, as such, is expected to write the project narrative, researcher development plan, and other application components, with appropriate guidance from the mentor. *While the PI is not required to have previous experience in kidney cancer research, the proposed project and researcher development plan must focus on kidney cancer.* Applications must emphasize the PI's potential for success in becoming an independent kidney cancer researcher based on their qualifications, achievements/honors (including first-author publications and funding), and letters of recommendation.

**Mentor:** The mentor (or co-mentor, if applicable) must possess the appropriate experience in kidney cancer research and/or patient care, to include recent publications and a record of active funding, and clearly demonstrate a commitment to guiding the PI's research and development as a researcher. If the mentor is not an experienced kidney cancer researcher, then formal co-

mentorship by an established kidney cancer researcher is required. The application must include information about the mentor's experience in conducting innovative research and how they intend to support the PI's endeavors in kidney cancer. Mentorship by an investigator without an established record of mentoring pre- and/or postdoctoral trainees may be offset by the overall strength of the researcher development plan.

**Researcher Development Plan:** Applications must provide details on the suitability of the PI's overall researcher development plan for attaining the goals of this award mechanism. Applications must elaborate on the qualities of the research environment in which the candidate will work, provide details on the *individualized kidney cancer-focused researcher development plan*, and describe how it will facilitate the PI's career development as an independent, innovative kidney cancer researcher. A multidisciplinary research approach to kidney cancer is highly encouraged, but not required; however, if there are multidisciplinary aspects, they should be clearly outlined in the application.

***Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this program announcement.***

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 state and recurrent patients. As a member of the Metastatic Cancer Task Force, CDMRP encourages applicants to review the recommendations (<https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>) and submit research ideas to address these recommendations provided they are within the limitations of this funding opportunity and fit within the FY23 KCRP priorities.

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 families, and the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY23 KCRP Postdoctoral and Clinical Fellowship Award should not exceed **\$195,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2024. For additional information refer to [Section II.F.1, Federal Award Notices](#).

***The CDMRP expects to allot approximately \$1.25M to fund approximately four Postdoctoral and Clinical Fellowship Award applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this FY23 funding opportunity will be funded with FY23 funds, which will expire for use on September 30, 2029.***

**Research Involving Human Data, Human Anatomical Substances, Human Subjects, or Human Cadavers:** All DOD-funded research involving new and ongoing research with human data, human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the USAMRDC Office of Human and Animal Research Oversight (OHARO), Office of Human Research Oversight (OHRO), 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 application submission is **not** required; however, local IRB/EC approval is necessary prior to OHRO review. Allow up to 3 months to complete the OHRO regulatory review and approval process following submission of **all required and complete** documents to the OHRO. Refer to the General Application Instructions, Appendix 1, and the OHARO web page [https://mrhc.health.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrhc.health.mil/index.cfm/collaborate/research_protections/hrpo) for additional information.

As of January 20, 2020, U.S. institutions engaged in non-exempt cooperative research **must** rely on a single IRB to review and approve the portion of the research conducted at domestic sites in accordance with Code of Federal Regulations, Title 45, Part 46.114(b) (45 CFR 46.114[b]). If the proposed, non-exempt research involves more than one U.S.-based institution, a written plan for single IRB review arrangements must be provided at the time of application submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

***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 a placebo or another control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes.

***Studies that do not seek to measure safety, effectiveness, and/or efficacy outcome(s) of an intervention are not considered clinical trials.***

**Clinical research** encompasses research with patient samples, data, and interaction with patients that may or may not be considered a clinical trial. **For the purposes of this funding opportunity, research that meets the definition of a clinical trial is distinct from clinical research.** Clinical research is observational in nature and includes: (1) Research that does not seek to evaluate the effects of interventions. Research conducted with human subjects (or on material of human origin such as data, tissues, specimens, and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects, but does not seek to assess the effects of an intervention, qualifies as clinical research. Patient-oriented research may include but is not limited to: (a) mechanisms of human disease, (b) diagnostic or detection studies (e.g., biomarker or imaging), (c) health disparity studies, and (d) development of new technologies. (2) Epidemiologic and behavioral studies that do not seek to study the safety, effectiveness, and/or efficacy outcomes of an intervention. (3) Outcomes research and health services research that do not fit under the definition of clinical trial. Excluded from the definition of clinical research are in vitro studies that utilize human tissues that cannot be linked to a living individual. **Note:** Studies that meet the requirements for exemption under [§46.104\(d\)\(4\) of the Common Rule](#) are not considered clinical research as defined by CDMRP. Exemption category 4 refers to secondary research for which consent is not required.

