

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Melanoma Research Program**

**Team Science Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-22-MRP-TSA**

**Assistance Listing Number: 12.420 Military Medical  
Research and Development**

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

- **Pre-Application (Letter of Intent) Submission Deadline:** 5:00 p.m. Eastern time (ET), September 14, 2022
- **Application Submission Deadline:** 11:59 p.m. ET, October 5, 2022
- **End of Application Verification Period:** 5:00 p.m. ET, October 14, 2022
- **Peer Review:** December 2022
- **Programmatic Review:** March 2023

*This program announcement must be read in conjunction with the General Application Instructions, version 702. 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 2022 (FY22) Melanoma Research Program (MRP) 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 MRP was initiated in 2019 to provide support for research of exceptional scientific merit in the field of melanoma. Appropriations for the MRP from FY19 through FY21 totaled \$60 million (M). The FY22 appropriation is \$40M.

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

*The vision of the MRP is to prevent melanoma initiation and progression. The mission of the MRP is to promote earlier interventions to enhance mission readiness and to diminish melanoma burden on Service Members, Veterans, and the American public.*

#### II.A.1. FY22 MRP Challenge Statement and Focus Areas

*All applications must address the FY22 MRP Challenge Statement.*

**FY22 MRP Challenge Statement:** The MRP challenges the research community to prevent melanoma initiation and progression. The clinical, research, and patient communities traditionally view prevention as the use of sunscreen/blockers to protect melanocytes from harmful ultraviolet (UV) radiation. The MRP tasks the research community to redefine prevention to include the entire melanomagenesis process for all variants of melanoma. A new paradigm of prevention includes improved detection and monitoring capabilities, as well as inhibiting the initiation of melanoma, the emergence from tumor dormancy, and the development of metastases. The MRP believes that the research community can rise to the challenge to inhibit melanoma earlier in the disease progression to prevent metastasis and increase survival.

The purpose of the MRP Challenge Statement is not to limit the types of research being done in the melanoma community, but *redefine* and *shift the paradigm* of what is considered prevention research. The MRP encourages investigators to examine their research efforts to see how they can apply their knowledge to address the need for improved tools, improved understanding of rare melanomas, and improved outcomes for melanoma patients, including underserved patient populations (patients with rare melanomas, in rural communities, with lower socioeconomic status, etc.). For more information on the MRP Challenge Statement, review [https://cdmrp.army.mil/mrp/pdfs/Challenge\\_statement2022.pdf](https://cdmrp.army.mil/mrp/pdfs/Challenge_statement2022.pdf).

*With the exception of those studies investigating rare melanomas, the FY22 MRP is not requesting research into established macrometastatic disease, models of metastatic disease using established cell lines, or treatment of macrometastatic disease.*

*Studies involving non-melanoma skin cancers are not allowed under the FY22 MRP.*

The MRP strongly encourages the use of Department of Defense (DOD)/Department of Veterans Affairs (VA) databases and participation by DOD/VA investigators.

**FY22 MRP Focus Areas:** The FY22 MRP Focus Areas promote the role of prevention throughout the disease process. Applicants are encouraged to review the MRP Landscape: <https://cdmrp.army.mil/mrp/pdfs/Melanoma%20Research%20Program%20Landscape%20Document.pdf>.

To be considered for funding, applications for the FY22 MRP Team Science Award *must* address at least one of the following FY22 MRP Focus Areas.

- Research across the entire spectrum (biology, etiology, prevention, diagnosis and detection, prognosis, treatment, and quality of life) for rare melanomas (e.g., uveal, acral, mucosal, pediatric) in patients and model organisms.
- Identify and understand risk factor determinants for melanoma, including rare subtypes.
- Develop prediction and surveillance tools for distinguishing patient populations at risk for second primary/recurrence and/or metastasis.
- Understand how precursor lesions and environmental/endogenous factors influence melanomagenesis, including (but not limited to) race, sex as a biological variable, etc.
- Develop new tools for the detection and diagnosis of melanoma, which includes easily accessible technology (beyond the dermoscope) for primary care physicians and dermatologists.
- Identify how the tumor microenvironment (e.g., stromal, immune, microbiome) impacts tumor initiation, response to therapy, progression, recurrence, and/or dormancy.
- Delineate the molecular pathways that influence metastatic spread, recurrence, and/or dormancy.

