

Announcement of Federal Funding Opportunity

Summary

I. GENERAL INFORMATION

A. Title of Award: Historically Black Colleges and Universities (HBCU) Undergraduate Collaborative Summer Training Program Award (STP).

B. Program Name: Department of Defense (DOD) Fiscal Year 2005 (FY05) Prostate Cancer Research Program (PCRP).

C. Funding Opportunity Number: PC05-STP.

D. Agency Name: US Army Medical Research and Materiel Command (USAMRMC), Office of the Congressionally Directed Medical Research Programs (CDMRP), 1077 Patchel Street, Fort Detrick, Maryland 21702-5024.

E. Agency Contact(s)

1. Questions related to the Program, proposal format, or required documentation may be addressed to the CDMRP at:

Phone: 301-619-7079
Fax: 301-619-7792
E-mail: cdmrp.pa@det.amedd.army.mil
Mail: Commander
US Army Medical Research and Materiel Command
ATTN: MCMR-ZB-C (PC05-STP)
1077 Patchel Street (Building 1077)
Fort Detrick, MD 21702-5024

2. Questions related to electronic submission: The help line phone number(s) is 301-682-5507 and is also provided on the Web. Other help desk contact information is:

Website: <https://cdmrp.org> (User's Guide located in upper right corner of the proposal submission website)
E-mail: help-proposals-cdmrp@cdmrp.org

F. Anticipated Instrument Type(s): Grants/Cooperative Agreements.

G. Catalog of Federal Domestic Assistance (CFDA) Number(s): 12.420; Military Medical Research and Development.

H. Website Address to Access Application Package: Proposals must be submitted electronically at <https://cdmrp.org>. The website contains all the information, forms, documents, and links needed to apply.

I. Award/Regulatory Approval: Once an award is made, the applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances/cadavers, or laboratory animals without written permission from the applicable USAMRMC regulatory office. The applicable USAMRMC regulatory office will forward applied-for written approvals directly to the applicant.

II. FUNDING OPPORTUNITY DESCRIPTION

The intent of the HBCU Undergraduate Collaborative Summer Training Program Award is to establish summer prostate cancer training programs at host institutions that will provide meaningful prostate cancer research experiences for undergraduate students enrolled at HBCU. A goal of the HBCU Collaborative Summer Training Program Award is to establish a relationship between the host institution and HBCU that will lead to attracting talented undergraduate students into careers that focus on prostate cancer research. It is anticipated that these awards will provide educational and training opportunities for undergraduate students at an important career decision-making point.

III. AWARD INFORMATION

- Type of award: grant/cooperative agreement.
- Approximately \$0.6 million is available to fund FY05 PCRP HBCU Undergraduate Collaborative Summer Training Program Awards.
- Depending on the number and quality of the applications, it is anticipated that three proposals will be funded.
- Funding for HBCU Undergraduate Collaborative Summer Training Program Awards can be requested for a maximum of \$200,000 inclusive of direct and indirect costs over a 3-year performance period. This includes a \$5,000 stipend per student per summer and up to \$25,000 per year for administrative costs. Direct costs can cover student tuition, stipends, and travel to scientific/technical meetings; host institution faculty salary and travel to the HBCU; HBCU faculty travel to the host institution; and other expenses.

IV. ELIGIBILITY INFORMATION

A. Applicants: Applicants must be independent investigators at the Assistant Professor level (or equivalent) or above from the host institution with a proven record in prostate cancer. All individuals, regardless of ethnicity, nationality, or citizenship status, may apply as long as they are employed by, or affiliated with, an eligible institution as defined below.

B. Institutions: Eligible **host** institutions include for-profit, non-profit, public, and private organizations. Agencies of local, state, and federal governments are eligible to the extent that proposals do not overlap with their fully funded intramural programs. Federal agencies will be expected to explain how their proposals do not overlap with their intramural programs.

Only undergraduate students from HBCU as recognized by the Department of Education at the time this program announcement is released are eligible for the training program at the applicant institution. A list of such HBCU can be found at the CDMRP website at <http://cdmrp.army.mil/spp>, where the HBCU are found in the first column arranged by state.

C. Cost Sharing: It is expected that institutions will cost share. Please see “Major Equipment” located in Subsection V.G.2.c of the Full Text of Program Announcement for details.

D. Other Eligibility Criteria: Please see the Full Text of Program Announcement description for details regarding duplicate submissions, applications from HBCU/Minority Institutions, and administrative compliance issues.

V. PROPOSAL PREPARATION AND SUBMISSION INFORMATION

A. Proposal Information: Applicants are required to submit the Proposal Information prior to upload of the proposal. Complete the Proposal Information as described at <https://cdmrp.org>.

B. Proposal Preparation: All proposals must be converted into an electronic PDF (Portable Document Format) file for electronic proposal submission. Please see the Full Text of Program Announcement for details.

C. Submission Date and Time: Deadline: June 7, 2005. Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant’s institution’s Sponsored Programs Office (or equivalent) by 5:00 p.m. Eastern time.

D. Electronic Submission Requirements: Electronic submission is required. No paper submissions will be accepted. Proposals must be submitted electronically at <https://cdmrp.org>. Please see the Full Text of Program Announcement for details.

VI. PROPOSAL REVIEW INFORMATION

The CDMRP uses a two-tier review process for proposals: scientific peer review, followed by programmatic review. Details of both tiers of review can be found in the Full Text of Program Announcement.

VII. AWARD ADMINISTRATION INFORMATION

A. Award Notices and Administrative Requirements: Details of award notification procedures and administrative requirements including regulatory documents (Certificate of Environmental Compliance, Research Involving Human Subjects and/or Anatomical Substances/Cadavers, Research Involving Animals, and Safety Program Plan) can be found in the Full Text of Program Announcement.

