

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Pancreatic Cancer Research Program**

**Idea Development Award**

**Announcement Type: Initial**

**Funding Opportunity Number: HT9425-23-PCARP-IDA**

**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 10, 2023
- **Invitation to Submit an Application:** August 2023
- **Application Submission Deadline:** 11:59 p.m. ET, October 5, 2023
- **End of Application Verification Period:** 5:00 p.m. ET, October 10, 2023
- **Peer Review:** December 2023
- **Programmatic Review:** February 2024

*This program announcement must be read in conjunction with the General Application Instructions, version 802. The General Application Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”*

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

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

Applications to the Fiscal Year 2023 (FY23) Pancreatic Cancer Research Program (PCARP) are being solicited by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 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 PCARP was initiated in FY20 to provide support for research of exceptional scientific merit. Appropriations for the PCARP from FY20 through FY22 totaled \$36 million (M). The FY23 appropriation is \$15M.

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

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

#### **II.A.1. FY23 PCARP Focus Areas**

- Early detection research for pancreatic cancer, including the prevalence in individuals with pre-diabetes and diabetes and/or those in underserved ethnic and minority communities
- Supportive care interventions, patient-reported outcomes, quality of life, and perspectives during diagnosis, treatment, and survivorship
- Barriers to the implementation of health care, including ways to overcome socioeconomic, geographic, or ethnic and racial disparities
- Identification and characterization of pancreatic cancer risk including genetic and environmental risk factors, such as diet, obesity, and microbiome
- Understanding the relationship between metabolic disruptions in pancreatic cancer and their systemic effects, including diabetes and cachexia
- Understanding tumor development and progression, from precursors to metastasis
- Understanding the relationship between oncogenic signaling and the tumor microenvironment that drives drug resistance and therapeutic response

- Biomarkers to predict therapeutic response and guide management strategies
- New drug development targeted toward cancer sensitivity and resistance mechanisms including immune mechanisms of resistance

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

The PCARP Idea Development Award mechanism was first offered in FY20. Since then, 146 Idea Development Award applications have been received, and 39 have been recommended for funding.

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

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

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

- **Impact:** The proposed research is expected to make an important and original contribution to advancing the understanding of pancreatic cancer and ultimately lead to improved outcomes for individuals with pancreatic cancer. The project's impact on both pancreatic cancer research and patient care should be articulated, even if clinical impact is not an immediate outcome.
- **Innovation:** Research deemed innovative may represent a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or exhibit other highly creative qualities. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies. Research that represents an incremental advance on previously published work is not considered innovative.
- **Personnel:** Personnel are considered a crucial element of the FY23 PCARP Idea Development Award. At least one member of the research team should have experience in pancreatic cancer research, as demonstrated by recent publications and funding. Inclusion of a biostatistician in the study team is encouraged.
- **Research must be based on preliminary data:** Although the proposed research must have direct relevance to pancreatic cancer, the required preliminary data, which may include unpublished results from the laboratory of the Principal Investigator(s) (PI[s]), research team, or collaborators named on the application, may be from outside the pancreatic cancer research field. Research should also be based on a sound scientific rationale that is established through logical reasoning and critical review and analysis of the literature.

**Partnering PI Option for Early-Career Investigator:** The FY23 Idea Development Award mechanism is offering a higher level of funding for applications that propose to partner an

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

A congressionally mandated Metastatic Cancer Task Force was formed with the purpose of identifying ways to help accelerate clinical and translational research aimed at extending the lives of advanced stage and recurrent patients. As a member of the Metastatic Cancer Task Force, the CDMRP encourages applicants to review the recommendations and submit research ideas to address these recommendations, provided they are within the limitations of this funding opportunity and fit within the FY23 PCARP priorities. Please copy and paste the link below in your web browser to review the recommendations: <https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>.

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 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.