**Use of DOD or Department of Veterans Affairs (VA) Resources:** If the proposed research involves access to active-duty military and/or VA 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 research funded by the FY23 KCRP Postdoctoral and Clinical Fellowship Award involving new and ongoing research with animals must be reviewed and approved by the USAMRDC OHARO 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.

**Guidelines for Animal Research:** All projects should adhere to a core set of standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. The standards are described in Landis, SC, et al. A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 2012, 490:187-191 ([www.nature.com/nature/journal/v490/n7419/full/nature11556.html](http://www.nature.com/nature/journal/v490/n7419/full/nature11556.html)). While these standards are written for preclinical studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in clinical studies. Applicants should consult the Animal Research: Reporting *In Vivo* Experiments (ARRIVE) guidelines 2.0 to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines 2.0 can be found at <https://arriveguidelines.org/arrive-guidelines>.



## **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 organizations 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:*** An 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.

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

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

As of the application submission deadline, all eligible PIs must have:

- Successfully completed the requirements for a doctoral and/or medical degree
- Be in the laboratory or clinical research setting in which the proposed research is to be performed as a postdoctoral or clinical fellow
- Have four years or less of postdoctoral and/or mentored clinical research training experience (excluding family medical leave)

Each investigator may be named on only one KCRP Postdoctoral and Clinical Fellowship Award application as a PI.

Only postdoctoral and/or clinical fellows are eligible. Faculty members and all other non-postdoctoral and clinical fellow positions are not eligible.

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

The CDMRP strongly 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).*

Inclusion of classified research data within the application and/or proposing research of which the anticipated outcomes may be classified or deemed sensitive to national security concerns may result in application withdrawal. Refer to the General Application Instructions Appendix 2, Section E.

### **II.D.1. eBRAP and Grants.gov**

**The electronic Biomedical Research Application Portal (eBRAP)** (<https://ebrap.org>) is a secure web-based system that allows PIs to submit their pre-applications, view and verify extramural full applications submitted to Grants.gov (<https://grants.gov>), receive communications from the CDMRP, and submit documentation during award negotiations and throughout the period of performance. eBRAP also allows intramural organizations to submit full applications following pre-application submission.

**Grants.gov** is a federal system required to be utilized by agencies to receive and process extramural grant applications. Full applications may only be submitted to Grants.gov after submission of a pre-application through eBRAP.

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

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

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

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

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

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

## **II.D.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 eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 prior to the application submission deadline.

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

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

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

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

All pre-application components must be submitted by the PI through eBRAP (<https://eBRAP.org/>).

The applicant organization and associated PI and mentor(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 eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

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

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

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

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

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

[FY23 KCRP 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 eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

- **Tab 4 – Conflicts of Interest**

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

- **Tab 5 – Pre-Application Files**

**Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions. An invitation to submit is *not* required.

- **List of Individuals Providing Confidential Letters of Recommendation:** Enter contact information for three individuals who will provide letters of recommendation. Each individual will receive an email generated from eBRAP containing specific instructions on how to upload their letter. The three individual letters of recommendation must include one from the mentor and one from the co-mentor(s) (if applicable) or other independent researchers who have had scientific interaction with the PI.

- **Tab 6 – Submit Pre-Application**

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

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

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

Each application submission must include the completed full application package for this program announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<https://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>	
<p>Download application package components for HT9425-23-KCRP-PCFA from Grants.gov (<a href="https://grants.gov">https://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.</p>	<p>Download application package components for HT9425-23-KCRP-PCFA from eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</p>
<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> <li>• <a href="#">Additional Application Components</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> <li>• <a href="#">Other</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>Create a Grants.gov Workspace.</p>	<p>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</p>

Extramural Submissions	Intramural DOD Submissions
<p>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><i>Note:</i> If either the Project Narrative or the budget fails eBRAP validation or 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>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>
<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 <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b></p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official and PI will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package may be modified <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b> 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</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

Extramural Submissions	Intramural DOD Submissions
<p>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>	

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 megabytes (MB), and the file size for the entire full application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (six-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 (uniform resource locators) that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below. *The Project Narrative must be written by the PI while also showing evidence of appropriate direction from the mentor(s).*

- **Principal Investigator:** The application should describe the PI’s career goals, demonstrating a strong personal commitment to pursuing an independent career as a



leader in kidney cancer research. Describe how the proposed research project and mentoring experience will promote the PI's development toward becoming an independent kidney cancer researcher. The application should discuss the PI's research plans and career plans after the completion of this award.