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

The FY22 MRP TSA supports hypothesis-driven, *multidisciplinary* studies that are responsive to the [FY22 MRP Challenge Statement](#) and address at least one of the [FY22 MRP Focus Areas](#) in Section II.A.1. The TSA is intended to bring together investigators from divergent disciplines to achieve innovations and advancements in melanoma research and/or patient care that could not be achieved by any one investigator working independently. Team science is a synergistic effort that harnesses techniques, approaches, and perspectives from multiple disciplines and/or therapeutic areas to address complex, multi-dimensional problems that will impact patient

outcomes. While basic research is allowed, all applicants are expected to articulate the short- and long-term impacts of the research for the benefit of the melanoma patient community.

The TSA requires that at least two, and up to three, investigators partner to jointly design a single research project; multi-institutional partnerships are encouraged. One Principal Investigator (PI) will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The other PI(s) will be identified as the Partnering PI(s). At least one member of the partnership must have experience in either melanoma research or patient care. Inclusion of investigators from outside the melanoma field is encouraged. ***Each PI is expected to contribute both intellectual investment and research effort to the development and execution of the proposed research project. A proposed project in which a partner merely supplies reagents, tissue samples, or access to patients will not meet the intent of this award mechanism.*** If recommended for funding, each PI will be named to an individual award within the recipient organization. For individual submission requirements for the Initiating and Partnering PI(s), refer to [Section II.D.2, Content and Form of the Application Submission](#).

This mechanism is intended to fund a broad range of multidisciplinary studies with a strong intent to change the field of melanoma research and patient care. Types of research that would meet this intent include, but are not limited to:

- Translational research that leverages clinical samples from established biobanks, established biorepositories, and/or ongoing or completed clinical trials. Translational research applications should include evidence for the reciprocal transfer of information between basic and clinical science or vice-versa in developing and implementing the research plan. Such synergistic integration between the laboratory and clinic should lead to greater knowledge, discovery, and/or development of earlier interventions to prevent melanoma initiation and progression.
- Data science research where quantitative and analytical approaches, processes, and/or systems are developed and/or used to obtain knowledge and insight from large and/or complex sets of melanoma data. Studies utilizing data derived from large patient studies that include long-term health records or repositories with well-annotated and high-quality biospecimens are encouraged. Proposed research can include studies related to computational biology, bioinformatics, artificial intelligence and machine learning, medical imaging, digital pathology, etc. Applications may combine diverse data types for integrative analysis.
- Research that uses bioengineering approaches to develop tools that assist in the detection, diagnosis, prognosis, and/or treatment of melanoma. Techniques from fields such as quantitative science, mathematics, computer science, or engineering may be merged with biomedical sciences to address an [FY22 MRP Focus Area](#).
- Research that seeks to better understand and/or reduce inequities and disparities that impact a person, their family, or their caregiver's ability to prevent, detect, manage, and survive melanoma. Inequities may arise from socioeconomic status, race or ethnicity, geography, environment, lifestyle, sexual and/or gender identification, access to care (in rural or urban settings), or other factors.

- Other hypothesis-driven basic to translational research studies designed to investigate the inhibition of melanoma initiation, development, and/or progression through a synergistic approach. The proposed research project may utilize animal models, human data and/or anatomical substances, and/or human subjects. The development or use of relevant preclinical melanoma models may be included.