The anticipated direct costs budgeted for the entire period of performance for an FY23 PCARP Idea Development Award should not exceed **\$500,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

The anticipated direct costs budgeted for the entire period of performance for an FY23 PCARP Idea Development Award – Partnering PI Option For Early Career Investigator should not exceed \$650,000. 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 \$7.36M to fund approximately four Idea Development Award – Single PI applications and four Idea Development Award – Partnering PI Option for Early-Career Investigator applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this 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 under this award mechanism. 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.

**Rigor of Experimental Design:** 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., 2012, A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 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. Projects that include research on animal models are required to submit [Attachment 8, Animal Research Plan](#), as part of the application package to describe how these standards will be addressed. Applicants should consult the ARRIVE guidelines 2.0 (Animal Research: Reporting *In Vivo* Experiments) 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>.

**Research Involving Animals:** All research funded by the FY23 PCARP Idea Development 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.

## **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**

**For Single PI applications:**

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

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

- The Initiating PI (mentor) must be at or above the level of Assistant Professor (or equivalent) to be named by the organization as the PI on the application.
- By the full application submission date, the Partnering PI (Early-Career Investigator) must:
  - Have instructor-level (or equivalent) faculty appointment or above.
  - Be no more than 10 years from the receipt of a terminal degree (excluding time spent in residency or on family medical leave) at the time of the application deadline.



- It is not required that the Partnering PI (Early-Career Investigator) and the Initiating PI (mentor) be located at the same institution.

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

The CDMRP 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.

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

steps are not completed, an intramural partner will not be able to submit the Partnering PI's required full application package components to eBRAP.

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

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

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

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the 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 Initiating PI through eBRAP (<https://eBRAP.org>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

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

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

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

**When starting the pre-application, PIs should ensure that they have selected the appropriate application category in eBRAP:**

- IDA – Idea Development Award
- IDA-PPIO – Idea Development Award – Partnering PI Option for Early-Career Investigator

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

- **Tab 1 – Application Information**

Submission of application information includes assignment of primary and secondary research classification codes, which may be found at <https://eBRAP.org/eBRAP/public/>

[Program.htm](#). Applicants are strongly encouraged to review and confirm the codes prior to making their selection.

- **Tab 2 – Application Contacts**

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

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

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

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

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

[FY23 PCARP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

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

- **Tab 4 – Conflicts of Interest**

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

- **Tab 5 – Pre-Application Files**

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

- **Preproposal Narrative (Single PI submission: two-page limit; Partnering PI Option for Early-Career Investigator: three-page-page limit):** The Preproposal Narrative page limit applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs

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

The Preproposal Narrative should include the following:

- **Research Idea:** State the hypothesis to be tested or the objective to be reached. State the [FY23 PCARP Focus Area\(s\)](#) that will be addressed. Detail the scientific rationale on which the proposed project is based and briefly describe relevant preliminary data. Describe how the research study will be accomplished in the defined study population, if applicable. Concisely state the specific aims and provide a brief overview of the study design. ***This award cannot be used to conduct clinical trials or proof-of-concept intervention studies on human subjects.***
- **Impact:** Describe the potential impact of this study on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Innovation:** Describe how the proposed project is innovative and how the research represents more than an incremental advance on published data.
- **Personnel:** Clearly describe the pancreatic cancer experience of the proposed research team and how this will factor into the team’s ability to successfully complete the project.
- **Partnering PI Option for Early-Career Investigator (if applicable):** Describe how the Initiating PI (mentor) is positioned to provide the Partnering PI (Early-Career Investigator) with mentorship toward a successful career in pancreatic cancer research. Briefly describe the Researcher Development Plan and how it will contribute to fostering the Partnering PI’s career development as a pancreatic cancer researcher.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application ***must be uploaded as individual files*** and are limited to the following:
  - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).
  - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
  - **Key Personnel Biographical Sketches (five-page limit per individual):** ***All biographical sketches should be uploaded as a single combined file.*** Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **Tab 6 – Submit Pre-Application**