- **Mentor(s):** Describe each mentor or co-mentor's background and experience in kidney cancer research. Explain how the mentor(s) will assist the PI throughout the period of performance in developing toward independence in kidney cancer research. Provide details on the amount and types of interactions between the mentor(s) and the PI. Describe the track record of each mentor for mentoring early-career investigators in kidney cancer research.
- **Research Project:** Describe the proposed research project, including the background, hypothesis/objective, specific aims, experimental design, methods, and analyses. The application must provide a sound scientific rationale for the proposed project and its feasibility as established through a critical review and analysis of published literature and/or logical reasoning. Preliminary data are not required, but may be included to support the scientific rationale and feasibility of the study. Address potential problem areas and present alternative methods and approaches. Include a statistical analysis plan for the proposed research, if applicable. Explain how cell line authentication and/or statistical rigor of preclinical experiments have been incorporated into the study design, if applicable.
  - If animal studies are proposed, applicants should consult the ARRIVE guidelines 2.0 to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines 2.0 can be found at [The ARRIVE guidelines 2.0 | ARRIVE Guidelines](#).
  - If human subjects or human anatomical samples will be used, include a plan for the recruitment of subjects or the acquisition of samples and document the experience of the PI and/or collaborators in recruiting human subjects for similar projects. ***This award may not be used to conduct clinical trials.***
    - ❖ If applicable, describe the strategy for the inclusion of women and minorities in the clinical research appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of sex/gender, race, and/or ethnicity, 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 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 (one-page limit per letter):** 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) (one-page limit per letter):** Provide a signed letter from each collaborating individual or organization demonstrating that the PI has the support or resources necessary for the proposed work. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator's Commander or Commanding Officer at the intramural organization that authorizes the collaborator's involvement.
- **Transcripts:** Include a copy of the PI's transcripts from all 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](https://www.grants.gov)) in place of the transcript.
- **Mentor Qualifications:** Include a description of the qualifications of the mentor. Specifically address the following:
    - Experience in conducting innovative research
    - Experience in kidney cancer to include publications and active funding
    - Record and success in mentoring doctoral, postdoctoral, and/or clinical trainees
  - **Co-Mentor Qualifications:** Include a description of the qualifications of the co-mentor(s). Specifically address the following:
    - Experience in conducting innovative research
    - Experience in kidney cancer to include publications and active funding
    - Record and success in mentoring doctoral, postdoctoral, and/or clinical trainees
  - **Intellectual Property:** Information can be found in the 2 CFR 200.315, “Intangible Property.”
    - **Intellectual and Material Property Plan (if applicable):** Provide a plan for resolving intellectual and material property issues among participating organizations.
    - **Commercialization Strategy (if applicable):** Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
  - **Data and Research Resources Sharing Plan:** Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
  - **Data Management Plan (two-page limit):** Describe the data management plan in accordance with Section 3.c, Enclosure 3, [DoD Instruction 3200.12](#).

- For Extramural Applications: Refer to General Application Instructions, Section III.A.2, Attachments Form, Attachment 2, Supporting Documentation, for more detailed information.
  - For Intramural Applications: Refer to General Application Instructions, Section IV.A.1, Application Component – Attachments, Attachment 2, Supporting Documentation, for more detailed information.
- **Use of DOD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active-duty military populations and/or DOD resources or databases.
  - **Use of VA Resources (if applicable):** Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief, confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA non-profit corporation is not identified as the applicant institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.
- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf”.** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. ***Do not include proprietary or confidential information.*** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Programmatic reviewers typically do not have access to the full application and therefore rely on the technical abstract for appropriate description of the project’s key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important.

Describe the proposed research project including the following elements:

- **Research Plan**
  - **Background:** Present the ideas and reasoning behind the proposed work.
  - **Objective/Hypothesis:** State the hypothesis to be tested or the objective to be reached. Provide evidence or rationale that supports the objective/hypothesis.
  - **Specific Aims:** State the specific aims of the study.
  - **Study Design:** Briefly describe the study design including appropriate controls.

- **Personnel/Researcher Development Plan**
  - The PI’s career goals and potential for a career at the forefront of kidney cancer research.
  - The strategy for acquiring the necessary skills, competence, and knowledge to successfully complete the proposed research project.
  - The mentor’s (and co-mentor’s, if applicable) background and experience in kidney cancer research and proposed contribution to the career development of the PI.
- **Impact**
  - Describe how the proposed project will have an impact on kidney cancer research and/or patient care.
  - How the proposed research project will prepare the PI for a career at the forefront of kidney cancer research.
- **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.