***The TSA is NOT intended to fund research into established late-stage disease models or the clinical utility of PD-1 in combination with other therapeutics, with the exception of studies that focus on rare melanomas. Clinical trials are not allowed.***

The critical components of this award mechanism are:

- **Multidisciplinary Collaboration:** The success of the project should depend on the unique skills and perspectives of each partner. The application must clearly define the synergistic components that will facilitate and accelerate progress in melanoma in a way that could not be accomplished through independent efforts. The proposed study must clearly articulate plans for interactions among all PIs and institutions involved. Collectively, the members of the teams should represent the appropriate diversity of expertise necessary for addressing the proposed research question. Participating institutions must be willing to resolve potential intellectual and material property issues and remove institutional barriers to achieving high levels of cooperation.
  - The inclusion of an early-career investigator is encouraged. An early-career investigator is defined as an independent, early-career researcher or physician-scientist within 10 years after completion of their terminal degree by the time of the application deadline (excluding time spent in residency, clinical training, or on family medical leave). Time spent as a postdoctoral fellow is not excluded. ***Postdoctoral fellows are not considered independent and are not eligible to be named as PIs.***
  - The inclusion of a military and/or VA investigator is encouraged. A military or VA investigator is defined as an investigator who is active-duty, active reserve, active duty detailed to agencies outside of the DOD, civilian DOD investigators, or an investigator at a VA research facility. If included as PI on the research team, the military/VA investigator should have a substantial role in the research and should not be included only for access to active-duty military and/or VA populations.
- **Impact:** The application must articulate the impact the proposed work, including basic research, will have on melanoma research and/or patient care. Impactful research will accelerate the development of promising ideas in melanoma research toward clinical applications. The proposed research must relate to at least one of the [FY22 MRP Focus Areas](#) in Section II.A.1 and be responsive to the [FY22 MRP Challenge Statement](#).
- **Preliminary Data Required:** Applications ***must include preliminary data*** to support feasibility of the study. However, these data do not necessarily need to be derived from melanoma studies. Any unpublished, preliminary data provided should originate from the laboratory of the PIs or other member(s) of the research team.

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

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

A congressionally mandated Metastatic Cancer Task Force was formed with the purpose of identifying ways to help accelerate clinical and translational research aimed at extending the lives of advanced state and recurrent patients. As a member of the Metastatic Cancer Task Force, CDMRP encourages applicants to review the recommendations (<https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>) and submit research ideas to address these recommendations provided they are within the limitations of this funding opportunity and fit within the FY22 MRP priorities. Copy and paste the link above into your web browser to review the recommendations.

Collaborations between researchers at military or Veteran institutions and non-military institutions are strongly encouraged. These relationships can leverage knowledge, infrastructure, and access to unique clinical populations that the partners bring to the research effort, ultimately advancing cancer research that is of significance to the Warfighter, military families, and the American public.

The anticipated direct costs budgeted for the entire period of performance for an FY22 MRP TSA Award will not exceed **\$1,000,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2023. For additional information refer to [Section II.F.1, Federal Award Notices](#).

*The CDMRP expects to allot approximately \$9.6M to fund approximately six Team Science Award applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this FY22 funding opportunity will be funded with FY22 funds, which will expire for use on September 30, 2028.*

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

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

If the proposed research involves more than one institution, a written plan for single IRB review arrangements must be provided at the time of application submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

*Clinical trials are not allowed.*

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

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



collection or study of existing de-identified specimens or data, if these sources are publicly available.

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

**Research Involving Animals:** All research funded by the FY22 MRP Team Science Award involving new and ongoing research with animals must be reviewed and approved by the USAMRDC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. *Allow at least 3 to 4 months for ACURO regulatory review and approval processes for animal studies.* Refer to the General Application Instructions, Appendix 1, for additional information.

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

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

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

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

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

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

The investigator named as the Initiating PI on the application must be an independent investigator at or above the level of Assistant Professor or equivalent.

The investigator(s) named as the Partnering PI(s) on the application must be at or above the level of Assistant Professor or equivalent.

The inclusion of a military or VA investigator and/or an early-career investigator as part of the research team is encouraged.

Postdoctoral fellows are *not* eligible to be Initiating nor Partnering PIs.