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

### **Pre-Application Screening**

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the Defense Health Program (DHP) and FY23 PCARP, pre-applications will be screened based on the following criteria:

- **Research Idea:** Whether the proposed research addresses one or more of the [FY23 PCARP Focus Areas](#). How well the scientific rationale, preliminary data, study design, and specific aims support the project’s objective. To what extent the research can be accomplished with the defined study population, if applicable.
- **Impact:** What potential impact this study will have on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Innovation:** To what extent the research is innovative and represents more than an incremental advance on published data.
- **Personnel:** To what degree the PI(s) and research team’s backgrounds and pancreatic cancer-related experience are appropriate to successfully carry out the proposed research project.
- **Partnering PI Option for Early-Career Investigator (if applicable):** How well the Researcher Development Plan will contribute to fostering the Early-Career Investigator’s development as a pancreatic cancer researcher. To what degree the Initiating PI (mentor) is positioned to mentor the Early-Career Investigator toward a successful career in pancreatic cancer research.

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

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

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

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

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

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

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

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

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

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DOD Submissions
<b>Application Package Location</b>	
Download application package components for HT9425-23-PCARP-IDA 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.	Download application package components for HT9425-23-PCARP-IDA from eBRAP ( <a href="https://ebrap.org/">https://ebrap.org</a> ).
<b>Full Application Package Components</b>	
<b>SF424 Research &amp; Related Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.	<b>Tab 1 – Summary:</b> Provide a summary of the application information.



Extramural Submissions	Intramural DOD Submissions
	<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>
Application Package Submission	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p><b>Submit a Grants.gov Workspace Package.</b> An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package <b>at least 24-48 hours prior to the close date</b> to allow time to correct any potential technical issues that may disrupt the application submission.</p> <p><b>Note:</b> If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID <i>prior to</i> the application submission deadline. <b><i>Do not password protect any files of the application package, including the Project Narrative.</i></b></p>	<p><b>Submit package components to eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</b></p> <p><b>Tab 5 – Submit/Request Approval Full Application:</b> After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official by email. <b><i>Do not password protect any files of the application package, including the Project Narrative.</i></b></p>



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

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

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

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

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

- **Extramural Applications Only**

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

- **Extramural and Intramural Applications**

**Attachments:**

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

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

- **Attachment 1: Project Narrative (eight-page limit): Upload as “ProjectNarrative.pdf”.** The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs (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.
  - **Background:** Present the scientific rationale behind the proposed research and include relevant literature citations. Describe and show the preliminary data to justify the rationale for the proposed project.
  - **Hypothesis(es) or Objective(s):** State the hypothesis(es) to be tested or the objective(s) to be reached.
  - **Specific Aims:** Concisely explain the project’s specific aims to be supported by this application. If the proposed research is correlated with a larger study, present only tasks that this award would fund.
  - **Research Strategy/Scientific Merit:** Describe the experimental design, methods, and analyses including appropriate controls, in sufficient detail for assessment. Address potential limitations and present alternative methods and approaches. Clearly describe the statistical plan and the rationale for the statistical methodology as well as an appropriate power analysis. Describe how the statistical plan is appropriate for the experimental methodology being used. Explain how the proposed statistical analysis supports the relevance of any research outcomes to the [FY23 PCARP Focus](#)

- Area(s). If animal studies are proposed, the applicant is required to submit an Animal Research Plan ([Attachment 8](#)). If applicable, describe how the human subject population (clinical trials are not allowed) is appropriate for the study. Where relevant, describe the availability of, and access to, tissue, data, or human subjects.
- If applicable, describe the strategy for the inclusion of women and minorities appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of sex/gender, racial, and/or ethnic group, and an accompanying rationale for the selection of subjects. Studies utilizing human biospecimens or datasets that cannot be linked to a specific individual, gender, ethnicity, or race (typically classified as exempt from IRB review) are exempt from this requirement.
  - **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:** 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:** 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.
- **Enrollment Table (if applicable):** Provide an anticipated enrollment table(s) for the inclusion of women and minorities appropriate to the objectives of the study with the proposed enrollment distributed on the basis of sex/gender, race, and ethnicity. The Public Health Service (PHS) Inclusion Enrollment Report format is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.
- **Intellectual Property:** Information can be found in 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 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.