The lay abstract should be written using the outline below. ***Do not duplicate the technical abstract.*** Minimize 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 advocate community.

- Describe the scientific objective and rationale for the proposed project in a manner that will be ***readily understood by readers without a background in science or medicine.***
- Describe the ultimate applicability of the research.
  - What types of patients will it help and how will it help them?
  - What are the potential clinical applications, benefits, and risks?
  - What is the projected time it may take to achieve a patient-related outcome?
  - If the research is too basic for near-term clinical applicability, describe the interim outcomes.

- Describe the PI’s career goals in kidney cancer research and/or patient care.
  - How does the research plan support the PI in achieving these goals?
  - How does the mentorship and researcher development plan support the PI in achieving these goals?
- **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 Postdoctoral and Clinical Fellowship 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.

- **Attachment 6: Researcher Development Plan (one-page limit): Upload as “ResearchDev.pdf”.**
  - Clearly articulate an individualized strategy that will enable the PI to acquire the necessary skills, competence, and knowledge to successfully complete the proposed research project.
  - Indicate how the individualized researcher development plan will provide the PI with an opportunity to develop a research project, investigate a problem or question in the field of kidney cancer, and effectively prepare the PI for a career as an independent kidney cancer researcher.
  - Highlight the unique features of the PI’s researcher development plan as it pertains specifically to kidney cancer.
  - Describe how the researcher development plan is supported by the environment and mentorship, including a description of ongoing kidney cancer research at the institution. Include a description of the environment of any collaborating institutions that will augment the lack of specific resources at the PI’s primary institution (if applicable). If the PI will be utilizing resources at another institution to successfully complete the proposed project, then the PI is strongly encouraged to designate a co-mentor at the collaborating institution. Include information on collaborations with other investigators, seminars, workshops, and other opportunities for professional interaction with leaders in the kidney cancer field. ***Do not reference or include members of the FY23 KCRP Programmatic Panel.***
- **Attachment 7: Impact Statement (one-page limit): Upload as “Impact.pdf”.** Articulate how the research project, if successful, will accelerate progress toward ending kidney cancer. Explain how the proposed research will move beyond an incremental advance. As specifically as possible, identify the kidney cancer patients or at-risk

individuals who would ultimately benefit from the proposed research. ***Do not restate the research strategy in the Impact Statement.*** Describe how the proposed research project and mentoring experience will bring the PI to the forefront of kidney cancer research.

- **Attachment 8: Public Health Service (PHS) Inclusion Enrollment Report, if applicable: Upload as “PHS.pdf”.** 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. Studies utilizing human biospecimens or datasets that cannot be linked to a specific individual, gender, ethnicity, or race are exempt from this requirement. The PHS Inclusion Enrollment Report is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.
- **Attachment 9: Eligibility Statement (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 by the application submission deadline. The letter should provide the date (month/year) the PI completed/will complete requirements for their doctoral degree, and the date (month/year) the PI began/will begin postdoctoral research in the proposed setting.
- **Attachment 10: Representations, if applicable (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 11: Suggested Collaborating DOD Military Facility Budget Format, if applicable: Upload as “MFBudget.pdf”.** If a military facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DOD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete a separate budget, using “Suggested Collaborating DOD Military Facility Budget Format”, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 USC 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 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”.
  - Include mentor’s (and co-mentor’s, if applicable) biographical sketch.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - Include mentor’s (and co-mentor’s, if applicable) previous/current/pending support.

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

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

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



- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.
- **Intramural DOD Collaborator(s):** Complete the “Suggested Collaborating DOD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 11](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DOD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

<b>Additional Application Components</b>
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In addition to the complete application package, FY23 KCRP Postdoctoral and Clinical Fellowship Award applications also require the following components:

- **Three Confidential Letters of Recommendation (two pages per letter recommended)**

The PI should monitor whether the letters have been received in eBRAP by viewing the status in the “Pre-Application Files” tab of the pre-application. The PI will not be able to view the letters.

- ***The confidential letter of recommendation from each mentor*** should include a description of the mentor’s commitment to the PI’s career development, mentorship in kidney cancer research, and ability to supervise the PI’s research project. Mentor letters should also address the following (two pages per letter recommended):
  - The PI’s potential for a highly productive career as an independent kidney cancer researcher.
  - Details of the proposed interactions of the mentor with the PI during the PI’s research project.
  - The mentoring environment, including ongoing kidney cancer research in the mentor’s laboratory and in the organization as a whole, resources available, and how this environment will promote the development of the PI as a kidney cancer researcher.
  - The degree to which the PI participated in the project development and application preparation, and the degree to which the PI will participate in the execution of the application, if funded.