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).*

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

**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.

The Initiating PI must complete the pre-application submission process and submit the contact information for each Partnering PI. Each Partnering PI will then be notified of the pre-application submission separately by email. ***Each 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, each 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(s) must register in eBRAP. A new pre-application based on this research project should not be initiated by the Partnering PI(s). Applicants are

urged to complete these steps as soon as possible. If they are not completed, the Partnering PI(s) 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/>).

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

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

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

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

It is recommended that 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.

[FY22 MRP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

The Initiating PI must enter the contact information for each 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**

**Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. Include the FY22 MRP Focus Area(s) (listed in [Section II.A.1](#)) under which the application will be submitted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions. An invitation to submit is not required.

- **Tab 6 – Submit Pre-Application**

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

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

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

Each application submission must include the completed full application package for this program announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<https://grants.gov/>) for extramural

organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

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

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

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

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DOD Submissions
<b>Application Package Location</b>	
Download application package components for W81XWH-22-MRP-TSA 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 W81XWH-22-MRP-TSA 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. <b>Tab 2 – Application Contacts:</b> This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.
Descriptions of each required file can be found under Full Application Submission Components:	<b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP. Descriptions of each required file can be found

Extramural Submissions	Intramural DOD Submissions
<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 Component(s) for Each Partnering PI</a></li> </ul>	<p>under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> <li>• <a href="#">Other</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><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><i>Note:</i> If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID <i>prior to</i> the application submission deadline. <b><i>Do not password protect any files of the application package, including the Project Narrative.</i></b></p>	<p><b>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 PIs will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package may be modified <i>with the exception of the Project Narrative and Research &amp; Related Budget Form</i>. Your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b> After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission.</p> <p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

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

Describe the proposed project in detail using the outline below.

- **Background:** Present a strong scientific rationale to support the proposed multidisciplinary research project and its feasibility, as established through the demonstration of logical reasoning and a critical review and analysis of published literature; include relevant literature citations. Provide sufficient preliminary data to support the feasibility of work proposed. Any unpublished, preliminary data provided should originate from the laboratory of the PI or a member of the research team. *The inclusion of preliminary data is required.* However, preliminary data does not have to be derived from melanoma studies.
- **Hypothesis and Objectives:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** State the specific aims of the study. If this application is part of a larger study, present only tasks that this award would fund.
- **Research Strategy and Feasibility:** Describe the experimental design, methodology, and analyses, including appropriate controls, in sufficient detail for evaluation. Describe how the studies are designed to achieve the project aims. Address potential problem areas and present alternative methods and approaches.
  - Describe how data will be collected, handled, and analyzed in a manner that is consistent with the study objectives. If applicable, describe how data will be

appropriately reported and documented to support a regulatory filing with the U.S. Food and Drug Administration (FDA).

- If applicable, clearly describe the statistical plan and the rationale for the statistical methodology. Describe an appropriate power analysis, how it supports the sample size, and how it adequately represents an assessment of the population or subpopulation proposed. Describe the statistical expertise available to support the analysis.
  - If cell lines are to be used, justify why the proposed cell line(s) were chosen and clearly articulate the source(s) of the proposed cell line(s).
  - If animal studies are proposed, including the use of patient-derived xenograft (PDX) models, justify why the proposed animal model was chosen and clearly articulate the source of the model(s). Describe how the animal studies will be conducted in accordance with the ARRIVE guidelines 2.0 (<https://arriveguidelines.org/arrive-guidelines>) to achieve reproducible and rigorous results.
  - If human data sets, human anatomical substances (e.g., blood or tumor tissue), and/or human subjects will be used, provide evidence supporting the availability of and access to the proposed specimens/populations required for the study. Include a detailed plan for the acquisition of samples or the recruitment of subjects, and for acquiring any additional research resources necessary for conducting the proposed research project. For projects that propose using human data sets and/or specimens from biobank(s), biorepository(s), and/or ongoing or completed clinical trial(s), and if the manager or lead investigator is not one of the proposed PIs or key personnel on the application, applicants should provide [letter\(s\) of collaboration \(see Attachment 2\)](#) from the manager or lead investigator for the source that details the applicant's access to the data sets/specimens and confirms the manager/lead investigator's commitment to provide the data sets/specimens.
  - For all applications that propose clinical research, 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 ethnic group, and an accompanying rationale for the selection of specimens/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. *This award cannot be used to conduct clinical trials.* For clinical research, see Attachment 2 for the required strategy for [inclusion of women and minorities](#) appropriate to the objectives of the study.
- **Attachment 2: Supporting Documentation: Combine and upload as a single file named "Support.pdf"**. Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting

Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative.