B. Reporting Requirements: Annual reporting requirements apply.

Full Text of Program Announcement

I. GENERAL INFORMATION

A. Title of Award: Historically Black Colleges and Universities (HBCU) Undergraduate Collaborative Summer Training Program Award (STP).

B. Program Name: Department of Defense (DOD) Fiscal Year 2005 (FY05) Prostate Cancer Research Program (PCRP).

C. Funding Opportunity Number: PC05-STP.

D. Agency Name: US Army Medical Research and Materiel Command (USAMRMC), Office of the Congressionally Directed Medical Research Programs (CDMRP), 1077 Patchel Street, Fort Detrick, Maryland 21702-5024.

E. Agency Contact(s)

1. Questions related to the Program, proposal format, or required documentation:

Applicants should submit questions as early as possible. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079
Fax: 301-619-7792
E-mail: cdmrp.pa@det.amedd.army.mil
Mail: Commander
US Army Medical Research and Materiel Command
ATTN: MCMR-ZB-C (PC05-STP)
1077 Patchel Street (Building 1077)
Fort Detrick, MD 21702-5024

2. Questions related to electronic submission: Help lines will be available to answer specific questions regarding the preparation of proposals for electronic submission or the process of electronic submission. The help line phone number is 301-682-5507 and is also provided on the Web. Other help desk contact information is:

Website: <https://cdmrp.org> (User's Guide located in upper right corner of the proposal submission website)
E-mail: help-proposals-cdmrp@cdmrp.org

F. Anticipated Instrument Type(s): The USAMRMC implements its extramural research program predominantly through the award of grants and cooperative agreements. More information on these funding instruments may be obtained by request from:

Fax: 301-619-2937
E-mail: qa.baa@det.amedd.army.mil
Mail: Director
US Army Medical Research Acquisition Activity
ATTN: MCMR-ZB-A
820 Chandler Street
Fort Detrick, MD 21702-5014

G. Catalog of Federal Domestic Assistance (CFDA) Number 12.420: Military Medical Research and Development.

H. Website to Access Application Package: Proposals must be submitted electronically at <https://cdmrp.org>. This website will contain all the information, forms, documents, and links needed to apply. If you experience difficulties in downloading documents, contact the CDMRP as indicated in Subsection E.2 above.

I. Award/Regulatory Approval: Once an award is made, the applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances/cadavers, or laboratory animals without written permission from the applicable USAMRMC regulatory office. The applicable USAMRMC regulatory office will forward applied-for written approvals directly to the applicant.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History: The HBCU Undergraduate Collaborative Summer Training Program Award is part of the DOD PCRP, which was established in FY97 to promote innovative research directed toward eliminating prostate cancer. The FY05 appropriation is \$85 million (M). Appropriations for the PCRP from FY97 to FY05 total \$650M. Since the inception of this award mechanism in FY04, the PCRP has received four HBCU Undergraduate Collaborative Summer Training Program Award proposals, three of which were funded (award negotiations are expected to be finalized by December 2004).

B. Program Objectives: The objectives of the FY05 PCRP are to (1) prevent prostate cancer, (2) detect prostate cancer, (3) cure prostate cancer, and (4) improve the quality of life for individuals and their families living with prostate cancer.

C. Award Mechanism Description: The intent of the HBCU Undergraduate Collaborative Summer Training Program Award is to establish summer prostate cancer training programs at host institutions that will provide meaningful research experiences for undergraduate students enrolled at HBCU. The host institution must have a record of achievement in prostate cancer research and in research training. A goal of the HBCU Collaborative Summer Training Program Award is to establish a relationship between the host institution and the HBCU that will lead to attracting talented undergraduate students into careers that focus on prostate cancer research. It is anticipated that these awards will provide educational and training opportunities for undergraduate students at an important career decision-making point.

HBCU Undergraduate Collaborative Summer Training Program Award proposals should address the following key aspects for the proposed prostate cancer undergraduate training program: (1) the program vision and goals, particularly as they relate to prostate cancer; (2) the qualifications of the Program Director, i.e., the Principal Investigator (PI) for the proposal, other program faculty/staff, and their experiences in training undergraduate students; (3) the training program at the host institution for the HBCU students; (4) the plans for trainee recruitment; (5) the plans for continued interaction of the PI with the HBCU undergraduates outside of the summer internship period; and (6) the qualifications of the faculty academic advisor at the HBCU.

HBCU Undergraduate Collaborative Summer Training Program Award proposals must enroll a minimum of four undergraduate students per year. Students should spend 8-12 weeks of the summer participating in the program at the host institution. The undergraduate students in this program can be named or designated “to be named” (TBN) at the time of proposal submission. However, the criteria for selection of the undergraduate students at the HBCU must be included within the body of the proposal.

One or more mentors from the host institution must be involved in the training program. The mentors must show a commitment to the HBCU through a plan to provide additional mentoring opportunities to participating students at the HBCU outside the summer internship period. When a proposal includes multiple staff members, a single individual should be clearly designated as the PI. A faculty academic advisor at the HBCU must be named and his or her qualifications provided with the proposal. This advisor will be responsible for working with the PI to coordinate student activities during both the summer training program and throughout the academic year.

Due to the limited time period of this award, projects involving human subjects or specimens will not be supported unless they are exempt under 32 CFR 219.101(b)(4)¹ or eligible for expedited review (45 CFR 46.110; 21 CFR 56.110)². Studies that do not qualify for exempt or expedited status during review at any level will be administratively withdrawn and will not be funded.

III. AWARD INFORMATION

Funding for HBCU Undergraduate Collaborative Summer Training Program Awards can be requested for a maximum of \$200,000 inclusive of direct and indirect costs over a 3-year performance period. This includes a \$5,000 stipend per student per summer and up to \$25,000 per year for administrative costs for speakers and student tracking. Direct costs can cover student tuition, stipends, and up to \$1,800 for the PI to travel to scientific/technical meetings;

¹Title 32, Code of Federal Regulations, Part 219, Section 101(b)(4). Research involving collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, is considered to be exempt under 32 CFR 219.101(b)(4).