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

- **Transcripts:** Include a copy of the Trainee’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.
- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf”.** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. ***Do not include proprietary or confidential information.*** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.
  - **Background:** Present the scientific rationale behind the proposed research. Identify the [FY23 PCARP Focus Area\(s\)](#) to be addressed in the proposed research.
  - **Hypothesis/Objective:** State the hypothesis to be tested or objective to be reached.
  - **Specific Aims:** State the specific aims of the study.
  - **Study Design:** Briefly describe the study design including appropriate controls.
  - **Impact:** Summarize how the proposed project is relevant to and will have an impact on the outcomes of individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
  - **Innovation:** Briefly describe how the proposed project uses innovation to yield critical discoveries, new avenues of investigation, or major advancements to improve the understanding of pancreatic cancer and ultimately to improve outcomes of individuals with pancreatic cancer.
- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf”.** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. ***Do not include proprietary or confidential information. Do not duplicate the***

**technical abstract.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Lay abstracts should be written using the outline below.

- Identify the [FY23 PCARP Focus Area\(s\)](#) to be addressed in the proposed research.
  - Describe the innovative aspects of the proposed research project.
  - Explain the impact that the proposed research project’s results might have on the field of pancreatic cancer research and/or patient care, including the goal of diminishing the burden of pancreatic cancer.
  - Describe the impact, in the short term or long term, on individuals with pancreatic cancer, their families/caregivers, and/or the understanding of pancreatic cancer.
- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). Recommended strategies for assembling the SOW can be found at <https://ebrap.org/eBRAP/public/Program.htm>.

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

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

- **Attachment 6: Impact Statement (one-page limit): Upload as “Impact.pdf”.** Summarize how the project addresses one or more of the [FY23 PCARP Focus Areas](#). Describe how the anticipated short-term outcomes of the project will advance the field and may impact those with pancreatic cancer. Describe how the project has the potential to lead to advancements in pancreatic cancer research or improved health or quality of life for individuals with pancreatic cancer in the short term and/or long term.
- **Attachment 7: Innovation Statement (one-page limit): Upload as “Innovation.pdf”.** Summarize how the proposed research is innovative. State how the research challenges existing paradigms or presents new paradigms, technologies, evidence-based diagnoses, and/or applications in the field of pancreatic cancer research. Describe how the proposed research represents more than the next logical step or an incremental advance on published data.
- **Attachment 8: Animal Research Plan (three-page limit), if applicable: Upload as “AnimalPlan.pdf”.** When the proposed study involves animals, the applicant is required

to submit a summary describing the animal research that will be conducted. Applicants should not submit a verbatim replica of the protocol(s) to be submitted to the IACUC as the Animal Research Plan. The Animal Research Plan should address the following points for each proposed animal study:

- Briefly describe the research objective(s) of the animal study. Explain how and why the animal species, strain, and model(s) being used can address the scientific objectives and, where appropriate, the study’s relevance to human biology.
  - Summarize the procedures to be conducted. Describe how the study will be controlled.
  - Describe the randomization and blinding procedures for the study, and any other measures to be taken to minimize the effects of subjective bias during animal treatment and assessment of results. If randomization and/or blinding will not be utilized, provide justification.
  - Provide a sample size estimate for each study arm and the method by which it was derived, including power analysis calculations.
  - Describe how data will be handled, including rules for stopping data collection, criteria for inclusion and exclusion of data, how outliers will be defined and handled, statistical methods for data analysis, and identification of the primary endpoint(s).
- **Attachment 9: Accomplishments Statement (four-page limit): Upload as “Accomplishments.pdf”.** Provide pancreatic cancer or other cancer research accomplishments of the PI, Initiating PI, and/or Partnering PI (if applicable) based on the outline below:
    - Past and current pancreatic cancer or other cancer research support from both federal and non-federal sources (as applicable) from the past 5 years.
    - Any pancreatic cancer or other cancer publications from the past 5 years.
    - Any honoraria, awards, or other distinctions received for work in pancreatic cancer or other cancer research from the past 5 years.
    - Any patents or other pancreatic cancer or other cancer research accomplishments from the past 5 years.
  - **Attachment 10: Data and Research Resources Sharing Plan: Upload as “ResourceSharing.pdf”.** Describe how data and resources generated during the performance of the project will be shared with the research community. Specifically describe a plan to make animal models, tissue samples, and other resources developed as part of the proposed research project available to the scientific community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.

- **Attachment 11: Early-Career Investigator Statement, if applicable (required for Partnering PI Option for Early-Career Investigator; one page recommended): Upload as “ECISatement.pdf”.** The Early-Career Investigator Statement is expected to be written by the Partnering PI (Early-Career Investigator) while also showing evidence of appropriate direction from the Initiating PI, who will serve as the mentor for this project.
  - The Early-Career Investigator should describe their accomplishments (i.e., academic performance, awards, honors, and/or previous publications and funding) and how they are indicative of potential for a successful, productive, independent career in pancreatic cancer research.
  - The Early-Career Investigator should describe their career goals and how the proposed research project and mentored research experience will promote their career development in pancreatic cancer. The Early-Career Investigator should discuss their career/research plans after the completion of this award.
- **Attachment 12: Researcher Development Plan, if applicable (required for Partnering PI Option for Early-Career Investigator; two pages recommended): Upload as “ResearcherDevPlan.pdf”.** The Researcher Development Plan is expected to be written by the Initiating PI (mentor) and articulate the following:
  - Clearly describe and outline the individualized Researcher Development Plan, including proposed training to support the development of the Early-Career Investigator’s research skills. If the Mentor and Early-Career Investigator are located in the same laboratory, provide a plan that will provide a pathway of independence for the Early-Career Investigator.
  - Highlight the unique features of this plan as it pertains specifically to pancreatic cancer research.
  - Clearly articulate a strategy for the Early-Career Investigator to develop the necessary skills, competence, and expertise to pursue a promising career in pancreatic cancer research.
  - Describe how the Initiating PI is positioned to mentor the Early-Career Investigator toward a successful career in pancreatic cancer research.
  - Describe how the Researcher Development Plan is supported by the research environment, including a description of ongoing pancreatic cancer research at the institution(s). Include information on collaborations with other investigators.
  - Describe the Early-Career Investigator’s role in the proposed research project.
- **Attachment 13: Letter of Eligibility, if applicable (required for Partnering PI Option for Early-Career Investigator; one-page limit): Upload as “Eligibility.pdf”.** Provide a letter signed by the PI and the Department Chair, Dean, or equivalent official to verify that the eligibility requirements have been met. The letter should verify that the



Partnering PI is no more than 10 years from their terminal degree (Refer to Section II.C, Eligibility Information). Include the organizational commitment for independent laboratory space (if applicable).

- **Attachment 14: 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 15: Suggested Collaborating DOD Military Facility Budget Format, if applicable: Upload as “MFBudget.pdf”.** If a military facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DOD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete a separate budget, using “Suggested Collaborating DOD Military Facility Budget Format”, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

- **Extramural and Intramural Applications**

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

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

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

- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The National Institutes of Health (NIH) Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format.

- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
  - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - 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.