- ***Additional confidential letter(s) of recommendation*** should describe the PI’s unique qualifications and accomplishments that highlight their potential for success in pursuing a career in kidney cancer research. At least one of the additional letter(s) should be provided by a former, and not the current, mentor. Specifically, each letter should offer the writer’s perspective on:
  - The PI’s qualifications, characteristics, and achievements.
  - The PI’s potential for productivity and desire for establishing a successful and independent career in kidney cancer research.
  - The relevance of the proposed research project to developing the PI’s career in kidney cancer research.
  - The suitability of the mentor(s) and the research environment for providing the PI with a solid foundation to support an independent career in kidney cancer research.

### **II.D.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

The applicant organization must be registered as an entity in SAM (<https://www.sam.gov/SAM/>) and receive confirmation of an “Active” status before submitting an application through Grants.gov. ***As of April 2022, all federal awards including, but not limited to, contracts, grants, and cooperative agreements will use the UEI generated through SAM.gov.*** Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

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

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

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

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

**application submission deadline.** Other application components may be changed until the end of the application verification period. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period. After the end of the application verification period, the full application cannot be modified.

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

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

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

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

The maximum period of performance is **4** years.

The application's direct costs budgeted for the entire period of performance should not exceed **\$195,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate.

The application's total costs budgeted for the entire period of performance should not exceed **\$195,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate.

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

The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **4** years.

For this award mechanism, direct costs may be requested for (not all-inclusive):

- Research costs
- Salary/Stipend (**PI only**)

- Research workshops
- Support for multidisciplinary collaborations
- For one investigator to travel to one scientific/technical meeting per year. The intent of travel costs to scientific/technical meetings is to present project information of disseminate project results from the KCRP PCFA.

Must not be requested for:

- Clinical trial costs
- Mentor or other salary
- General office supplies, including computers and software

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:

- **Principal Investigator**
  - How well the PI's achievements (as reflected by academic performance, awards, achievements/honors, and/or previous publications and funding) indicate the potential for a successful career as a kidney cancer researcher.

- To what extent the PI's stated career goals demonstrate a strong personal commitment to pursuing an independent career as a leader in kidney cancer research.
- To what extent the letters of recommendation from the mentor(s) and others support the PI's potential for a highly productive career as an independent kidney cancer researcher.
- Whether the PI's proposed level of effort is appropriate for successful completion of the proposed work.
- **Mentor(s)**
  - Whether there is at least one mentor who is an established kidney cancer researcher, as evidenced by a demonstrated record of active funding and recent publications in kidney cancer research.
  - To what extent the mentor's (and co-mentor's, if applicable) own experience in kidney cancer and their ongoing research program and available resources support the ability to supervise the PI's research project.
  - To what extent the potential for successful mentoring of the PI in kidney cancer research is indicated in the track record(s) of the mentor(s) in previously mentoring early-career investigators.
  - Whether a high level of commitment to the PI's development as an independent kidney cancer researcher is indicated in the mentor letter(s).
  - Whether the quality of the application suggests that the mentor(s) provided appropriate guidance in its preparation.
- **Research Strategy and Feasibility**
  - To what extent the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, kidney cancer-relevant preliminary data (if included), and/or logical reasoning.
  - Whether the experimental design and the statistical analysis plan, if applicable, are appropriate for the research proposed.
  - How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
  - How well the application acknowledges potential problems and addresses alternative approaches.
  - If applicable, to what degree the intellectual and material property plan is appropriate.
  - If applicable, whether the strategy for the inclusion of women and minorities and distribution of proposed enrollment is appropriate for the proposed research.

- **Researcher Development Plan and Environment**

- How well the application outlines an individualized researcher development plan that will enable the PI to acquire the necessary skills, competence, and knowledge to successfully complete the proposed research project.
- How well the individualized researcher development plan will provide the PI with an opportunity to develop a research project, investigate a problem or question in kidney cancer research, and effectively prepare them for a career as an independent kidney cancer researcher.
- To what extent the scientific environment at the primary institution (and collaborating institution(s), if applicable) is appropriate for the proposed research and career development activities, including professional interaction with established kidney cancer researchers.
- To what extent the research requirements are adequately supported by the availability and accessibility of facilities and resources (including collaborative arrangements as applicable).