²For additional information, refer to the U.S. Department of Health and Human Services’ Office of Human Research Protections website at <http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98>

host institution faculty salary and travel to the HBCU; HBCU faculty travel to the host institution; and other expenses. In addition, \$1,800 must be allocated in the final year of the performance period for travel to a PCRP Awardees Meeting (date to be determined). Training programs frequently have lower indirect costs; please check with your institution. The nature of this Program does not allow for renewal of grants or supplementation of existing grants. The CDMRP expects to allot approximately \$0.6M of the \$85M FY05 PCRP appropriation to fund approximately three HBCU Undergraduate Collaborative Summer Training Program Awards.

IV. ELIGIBILITY INFORMATION

A. Applicants: Applicants must be independent investigators at the Assistant Professor level (or equivalent) or above from the host institution with a proven record in prostate cancer. All individuals, regardless of ethnicity, nationality, or citizenship status, may apply as long as they are employed by, or affiliated with, an eligible institution as defined below.

B. Institutions: Eligible **host** institutions include for-profit, non-profit, public, and private organizations. Examples include universities, colleges, hospitals, laboratories, and companies. Agencies of local, state, and federal governments are eligible to the extent that proposals do not overlap with their fully funded intramural programs. Federal agencies will be expected to explain how their proposals do not overlap with their intramural programs.

Only undergraduate students from HBCU as recognized by the Department of Education at the time this program announcement is released are eligible for the training program at the applicant institution. A list of such HBCU can be found at the CDMRP website at <http://cdmrp.army.mil/spp>, where the HBCU are found in the first column arranged by state.

C. Cost Sharing: It is expected that institutions will cost share. Please see full details under “Major Equipment” in Subsection V.G.2.c.

D. Other Eligibility Criteria

1. Duplicate Submissions: Submission of the same research project to the FY05 PCRP under different award mechanisms or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

2. HBCU/MI: A goal of the DOD is to allocate funds for the CDMRP’s peer reviewed research to fund proposals from HBCU/MI. This provision is based on guidance from Executive Orders.³ Proposals submitted to the DOD are assigned HBCU/MI status if the submitting institution is so designated by the Department of Education on the date the program announcement is released. The Department of Education list is posted on the CDMRP website at <http://cdmrp.army.mil/spp> under Minority Institutions.

³ Executive Orders 12876, 12900, and 13021

3. Administrative Compliance Issues: Compliance guidelines have been designed to ensure the presentation of all proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format for each proposal. Nonadherence to format requirements makes proposals difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in proposal rejection or a lower global priority score.

The following will result in administrative rejection of the entire proposal prior to peer review:

- Font size is less than 12 point.
- Font type is not Times New Roman.
- Line spacing is greater than six lines per vertical inch.
- Margins are less than 0.5 inch on any side.
- Proposal body exceeds page limit.
- Proposal body is missing.
- Detailed cost estimate is missing.
- Proposal is incomplete after the deadline.

For any other sections of a proposal with a defined page limit, any pages exceeding the specified limit will be removed from the proposal and not forwarded for peer review.

Unless specifically requested by the Government, any material submitted after the submission deadline will not be forwarded for peer review.

V. PROPOSAL PREPARATION AND SUBMISSION INFORMATION

A. Proposal Components Summary: This subsection is a summary of submission requirements. Details, URLs, and other links are provided in the appropriate subsections of this program announcement.

The PI is responsible for uploading the following information:

- **Proposal Information:** The Proposal Information consists of two parts, both of which are entered as data fields. A Letter of Intent is generated when Part 1 of the Proposal Information is saved.
- **Proposal Contacts:** Contact information for the PI and the Contract Representative are required to complete the proposal submission process.
- **Statement of Work (SOW) and Proposal Abstracts:** The SOW, Technical Abstract, and Public Abstract are each entered as a separate data field.

- **Proposal:** The proposal is uploaded as a PDF (Portable Document Format) file under the “Required Files” tab.
- **Budget Information:** The budget information is uploaded as a PDF file under the “Required Files” tab.
- **Regulatory Documents:** The Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form are each uploaded as separate PDF files under the “Required Files” tab.

The Contract Representative or institutional official responsible for sponsored program administration (or equivalent) from the applicant’s institution is responsible for the following:

- **The Contract Representative’s Contact Information Profile: This must be completed prior to electronic approval of all proposal components.**
- **US Army Medical Research Acquisition Activity (USAMRAA)-Required Documents:** The institution’s currently negotiated “Rate Agreement,” “Certifications and Assurances for Assistance Agreements,” and the “Representations for Assistance Agreements” are to be uploaded as separate PDF files under the Contract Representative’s “My Profile” tab.
- **Approval:** The Contract Representative or institutional official responsible for sponsored program administration (or equivalent) must provide approval of all proposal components (Proposal Information, Proposal Contacts, SOW, Abstracts, Proposal, Budget Information, and regulatory documents). Contract Representative approval must occur prior to the submission deadline of 5:00 p.m. Eastern time June 7, 2005. The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern Time deadline.

B. Proposal Information: Applicants are required to submit the Proposal Information, Parts 1 and 2, prior to upload of the proposal and the budget information. Complete the Proposal Information as described in <https://cdmrp.org>. The Proposal Information may be “Verified & Saved” for editing purposes until “Submit Final” for approval by their Sponsored Programs Office’s (or equivalent’s) representative.

- **Letter of Intent:** An electronic Letter of Intent should be submitted by May 17, 2005. To accomplish this, the applicant should complete Part 1 of the Proposal Information section at <https://cdmrp.org>, then save the information by clicking on the “Save and Forward Letter of Intent” button. This information may be changed at any time until the applicant submits the final Proposal Information by clicking on the “Submit Final” button.