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

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

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

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

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.
- **Intramural DOD Collaborator(s):** Complete the “Suggested Collaborating DOD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 15](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DOD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

**Suggested DOD Military Budget Format:** A military facility collaborating in the performance of the project (but not participating as a Partnering PI) should be treated as a subaward for budget purposes. *Note:* Applicants should complete a separate military budget using “Suggested Collaborating DOD Military Facility Budget Format” (available for download on the eBRAP “Funding Opportunities & Forms” web page [<https://ebrap.org/eBRAP/public/Program.htm>]) ([Attachment 15](#)) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

### Application Components for the Partnering PI (Early-Career Investigator)

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

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

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

- **Extramural and Intramural Applications**

**Attachments:**

- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions, Section III.A.2, for detailed information on completing the SOW. Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.

- **Attachment 14: Representations (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 15: Suggested Collaborating DOD Military Facility Budget Format: Upload as “MFBudget.pdf”.** Refer to the General Application Instructions, Section IV.A.4, for detailed information. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs.

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

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

- PI Biographical Sketch (five-page limit): Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH Biographical Sketch may also be used. All biographical sketches should be submitted in the PDF format that is not editable.
- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
  - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - 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.

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

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

*Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov or eBRAP application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are located within the same organization. Justification should be provided if greater than 50% of the total direct cost budget is requested for the initiating PI. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.*

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

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.)
- **Intramural DOD Collaborator(s):** Complete a separate DOD military budget, using Suggested Collaborating DOD Military Facility Budget Format (available for download on the eBRAP “Funding Opportunities & Forms” web page [<https://ebrap.org/eBRAP/public/Program.htm>]), and upload to Grants.gov attachment form as [Attachment 15](#). (Refer to the General Application Instructions, Section III.A.8, for detailed information.)

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

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

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

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

Application submissions with a **Single PI**: The anticipated direct costs budgeted for the entire period of performance should not exceed **\$500,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate.

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

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

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

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

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

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

- Travel in support of multidisciplinary collaborations.
- Travel costs for one investigator to travel to one scientific/technical meeting per year to present project outcomes or disseminate project results for the FY23 PCARP Idea Development Award.

Must not be requested for:

- Clinical trial costs

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

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

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

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

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

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

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

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

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

- **Scientific Merit**

- To what extent a clear hypothesis is stated and supported through scientific rationale, preliminary data, and referenced literature.
- How well the hypothesis or objectives, specific aims, and experimental design are developed.
- How well the study is designed to achieve the research objectives, including, if applicable, the development and use of animal model(s) and to what extent the chosen animal and endpoints/outcome measures are justified.
- If applicable, to what extent the human subject population is appropriate for the study and whether there is clear access to the designated population.
- How well the application acknowledges potential limitations and addresses alternative methods and approaches.
- If applicable, whether the strategy for the inclusion of women and minorities and distribution of proposed enrollment is appropriate for the proposed research.

- **Impact**

- How well the proposed research addresses at least one of the [FY23 PCARP Focus Areas](#).
- To what extent the anticipated short-term outcome(s) of the project may impact individuals with pancreatic cancer, and/or improve understanding of pancreatic cancer.
- To what degree the anticipated short-term and/or long-term gains from this research project may impact the pancreatic cancer community.
- To what extent the proposed project will ultimately improve the health or quality of life of individuals with pancreatic cancer.



- **Innovation**

- To what extent the proposed research is innovative and will challenge existing paradigms, or provide new paradigms, technologies, evidence-based diagnoses, and/or applications for pancreatic cancer.
- To what degree the proposed research represents more than a logical step and/or incremental advance upon published data.

- **Statistical Plan**

- To what degree the statistical plan is appropriate for the experimental methodology being used.
- How well the proposed statistical analysis supports the relevance of any research outcomes to the [FY23 PCARP Focus Area\(s\)](#).
- Whether the power analysis for the proposed study adequately represents an assessment of the population proposed, if applicable.

- **Personnel**

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

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

- **Early-Career Investigator**

- To what extent the Partnering PI's (Early-Career Investigator's) achievements (as reflected by academic performance, awards, honors, and/or previous publications and funding) indicate potential for a successful career as a pancreatic cancer researcher.
- To what extent the Early-Career Investigator's stated career goals will promote their career development in pancreatic cancer research.