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

**References Cited:** List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).

**List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols.

**Facilities, Existing Equipment, and Other Resources:** Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate whether or not government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present government award under which the facilities or equipment items are now accountable. There is no form for this information.

**Publications and/or Patents:** Include a list of relevant publication URLs and/or patent abstracts. If articles are not publicly available, then copies of up to five published manuscripts may be included in Attachment 2. Extra items will not be reviewed.

**Letters of Organizational Support:** Provide a letter (or letters, if applicable) signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the program announcement, such as those from members of Congress, do not impact application review or funding decisions.

**Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or organization that demonstrates 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.

**Intellectual Property:** Information can be found in the Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), "Intangible Property."

- **Intellectual and Material Property Plan (if applicable):** Provide a plan for resolving intellectual and material property issues among participating organizations.
- **Commercialization Strategy (if applicable):** Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.

**Data and Research Resources Sharing Plan:** Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.

**Inclusion Plan (*only required for applications proposing clinical research*):** 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 is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.

**Use of DOD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active-duty military populations and/or DOD resources or databases.

**Use of VA Resources (if applicable):** Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief, confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA non-profit corporation is not identified as the applicant institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.

- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf”.** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. **Do not include proprietary or confidential information.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Technical abstracts should include the following elements as outlined below:

- **Background:** Present the scientific rationale behind the proposed project. Describe the preliminary data upon which the study is founded.

- **Hypothesis/Objective:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** State the specific aims of the study.
- **Study Design:** Describe the study design, including the model system(s) that will be used and appropriate controls.
- **Collaboration:** Describe how the project depends on the unique skills and expertise of each partner. Describe how the proposed collaboration involves a substantial contribution by each partner and the reciprocal flow of ideas and information.
- **Impact:** Describe how the proposed project will make an important contribution toward at least one of the [FY22 MRP Focus Areas](#) and addresses the [FY22 Challenge Statement](#) in Section II.A.1.
- o **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf”.** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. ***Do not include proprietary or confidential information. Do not duplicate the technical abstract.*** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

The lay abstract should be written using the outline below. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the melanoma consumer community. Avoid overuse of acronyms and abbreviations, where possible.

Include the following elements, being sure to use language that will be ***readily understood by readers without a background in science or medicine.***

- State the [FY22 MRP Focus Area\(s\)](#) in Section II.A.1 to be addressed by the research project. State how the study addresses the [FY22 MRP Challenge Statement](#).
- Describe the scientific rationale, objective, and aims for the proposed project.

Describe the applicability of the research to melanoma patients and survivors.

- What types of patients will the proposed research help and how will it help them?
- What are the potential clinical applications, benefits, and risks?
- If the research is too basic for clinical applicability, describe the interim outcomes expected and their applicability to the field of melanoma research. Basic research should have an ultimate goal of the advancing the melanoma field and/or impacting patient care.

- Describe the short- and long-term goals that are related to patient care, outcomes, or survivorship. How will the proposed research will benefit active duty Service Members, Veterans, and other military beneficiaries?
- **Attachment 5: Statement of Work (five-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 Team Science Award, refer to either the “*Suggested SOW Strategy Clinical Research*” or “*Suggested SOW Strategy Generic Research*”, whichever format is most appropriate for the proposed effort, and use the blank SOW format titled “Suggested SOW Format”. The SOW must be in PDF format prior to attaching.

*Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and each Partnering PI should be clearly noted for each task.*

- **Attachment 6: Collaboration Plan (two-page limit): Upload as “CollabPlan.pdf”.**
  - Describe the roles, responsibilities, and intellectual contribution of each PI in the proposed research. Describe how the proposed collaboration involves a substantial contribution by each partner and the reciprocal flow of ideas and information. Include levels of effort by each PI.
  - Describe the multidisciplinary aspects of the team, including how the project depends on the unique skills of each PI and their respective teams. Explain how the overall organization of the team supports the coordinate efforts, including why the work should be done together rather than through separate efforts. Provide a figure illustrating the organization of the collaborative effort, to include the expertise and contribution of each partner to the overall project.
  - Describe plans for communication, decision-making, allocation of resources, coordination of research progress and results, and sharing of data among all PIs and organizations participating in the project.
  - Describe the role and responsibility of the early-career investigator in the overall research project (if applicable).
  - Describe the role and responsibility of the military or VA investigator in the overall research project (if applicable).
- **Attachment 7: Research Outcomes Plan: (one-page limit): Upload as “Outcomes.pdf”.** Describe the expected research outcomes including knowledge products, clinical products for development, etc. Describe the methods and strategies proposed to move the anticipated research outcomes to the next phase of development or clinical application after successful completion of the project. Detail the funding strategy to transition to the next level of investigation, development, and/or commercialization

(e.g., partners, internal/external funding opportunities to be applied for). Demonstrate that a plan for management of intellectual property is in place.

- **Attachment 8: Impact Statement (one-page limit): Upload as “Impact.pdf. Using language readily understood by readers without a background in science or medicine,** explicitly state how the proposed work addresses a critical problem in at least one of the [FY22 MRP Focus Areas](#) in Section II.A.1 and how it is responsive to the [FY22 MRP Challenge Statement](#). Describe the short- and long-term impacts of the proposed research on the field of melanoma and/or patient care, including an assessment of the likelihood that a successful outcome of the proposed research project will lead to a practical application. *The relevance of all research, including basic, should relate to patient outcomes and how it benefits those affected by melanoma.* Describe the potential impact of the proposed research on the health and well-being of Service Members, Veterans, their family members, and all people impacted by melanoma.
  - **Attachment 9: 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 10: 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.

*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 10](#). (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 10](#)) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

<b>Application Components for Each Partnering PI</b>
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Each Partnering PI 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 each Partnering PI, the Initiating PI must identify if each 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). Each 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 each Partnering PI uses an abbreviated full application package that includes:

- **Extramural and Intramural Applications**

**Attachments:**

- **Attachment 5: Statement of Work (five-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions 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 each Partnering PI should be noted for each task.
- **Attachment 9: 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 10: 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 each Partnering PI should not include budget information for the Initiating PI, even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.*

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

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.)
- **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 [\[https://ebrap.org/eBRAP/public/Program.htm\]](https://ebrap.org/eBRAP/public/Program.htm)), and upload to Grants.gov attachment form as [Attachment 10](#). (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 published in the Federal Register, July 10, 2019, (<https://www.federalregister.gov/documents/2019/07/10/2019-14665/unique-entity-id-standard-for-awards-management>), the UEI for awards management generated through SAM will be used

instead of the Data Universal Numbering System (DUNS) number as of April 2022. **All federal awards including, but not limited to, contracts, grants, and cooperative agreements will use the UEI.** USAMRDC will transition to use of the UEI beginning with FY22 announcements and utilize the latest SF424, which includes the UEI. The DUNS will no longer be accepted. Applicant organizations will not go to a third-party website to obtain an identifier. During the transition, your SAM registration will automatically be assigned a new UEI displayed in SAM. (For more information, visit the General Services Administration: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update>.) Current SAM.gov registrants are assigned their UEI and can view it within SAM.gov. **Authorized Organizational Representatives with existing eBRAP accounts should update their organizational profile to include the UEI prior to submission of the full application to Grants.gov (see Section II.D.4, Submission Dates and Times below).** 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 PIs will receive email notification of the status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, ***with the exception of the Project Narrative and Budget Form***, may be modified. The Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve the application package prior to the application verification deadline.