C. Proposal Contacts: The Proposal Contacts **must** include the e-mail address of a representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate on behalf of the institution. The Proposal Contacts must be “Finalized” for approval by the applicant’s Sponsored Programs Office’s (or equivalent) representative.

D. SOW – 11,400-character limit, including spaces (approximately two pages): The SOW is captured as a data field under the “SOW/Abstract” tab in the CDMRP eReceipt system. To submit the SOW, the applicant may either type in the SOW or “cut and paste” it from a word processing application into the data field. Sample SOWs can be found at <http://cdmrp.org/samples.cfm>.

The SOW is a concise restatement of the research proposal that outlines, step by step, how each of the major goals or objectives of the proposed research/services will be accomplished during the timeline for which the USAMRMC will provide financial support.

As appropriate, the SOW should:

- Describe the work to be accomplished as tasks (tasks may relate to specific aims);
- Identify the timeline and milestones for the work over the period of the proposed effort;
- Indicate the number of research subjects (animal or human) projected or required for each task;
- Identify methods; and
- Identify outcomes, products, and deliverables for each phase of the project.

E. Proposal Abstracts – 5,700-character limit, including spaces (approximately one page), for each abstract: Both a structured technical abstract and a public (nontechnical) abstract are required. These abstracts are vitally important to both the peer and programmatic review process.

Programmatic review is based on the Integration Panel’s (IP’s) review of these two abstracts as part of the peer review summary statements; therefore, it is paramount that the PI submit abstracts that fully describe the proposed work.

Each abstract must contain the title of the proposal and the name of the PI. Each abstract must be submitted as a data field under the “SOW/Abstracts” tab of the CDMRP eReceipt system. Applicants can either type in their abstracts or “cut and paste” them from a word processing application into the respective data fields. Do not include figures or tables in either abstract. Spell out all Greek or other non-English letters.

Abstracts of all funded proposals will be posted on the CDMRP website at <https://cdmrp.army.mil>. Thus, proprietary or confidential information should not be included in the abstract.

1. Technical Abstract: Sample technical abstracts can be found at <http://cdmrp.org/samples.cfm>. The structured technical abstract should provide a clear and concise overview of the proposed work, including the background, hypothesis or objective and its supporting rationale, specific aims of the study, study design, and significance of the proposed work to the Program’s goals.

Use the outline below for preparing the structured technical abstract.

- **Background:** Provide a brief statement of the ideas and reasoning behind the proposed work.
- **Hypothesis or objective:** State the hypothesis or objective. Provide evidence or rationale that supports the hypothesis or objective.
- **Specific Aims:** State concisely the specific aims of the study.
- **Study Design:** Briefly describe the study design.
- **Relevance:** Provide a brief statement explaining the relevance of the proposed work to the Program's goals. For example, describe how the study will cure, prevent, or improve the detection or treatment of the disease.

2. Public Abstract: Sample public abstracts can be found at <http://cdmrp.org/samples.cfm>. The public abstract is intended to communicate the purpose of, and rationale for, the study to non-scientific audiences. The public abstract is an important component of the proposal review process because consumer advocates, who are part of the review and funding decision process, use this abstract as a part of their review. It must be composed in a way to make the scientific objectives and rationale for the proposal understandable to non-scientifically trained readers. **The public abstract should not be a duplicate of the technical abstract**, but should describe the goals and objectives of the research project and its relevance to the Program.

In addition to describing the project, the public abstract must answer the following questions:

- (1) What will be the ultimate applicability of the research?
 - What types of patients will it help and how?
 - What are the potential clinical applications, benefits, and risks?
 - What is the projected time it may take to achieve a consumer-related outcome?
- (2) If the research is too basic for clinical applicability, what are the interim outcomes?
 - What types of contributions will this study make to advance research?
 - How will the research enhance this or other studies being conducted?

F. Proposal

1. Format: All proposal components (proposal body, biographical sketches, publications, letters of support, etc.) must be converted into a single PDF file for electronic submission. Proposals must be uploaded under the "Required Files" tab of the CDMRP eReceipt system. Applicants unfamiliar with the preparation of PDF files are encouraged to acquire appropriate software and learn the process before the submission deadline. To prepare proposals for PDF submission, the instructions in this subsection must be followed carefully.

Please Note New Format Requirements

The proposal must be clear and legible and conform to the following guidelines:

- **Font size: 12 point or larger.**
- **Font type: Times New Roman.**
- **Spacing: Single-spaced between lines of text, no more than six lines of type within a vertical inch.**
- **Margins: Minimum of 0.5 inch in all directions.**
- **Print area: 7.5 inches x 10.0 inches (approximately 19 cm x 25.5 cm).**

Failure to adhere to the requirements for font size, font type, spacing, margins, and print area will result in administrative rejection of the entire proposal prior to peer review.

- **Color, Resolution, and Multimedia Objects:** Proposals may include color, high resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files, but applicants should keep in mind that some reviewers work from black and white printed copies. Applicants may wish to include text in the proposal directing the reviewer to the electronic file for parts of the proposal that may be difficult to interpret when printed in black and white.
- **Language:** English.

2. Title/Referral Page: No page limit. Complete the [Title/Referral Page](#). Please note that all forms are available on the “Summary Tab” of eReceipt. Complete each section as described:

- a. Proposal title (up to 160 characters).
- b. Proposal log number (this will be automatically provided when the Proposal Information is completed and saved).
- c. PI’s full name (first, middle initial, last).
- d. Submitting institution.
- e. Award mechanism: Type in “HBCU Undergraduate Collaborative Summer Training Program Award.”
- f. Indicate that this is a NEW proposal.
- g. Keyword descriptive technical terms: To assist the staff in assigning proposals to the appropriate scientific peer review panel, please specify the subject area of the proposal. Also, list specific keywords and descriptive technical terms that would best describe the technical aspects of the project.