- **Researcher Development Plan**

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

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

- **Environment**

- Whether the scientific environment is appropriate for the proposed research.
- Whether the research requirements are supported by the availability of and access to facilities and resources.
- To what extent the quality and level of institutional support are appropriate for the proposed research.

- **Budget**

- Whether the maximum **direct** costs are equal to or less than the allowable maximum direct costs as published in the program announcement.
- Whether the budget is appropriate for the proposed research.
- If applicable for the Early-Career Investigator Option, whether appropriate justification is provided by the Initiating PI requesting greater than 50% of the direct cost budget.

- **Application Presentation**

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

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

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

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY23 PCARP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Program portfolio balance
  - Programmatic relevance to the [FY23 PCARP Focus Areas](#)
  - Relative impact and innovation

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

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

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

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

Prior to making an assistance agreement award where the federal share is expected to exceed the simplified acquisition threshold, as defined in 2 CFR 200.1, 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 non-profit organization may, at its own risk and without the government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award. Refer to the General Application Instructions, Section III.A.5.

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

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

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

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

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

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

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

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

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

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

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

Refer to full text of the latest [DoD R&D General Terms and Conditions](#) 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 additional and/or 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*):** 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 802a. The program announcement numeric version code will match the General Application Instructions version code 802.

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

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

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

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

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

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.

- Project Narrative exceeds page limit.
- **Partnering PI Option for Early-Career Investigator:** Either or both Initiating PI and Partnering PI applications are not submitted by the deadline.
- Project Narrative is missing.
- Budget is missing.

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

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

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

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

- An FY23 PCARP Programmatic Panel member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting documentation. *A list of the FY23 PCARP Programmatic Panel members can be found at <https://cdmrp.health.mil/pcarp/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 includes research data that are classified and/or proposes research of which the anticipated outcomes may be classified or deemed sensitive to national security will be considered for application withdrawal
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- Failure to submit all associated (Initiating and Partnering PI) applications by the deadline.
- The invited application proposes a different research project than that described in the pre-application.
- A clinical trial or proof-of-concept intervention studies on human subjects is proposed.
- An application for which the PI (Single, Initiating [mentor], or Partnering [Early-Career Investigator]) does not meet the eligibility criteria.
- The application does not address at least one of the [FY23 PCARP Focus Areas](#).
- The research proposed is not based on preliminary data.

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

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

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

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

<b>Application Components</b>	<b>Action</b>	<b>Single or Initiating PI Completed</b>	<b>Partnering PI Completed</b>
	Researcher Development Plan: Upload as Attachment 12 with file name “ResearcherDevPlan.pdf” if applicable		
	Letter of Eligibility: Upload as Attachment 13 with file name “Eligibility.pdf” if applicable		
	Representations (extramural submissions only): Upload as Attachment 14 with file name “RequiredReps.pdf”		
	Suggested Collaborating DOD Military Facility Budget Format: Upload as Attachment 15 with file name “MFBudget.pdf” if applicable		
Research & Related Personal Data	Complete form as instructed		
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field		
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field		
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field		
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field		
Research & Related Budget ( <b>extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field		
Budget ( <b>intramural submissions only</b> )	Complete the Suggested DOD Military Budget Format, including justification		
Project/Performance Site Location(s) Form	Complete form as instructed		
Research & Related Subaward Budget Attachment(s) Form	Complete form as instructed		

## APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ARRIVE	Animal Research: Reporting <i>In Vivo</i> Experiments
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DHP	Defense Health Program
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IPR	In-Progress Review
IRB	Institutional Review Board
M	Million
MB	Megabytes
MIPR	Military Interdepartmental Purchase Request
NIH	National Institutes of Health
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PCARP	Pancreatic Cancer Research Program
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
URL	Uniform Resource Locator
UEI	Unique Entity Identifier
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