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

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

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

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

The anticipated ***combined*** direct costs budgeted for the entire period of performance in the applications of the Initiating PI and each Partnering PI will not exceed **\$1,000,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the government will not exceed **\$1,000,000** or use an indirect cost rate exceeding each organization's negotiated rate.

A separate award will be made for the Initiating PI and each Partnering PI, to each PI's organization.

The PIs are expected to be partners in the research, and direct cost funding should be divided accordingly unless otherwise warranted and clearly justified.

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

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

- Costs for at least two, and up to three, investigators to travel to one scientific/technical meeting per year. The intent of travel costs to scientific/technical meetings is to present project information or disseminate project results from the MRP TSA.

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:

- **Research Strategy and Feasibility**
  - To what extent the scientific rationale supports the multidisciplinary project and its feasibility, as demonstrated by logical reasoning and a critical review and analysis of the literature.
  - Whether preliminary data is provided. To what extent the preliminary data supports the feasibility of the proposed study. *Preliminary data does not have to be derived from melanoma studies.*
  - To what extent the experimental design, methodology, and analyses are described in sufficient detail.
  - How well the application acknowledges potential problems and pitfalls and addresses alternative approaches.
  - To what extent the data collection plan is described, including how data will be handled and analyzed in a manner that is consistent with the study objectives,
  - To what degree the statistical plan is appropriate for the experimental methodology being used. Whether the power analysis for the proposed study adequately represents an assessment of the population or subpopulation proposed. Whether appropriate statistical expertise is available to support the analyses.

- If applicable, whether the use of the proposed cell lines is justified.
  - If applicable, how well the animal studies are designed to achieve the research objectives, to include the use of appropriate models.
  - If applicable, to what extent the applicant demonstrates the availability of human data sets, human anatomical substances, and/or human subjects, including a detailed plan for the acquisition of samples/resources and/or recruitment of human subjects necessary for conducting the proposed research.
  - If applicable, whether appropriate letter(s) of collaboration is (are) provided to confirm access to proposed use of human data sets and/or specimens.
  - If applicable, whether the strategies for the inclusion of women and minorities are 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 ethnic group, and an accompanying rationale for the selection of subjects.
- **Personnel and Collaboration**
    - To what extent the roles, responsibilities, and intellectual contribution of each PI in the proposed research are described.
    - To what extent the proposed collaboration involves a substantial contribution by each PI and the reciprocal flow of ideas and information.
    - To what extent the multidisciplinary aspects of the team are described, including how the project depends on the unique skill sets of each PI and their respective teams and will contribute to the overall success of the project.
    - How well the overall organization of the team supports the team's coordinated efforts. The extent to which it is clear why the work should be done together rather than through separate efforts.
    - Based on the biographical sketches, whether each PI and named key personnel have the research experience needed to complete the proposed research project.
    - How well the plans for communication, decision-making, allocation of resources, coordination of research progress and results, and sharing of data among all PIs and organizations participating in the project are coordinated.
    - If applicable, to what extent an early-career investigator is integrated into the overall research project.
    - If applicable, to what extent a military or VA investigator is integrated into the overall research project.

- **Impact**

- To what extent the proposed research addresses a critical problem in at least one of the [FY22 MRP Focus Areas](#) in Section II.A.1 and is responsive to the [FY22 MRP Challenge Statement](#).
- To what extent the short- and long-term impacts of the proposed research in the field of melanoma and/or patient care is described.
- Whether the application assesses the likelihood that a successful outcome of the proposed research project will lead to a practical application.
- How well the potential impact of the proposed research to the health and well-being of Service Members, Veterans, their family members, and all people impacted by melanoma is described.

- **Research Outcomes Plan**

- How well the application describes the anticipated research outcomes including knowledge products, clinical products for development, etc.
- To what extent the application proposes methods and strategies to move the anticipated research outcomes to the next phase of development or clinical application after completion of the proposed research project.
- To what extent the application details the funding strategy to transition to the next level of investigation, development, and/or commercialization.
- Whether an appropriate plan for management of intellectual property is in place.