- h. Conflicts of interest:** To avoid real and apparent conflicts of interest during the review process, list the names of all scientific participants in the proposal including consultants, collaborators, and subawardees. In addition, list the names of other individuals outside the scope of this proposal that may have a conflict of interest in the review of this proposal. Provide the following information for each participant: name, institutional affiliation(s), and, if applicable, his or her role(s) on the proposed project.

3. Table of Contents/Checklist: Start section on a new page; one-page limit. Prepare a [Table of Contents/Checklist](#), with page numbers. Number all pages consecutively at the bottom center, beginning with the Title/Referral Page. Please note that headers should not be included, as the proposal log number will be electronically captured on each page of the proposal after receipt.

4. Proposal Relevance Statement: Start section on a new page; one-page limit. Applicants should state explicitly how the training program will be designed to offer a structured, well-rounded, focused experience in prostate cancer research for HBCU undergraduate students. Include how the training program will foster the likelihood of its trainees to pursue a career in prostate cancer research. If this proposal is duplicative of a proposal submitted to another FY05 CDMRP program announcement, provide a strong justification for submitting duplicate proposals and the proposal's relevance to prostate cancer.

5. Proposal Resubmission Statement: Not applicable to HBCU Undergraduate Collaborative Summer Training Program Award proposals.

6. Main Body: Start section on a new page; 10-page limit inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other relevant information needed to judge the proposal. HBCU Undergraduate Collaborative Summer Training Program Award proposals should address the following key aspects of the proposed training program:
Describe the proposed project using the outline provided below:

- a. Program Director:** The qualifications of the host institution's Program Director (the PI of the proposal), program faculty/staff, and any additional mentors, including their experience in training undergraduate students;
- b. Faculty Advisor:** The qualifications of the HBCU faculty academic advisor;
- c. Training Program:** The proposed training program for the HBCU students with an emphasis on the training environment, facilities, and the proposed research opportunities available for trainees at the host institution;
- d. Course Work:** A description of any courses or seminar series that will be made available as part of the undergraduate training program;

e. Trainee Recruitment: The undergraduate trainee recruitment and selection plans, including the method of assigning students to a mentor;

f. Extended Mentoring: The plans for continued interaction of the Program Director and program faculty/staff with the HBCU undergraduates outside of the summer internship period;

g. Undergraduate Presentations: The plan for the undergraduate students to summarize and present their work (e.g., seminars, presentations, or publications) at the conclusion of the summer training program; and

h. Student Tracking: The plan for tracking students after participation in the program to determine career progress.

7. Abbreviations: Start section on a new page; one-page limit. Provide a list of all acronyms, abbreviations, and symbols used.

8. References: Start section on a new page; no page limit. List all relevant references 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).

9. Biographical Sketches: Four-page limit per individual. Biographical sketches should be included for each of the key personnel listed on the budget page, including collaborating investigators and support staff. Biographical sketches should be included for the Program Director (PI), program faculty/staff, additional mentors, all collaborating investigators, and the faculty academic advisor at the HBCU. A biographical sketch for each **named** trainee must also be included in this section. When TBN trainees are ultimately selected, the CDMRP must be notified, and the name and biographical sketch of each trainee must be provided. These documents are a critical component of the review process. Incomplete or missing biographical sketches may result in a lower global priority score. The [Biographical Sketch](#) form may be used. Use of this form is not mandatory, but the information requested shall be presented in a similar format.

10. Existing/Pending Support: Start section on a new page; no page limit. List on a separate page the titles, time commitments, supporting agencies, durations, and levels of funding for all existing and pending research projects involving the PI and key personnel. If no support exists, state “none.” Proposals submitted under this program announcement should not duplicate other funded research projects.

11. Facilities/Equipment Description: No page limit. Describe the facilities available for performance of the proposed research/services. Describe the institutional commitment, including any additional facilities or equipment proposed for purchase or available for use at no cost to the USAMRMC. Indicate if government-owned facilities or equipment are proposed for use.

12. Questionnaires, Survey Instruments, or Clinical Protocols: Not applicable to HBCU Undergraduate Collaborative Summer Training Program Award proposals.

13. Administrative Documentation: No page limit. Submit only material specifically requested or required in this program announcement. **This section is not for additional figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, or other relevant information needed to judge the proposal.** Unrequested material that is submitted may be construed as an attempt to gain a competitive advantage and will be removed; it may be grounds for administrative rejection of the proposal.

The first item in this section must be a list of all the items included in the Administrative Documentation section.

Provide the following:

- A letter of support signed by the applicant and the Department Chair, Dean, or equivalent official from the host institution indicating a strong commitment to the summer training program and to prostate cancer research. Additional emphasis should be placed on the training environment and the qualifications of the Program Director (PI) and collaborating mentors.
- A letter of support signed by the Department Chair, Dean, or equivalent official from the HBCU institution indicating commitment to identify students with a strong interest in prostate cancer research.
- Letters of support from all collaborating mentors demonstrating their commitment to support the prostate cancer HBCU Undergraduate Collaborative Summer Training Program Awards.
- Letters of support from any other collaborating investigators or institutions.

All administrative documentation must be incorporated into the electronic PDF version of the proposal. Support documentation will not be accepted separately from the electronic proposal submission. All documents or letters requiring signatures must be signed and then incorporated into the submitted proposal.

14. Publications and/or Patent Abstracts: Five-document limit. Include up to five relevant publication reprints and/or patent abstracts. A patent abstract should provide a non-proprietary description of the patent application. If more than five such items are included in the submission, the extra items will not be peer reviewed.

G. Budget Information: Budget Information includes the [Detailed Cost Estimate form and Budget Justification form](#). Budget Information is uploaded under the “Required Files” tab of the CDMRP eReceipt system.