- **Impact**

- To what degree the expected results of the project will impact and accelerate progress toward ending kidney cancer.
- To what degree the proposed research project and mentoring experience will bring the PI to the forefront of kidney cancer research.

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

- **Budget**

- Whether the **direct** costs exceed the allowable direct costs as published in the program announcement.
- Whether the budget is appropriate for the proposed research.

- **Environment**

- If applicable, to what degree the intellectual and material property plan is appropriate.

- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influence the review.

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

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

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the Defense Health Program and FY23 KCRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Alignment with the Overarching Strategic Goals in [Section II.A.1](#)
  - Program portfolio composition
  - Relative impact

### 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.health.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and review process for the award mechanisms for the KCRP will be provided to the PI and posted on the CDMRP website.

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

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

Prior to making an assistance agreement award where the federal share is expected to exceed the simplified acquisition threshold, as defined in 2 CFR 200.1, 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 FY23 funds are anticipated to be made no later than September 30, 2024. 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 the 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 or for-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**

Changes in PI are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

An organizational transfer of an award 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](#) and the [USAMRAA General Research Terms and Conditions: Addendum to the DoD R&D General Terms and Conditions](#) for further information.

**Certification Regarding Disclosure of Funding Sources.** The proposing entity must comply with Section 223(a) of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, which requires that the PI, Partnering PIs (if applicable), and all key personnel:

- Certify that the current and pending support provided on the application is current, accurate, and complete;
- Agree to update such disclosure at the request of the agency prior to the award of support and at any subsequent time the agency determines appropriate during the term of the award; and
- Have been made aware of the requirements under Section 223(a)(1) of this Act.

False, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties (18 USC 1001).

### II.F.3. Reporting

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

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

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

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

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

Awards resulting from this program announcement may entail 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. These 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. eBRAP 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 eBRAP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET (closed on most U.S. federal holidays). 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 eBRAP 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 803a. The program announcement numeric version code will match the General Application Instructions version code 803.

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

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

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

The following will result in administrative rejection of the application:

- Pre-application was not submitted.
- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.

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

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

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

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

- An FY23 KCRP 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 FY23 KCRP Programmatic Panel members can be found at <https://cdmrp.health.mil/kcrp/panels/panels23>.*
- 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 FY23, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.health.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.
- Application including classified research data and/or proposing research of which the anticipated outcomes may be classified or deemed sensitive to national security concerns will be considered for application withdrawal.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- A clinical trial is proposed.
- The PI does not meet the eligibility criteria.
- The application fails to demonstrate access to the relevant study population or resources.

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

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

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

Application Components	Action	Completed
SF424 Research & Related Application for Federal Assistance ( <b>extramural submissions only</b> )	Complete form as instructed	
Summary (Tab 1) and Application Contacts (Tab 2) ( <b>intramural submissions only</b> )	Complete tabs as instructed	
Attachments	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf"	
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf"	
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf"	
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf"	
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf"	
	Researcher Development Plan: Upload as Attachment 6 with file name "ResearchDev.pdf"	
	Impact Statement: Upload as Attachment 7 with file name "Impact.pdf"	
	Public Health Service Inclusion Enrollment Report: Upload as Attachment 8 with file name "PHS.pdf" if applicable	
	Eligibility Statement: Upload as Attachment 9 with file name "Eligibility.pdf"	
	Representations (extramural submissions only): Upload as Attachment 10 with file name "RequiredReps.pdf"	
Suggested Collaborating DOD Military Facility Budget Format: Upload as Attachment 11 with file name "MFBudget.pdf" if applicable		
Research & Related Personal Data	Complete form as instructed	

<b>Application Components</b>	<b>Action</b>	<b>Completed</b>
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	
<b>Application Components</b>	<b>Action</b>	<b>Completed</b>
<a href="#"><u>Additional Application Components</u></a>	Confidential Letters of Recommendation	

## APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ARRIVE	Animal Research: Reporting In Vivo Experiments
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
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
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
KCRP	Kidney Cancer Research Program
LOI	Letter of Intent
M	Million
MB	Megabytes
MIPR	Military Interdepartmental Purchase Request
OHARO	Office of Human and Animal Research Oversight (previously Office of Research Protections)
OHRO	Office of Human Research Oversight (previously Human Research Protection Office)
ORCID	Open Researcher and Contributor ID, Inc.
PCFA	Postdoctoral and Clinical Fellowship Award
PDF	Portable Document Format
PHS	Public Health Service
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