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

- **Budget**

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

- **Environment**

- If applicable, to what degree the intellectual and material property plan is appropriate.
- To what degree the quality and extent of institutional support are appropriate.



- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influence the review.
- Whether the lay abstract and impact statement are written using language readily understood by readers without a background in science or medicine.

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

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

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the Defense Health Program and FY22 MRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Program portfolio composition
  - Relevance to the [FY22 MRP Challenge Statement](#) in Section II.A.1
  - Relevance to at least one of the [FY22 MRP Focus Areas](#) in Section II.A.1
  - Relative synergistic potential of the collaboration
  - Relative impact

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

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is **peer review**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRDC. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section II.E.1.b, Programmatic Review](#).* Additional information about the two-tier process used by the CDMRP can be found at <https://cdmrp.army.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and review process for the award mechanisms for the MRP will be provided to the PIs 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 FY22 funds are anticipated to be made no later than September 30, 2023. 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**

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

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

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

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

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

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

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

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

[USAMRAA General Research Terms and Conditions with For-Profit Organizations](#), for further information.

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

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

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

### **II.F.3. Reporting**

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

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

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

**Award Expiration Transition Plan:** An Award Expiration Transition Plan must be submitted with the final progress report. Use the one-page template “Award Expiration Transition Plan,” available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) under the “Progress Report Formats” section. The Award Expiration Transition Plan must outline if 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. 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 702b. The program announcement numeric version code will match the General Application Instructions version code 702.

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

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

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

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.

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

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

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

The following may result in administrative withdrawal of the application:

- An FY22 MRP 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 FY22 MRP Programmatic Panel members can be found at <https://cdmrp.army.mil/mrp/panels/panels22>.*
- 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 FY22, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review or approval process to gain protected evaluation information or to influence the evaluation process.
- Applications from extramural organizations, including non-DOD federal agencies, received through eBRAP may be withdrawn.

- Applications submitted by an intramural DOD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds to extramural collaborators.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- A clinical trial is proposed.
- The main subject of the research is non-melanoma skin cancers.
- Preliminary data are not included.
- The Initiating PI does not meet the eligibility criteria.
- A Partnering PI does not meet the eligibility criteria.
- Failure to submit all associated (Initiating and Partnering PI) applications by the deadline.
- The application does not address at least one of the [FY22 MRP Focus Areas](#) in [Section II.A.1](#).
- The application is not responsive to the [FY22 MRP Challenge Statement](#) in [Section II.A.1](#).

#### **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	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"		
	Collaboration Plan: Upload as Attachment 6 with file name "CollabPlan.pdf"		
	Research Outcomes Plan: Upload as Attachment 7 with file name "Outcomes.pdf"		
	Impact Statement: Upload as Attachment 8 with file name "Impact.pdf"		
	Representations (extramural submissions only): Upload as Attachment 9 with file name "RequiredReps.pdf"		
	Suggested Collaborating DOD Military Facility Budget Format: Upload as Attachment 10 with file name "MFBudget.pdf" if applicable		
Research & Related Personal Data	Complete form as instructed		



<b>Application Components</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field		
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field		
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field		
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field		
Research & Related Budget ( <b>extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field		
Budget ( <b>intramural submissions only</b> )	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 In Vivo Experiments
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FDA	Food and Drug Administration
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
LOI	Letter of Intent
M	Million
MIPR	Military Interdepartmental Purchase Request
MRP	Melanoma Research Program
NIH	National Institutes of Health
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PDX	Patient-Derived Xenograft
PI	Principal Investigator
PHS	U.S. Public Health Service
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, and/or Mathematics
TSA	Team Science Award
UEI	Unique Entity Identifier
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRDC	U.S. Army Medical Research and Development Command
URL	Uniform Resource Locator

USC	United States Code
UV	Ultraviolet
VA	Department of Veterans Affairs