1. Funding Restrictions: Funding for HBCU Undergraduate Collaborative Summer Training Program Awards can be requested for a maximum of \$200,000 inclusive of direct and indirect costs over a 3-year performance period. This includes a \$5,000 stipend per

student per summer and up to \$25,000 per year for administrative costs. Direct costs can cover student tuition, stipends, and up to \$1,800 for the PI to travel to scientific/technical meetings; host institution faculty salary and travel to the HBCU; HBCU faculty travel to the host institution; and other expenses. In addition, \$1,800 must be allocated in the final year of the performance period for travel to a PCRP Awardees Meeting (date to be determined). Funds from this award may not be used for human subjects or specimens unless they are exempt under 32 CFR 219.101(b)(4)⁴ or eligible for expedited review (45 CFR 46.110; 21 CFR 56.110)⁵.

2. Detailed Cost Estimate Form and Budget Justification Instructions: Budget is an important consideration in both peer and programmatic review, and applicants are cautioned to use discretion in budget requests. Budgets also will be reviewed during award negotiations. **Organizations must provide sufficient detail and budget justification so that the Government can determine the proposed costs to be allocable and reasonable for the proposed research.** The Detailed Cost Estimate form and Budget Justification for your proposal must be uploaded as a PDF file, separate from the proposal. Costs proposed must conform to the following regulations and principles:

- **Commercial Firms:** Federal Acquisition Regulations (FAR) Part 31 and Defense FAR Supplement Part 31 (<http://farsite.hill.af.mil>), Contract Cost Principles and Procedures.
- **Educational Institutions:** Office of Management and Budget (OMB) Circular A-21, Cost Principles for Educational Institutions (http://www.whitehouse.gov/omb/grants/grants_circulars.html).
- **Nonprofit Organizations:** OMB Circular A-122, Cost Principles for Nonprofit Organizations. OMB Circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Organizations (http://www.whitehouse.gov/omb/grants/grants_circulars.html).
- **State, Local, and Tribal Governments:** OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments (http://www.whitehouse.gov/omb/grants/grants_circulars.html).

The following section provides instructions for preparing the Detailed Cost Estimate form. All amounts entered should be in U.S. dollars.

⁴Title 32, Code of Federal Regulations, Part 219, Section 101(b)(4). Research involving collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, is considered to be exempt under 32 CFR 219.101(b)(4).

⁵For additional information, refer to the U.S. Department of Health and Human Services' Office of Human Research Protections website at <http://www.hhs.gov/ohrp/humansubjects/guidance/expedited98>

a. Personnel

i. Name: Starting with the PI (Program Director), list the names of all participants who will be involved in the project during the initial budget period, regardless of whether salaries are requested. Include all collaborating investigators, research associates, individuals in training, and support staff. Only **ONE** person may be identified as the PI of the proposal.

ii. Role on Project: Identify the role of each individual listed on the project. Describe his or her specific functions in the Budget Justification section of the Detailed Cost Estimate form.

iii. Type of Appointment (Months): List the number of months per year reflected in an individual's contractual appointment with the applicant organization. The DOD staff assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time, e.g., 50%, note this with an asterisk (*) and provide a full explanation in the Budget Justification section of the Detailed Cost Estimate form. Individuals may have split appointments (e.g., for an academic period and a summer period). For each type of appointment, identify and enter the number of months on separate lines.

iv. Annual Base Salary: Enter the annual institutional base salary for each individual listed for the project.

v. Percentage of Effort on Project: The qualifications of the PI and the amount of time that he or she and other professional personnel will devote to the research are important factors in selecting research proposals for funding. For each key staff member identified on the budget form, list the percentage of each appointment to be spent on this project.

vi. Salaries Requested: Enter the salaries in whole dollar figures for each position for which funds are requested. The salary requested is calculated by multiplying an individual's institutional base salary by the percentage of effort on the project.

vii. Fringe Benefits: Fringe benefits may be requested in accordance with institutional guidelines for each position, provided the costs are treated consistently by the applicant organization for all sponsors. Documentation to support the fringe benefits should be provided.

viii. Totals: Calculate the totals for each position and enter these as subtotals in the columns indicated.

b. Consultant Costs: Regardless of whether funds are requested, provide the names and organizational affiliations of all consultants.

c. Major Equipment: It is the policy of the DOD that all commercial and nonprofit recipients provide the equipment needed to support proposed research. In those rare cases in which specific additional equipment is approved for commercial and nonprofit organizations, such approved cost elements shall be separately negotiated. Moreover, it is expected that institutions will share 50% of the cost of equipment purchased for this research proposal when individual equipment costs are equal to or exceed \$5,000.

d. Materials, Supplies, and Consumables: A general description and total estimated cost of expendable equipment and supplies are required. Itemize supplies in separate categories (e.g., glassware, chemicals, and radioisotopes). Categories in amounts less than \$1,000 do not need to be itemized. If animals are to be purchased, state the species, strain (if applicable), and the number to be used. If human cell lines are to be purchased, state the source and the description.

e. Travel Costs: In addition to the \$1,800 to be allocated in the final year of performance period to attend a PCRPA Awardees Meeting (date to be determined), travel costs to scientific/technical meetings may not exceed \$1,800 per year.

f. Research-Related Subject Costs: Itemize costs of subject participation in the research study. These costs are strictly limited to expenses specifically associated with the proposed study. The USAMRMC will not provide funds for ongoing medical care costs that are not related to a subject's participation in the research study.

g. Other Direct Costs: Itemize other anticipated direct costs such as publication and report costs, rental for computers and other equipment (provide hours and rates), and communication costs. Unusual or expensive items should be fully explained and justified. Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.

h. Subaward Costs: A description of services or materials that are to be awarded by subcontract or subgrant is required. For awards totaling \$10,000 or more, provide the following specific information:

- Identification of the type of award to be used (e.g., cost reimbursement, fixed price);
- Identification of the proposed subcontractor or subgrantee, if known, and an explanation of why and how the subcontractor or subgrantee was selected or will be selected;
- Whether the award will be competitive and, if noncompetitive, rationale to justify the absence of competition; and
- The proposed acquisition price.

i. Indirect Costs (overhead, general and administrative, and other): The most recent rates, dates of negotiation, base(s), and periods to which the rates apply should be disclosed with a statement identifying whether the proposed rates are provisional or fixed.

j. Total Costs for the Entire Proposed Period of Support (second page of the Detailed Cost Estimate form): Enter the totals under each budget category for all additional years of support requested and itemize these totals in the Budget Justification section of the Detailed Cost Estimate form. Note with an asterisk (*) and explain any significant increases or decreases from the initial year budget. All amounts should be in U.S. dollars. Total costs for the entire proposed period of support should equal the amount previously entered online in the Proposal Information <https://cdmrp.org>.

3. Budget Justification (third page of the Detailed Cost Estimate form): Each item in the budget should be clearly justified under the Budget Justification section of the Detailed Cost Estimate form.

H. Regulatory Requirements: Completed and signed copies of the [Certificate of Environmental Compliance](#) and [Principal Investigator Safety Program Assurance form](#) must be uploaded under the “Required Files” tab of the CDMRP eReceipt system as separate PDF files.

I. USAMRAA-Required Documents: The most current version of the institution’s negotiated “Rate Agreement,” the “[Certifications and Assurances for Assistance Agreements](#)”, and the “[Representations for Assistance Agreements](#)” must be uploaded by the Contract Representative from the Sponsored Programs Office (or equivalent). These documents must be uploaded as separate PDF files under the Contract Representative’s “My Profile” tab of the CDMRP eReceipt system prior to negotiations.

J. Submission Date and Time: Proposals must be approved on the CDMRP eReceipt system by the Contract Representative at the applicant’s institution’s Sponsored Programs Office (or equivalent) by the deadline. If your proposal is either incomplete or not approved electronically before the deadline, it will not be considered for review. The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time June 7, 2005 deadline.

The timeline for the HBCU Undergraduate Collaborative Summer Training Program Award is:

Online Letter of Intent:	Expected by May 17, 2005
Online Proposal Information:	Prior to proposal submission
Proposal Submission/Approval Deadline:	5:00 p.m. Eastern time June 7, 2005
Peer Review:	July 2005
Programmatic Review:	September 2005
Request for Additional Documents:	As early as 2 weeks after the completion of programmatic review
Notification Letter:	Approximately 4 weeks after programmatic review
Award Start Date:	Anticipated between October 2005 and September 2006

K. Electronic Submission Requirements: Electronic submission is required. Proposals will be accepted only as PDF files submitted through the CDMRP eReceipt system at <https://cdmrp.org>.

Several steps are critical to successful proposal submission:

- The Proposal Information must be submitted prior to submission of the proposal. Applicants are encouraged to begin this part of the submission process early.
- Proposal Contacts must be submitted prior to submission of the proposal. The e-mail address of a Contract Representative from the Sponsored Programs Office (or equivalent) must be included in the Proposal Contacts. Applicants are encouraged to begin this part of the submission process early.
- Applicants are encouraged to coordinate early with their Sponsored Programs Office (or equivalent).
- The Contract Representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate on behalf of the institution is required to provide final approval before the proposal is accepted.
- The eReceipt system will **not** accept data entry, file uploads, or approvals submitted after the 5:00 p.m. Eastern time June 7, 2005 deadline.
- Any supporting documentation that the applicant includes with the proposal must be incorporated into the PDF file prior to upload.
- Some items to be included in the proposal will need to be scanned. These items might include figures, tables, letters, or publications. All scanned documents, including figures, tables, and graphs, should be scanned at a resolution of 300-400 dpi or less.
- Budget Information includes the Detailed Cost Estimate form and the Budget Justification form. Budget Information must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.
- The regulatory documents required at submission include a completed, signed Certificate of Environmental Compliance and a completed, signed Principal Investigator Safety

Program Assurance form. These must be uploaded under the “Required Files” tab of the CDMRP eReceipt system.

VI. PROPOSAL REVIEW INFORMATION

A. Proposal Review and Selection Overview

1. Process: The CDMRP uses a two-tier review process for proposal evaluation. The two tiers are fundamentally different. The first tier is a scientific peer review of proposals against established criteria for determination of scientific merit. The second tier is a programmatic review of proposals that compares submissions to each other and recommends proposals for funding based on scientific merit as well as overall program goals.

2. Peer Review: Peer review is conducted by panels organized according to scientific discipline or specialty area. The primary responsibility of the peer review panels is to provide unbiased, expert advice on the scientific/technical merit and relevance of proposals based on the review criteria published for each award mechanism.

Peer review panels are composed of a chair, scientific reviewers, consumer reviewers, and a nonvoting scientific review administrator. Scientific reviewers are selected based on their expertise and their experience with scientific peer review. Consumer reviewers are nominated by an advocacy or support organization and are selected on the basis of their leadership skills, commitment to advocacy, and interest in science. Consumers augment the peer review by bringing the patient perspective to the assessment of science and to the relevance of research.

Panel members rate each proposal based on specific evaluation criteria developed for each award mechanism (see below). Two types of ratings are used. First, each of the evaluation criteria, except for the budget, is rated on a scale of 1 (lowest merit) to 10 (highest merit). This criteria scoring ensures that each component is considered in peer review. Second, the overall proposal is given a global priority score using a scale of 1 (highest merit) to 5 (lowest merit). Criteria scores are neither averaged nor mathematically manipulated to determine the global priority score. Instead, reviewers are asked to use the criteria scores as a guide in determining the global priority score. In rare instances, a proposal may be disapproved at peer review if gravely hazardous or unethical procedures are involved, or if the proposal is so seriously flawed that its completion is implausible.

The peer review summary statement is a product of scientific peer review. Each summary statement includes the peer review scores and an evaluation of the project as assessed by the peer reviewers according to the evaluation criteria published in this program announcement.

3. Programmatic Review: The second tier is programmatic review. Programmatic review is accomplished by the IP, which is composed of scientists, clinicians, and consumer advocates. The scientific members of the IP represent diverse disciplines and specialty areas, and the consumer members represent national advocacy constituencies. One of the functions

of programmatic review is to maintain a broad portfolio of grants across all disciplines. Programmatic review is a comparison-based process in which proposals from multiple research areas compete in a common pool. IP members primarily use the peer review summary statements and the proposal abstracts. SOWs may also be reviewed. Full proposals are not forwarded to programmatic review.

HBCU/Minority Institutions (HBCU/MI) proposals will be reviewed concurrently with all others in the same research area during scientific peer review, but may be evaluated separately during programmatic review. Consistent with the CDMRP's goal, recommendations for funding HBCU/MI submissions will be based on scientific excellence and program relevance.

B. Review Criteria

1. Peer Review: HBCU Undergraduate Collaborative Summer Training Program Award proposals will be evaluated according to the following criteria:

- **Collaborative Training Program:** Is the number of trainees appropriate for the available faculty/resources? Does the training program offer a structured, focused experience in prostate cancer research? Does the program ensure direct, structured interaction between mentor(s) and students? Have plans been developed to provide students with a stimulating, problem-solving research experience? Does the program provide opportunities for students to summarize and present their work and interact with other program mentors outside the laboratory in which they are working during the summer program? Is the program likely to train and encourage candidates to pursue careers in prostate cancer research? Has a plan been developed to provide opportunities for students to interact with the program mentors outside the summer internship period? Is there a plan to track the students' future careers and the effectiveness of the program for initiating careers in prostate cancer research?
- **Program Director, Training Staff, and Faculty Academic Advisor:** Does the Program Director (i.e., the PI of the proposal) have the background, research qualifications, ability, and time to lead and successfully manage an undergraduate prostate cancer training program? What are the research interests and records of past experience in training and mentoring undergraduates of the participating mentors? Is there a sufficient number of mentors with research resources participating in the program to ensure adequate mentoring and supervision for the number of student trainees? Do the PI and mentors demonstrate a genuine commitment to training HBCU undergraduate students in prostate cancer research? Are the qualifications and experience of the HBCU faculty academic advisor appropriate to facilitate the students' undergraduate careers at the HBCU and guide them toward careers in research?
- **Trainee Recruitment:** Are the methods used to recruit trainees and are the selection criteria for admitting students into the program appropriate? Are the recruitment methods likely to attract students with a high likelihood of pursuing a career in prostate cancer research? Have former undergraduate trainees (if any) gone on to pursue careers in prostate cancer research?

- **Relevance:** Will the training of the students be relevant to prostate cancer? Does the host institution make a convincing case for its commitment to develop a sustained prostate cancer training program for HBCU undergraduate students?
- **Institutional Environment:** Does the host institution have the background, qualifications, and experience to develop a productive collaboration with the HBCU? Is there evidence of a strong institutional commitment at the host institution to undergraduate research training in prostate cancer? Is the environment conducive to facilitate interaction among mentors and trainees? Does the host institution have adequate laboratory facilities, equipment, and other relevant resources to support these training activities? Do the collaborating and applicant institutions propose to sustain an interactive, ongoing partnership?
- **Budget:** Is the budget appropriate for the research proposed?

2. Programmatic Review: The ratings and evaluations of scientific peer review panels are primary factors in programmatic review. The IP also considers other criteria to maintain the PCRCP's broad portfolio. The criteria the IP uses to make funding recommendations are:

- Ratings and evaluations of the scientific peer review panels,
- Programmatic relevance,
- Relative innovation,
- Program portfolio balance, and
- Adherence to the intent of the award mechanism.

Scientifically sound proposals that best fulfill the above criteria and most effectively address the unique focus and goals of the program are selected by the IP and recommended to the Commanding General, USAMRMC, for funding.

VII. AWARD ADMINISTRATION INFORMATION

A. Award Notices: After the two-tier evaluation process is completed, every applicant will receive notification of the award status of his or her proposal and a copy of the peer review summary statement. Applicants can expect to be notified of the agency's decision in October 2005.

B. Administrative Requirements: All awards are made to organizations, not individuals. A PI should submit a proposal through, and be employed by or affiliated with, a university, college, nonprofit research institution, commercial firm, or government agency (including military laboratories) to receive support. To be eligible for an award, a prospective recipient should meet certain minimum standards pertaining to institutional support, financial resources, prior record of performance, integrity, organization, experience, operational controls, facilities, and conformance with safety and environmental statutes and regulations (OMB Circular A-110 and DOD Grant and Agreement Regulations). *Any organization requesting receipt of an award from*

this announcement must be registered in the Central Contractor Registration (CCR) database. Access to the CCR online registration is through the CCR homepage at <http://www.ccr.gov>.

Any change in the institution, the PI, and/or the SOW will require that the PI resubmit contact information. Any delay in the submission of updated information could result in a delay in the contracting and regulatory review and a subsequent delay in payment.

C. Award Negotiation: Award negotiation consists of discussions, reviews, and justifications of critical issues involving the USAMRAA. A Contract Specialist and/or representative from the USAMRAA will contact the Contract Representative from the Sponsored Programs Office (or equivalent) who is authorized to negotiate contracts and grants at the applicant's institution. As part of the negotiation process, additional documentation and justifications related to the proposed SOW and associated budgets may be required.

Note that the award start date will be determined during the negotiation process.

D. Regulatory Review

1. Overview: Concurrent with the USAMRAA negotiation, the Office of Surety, Safety and Environment will review the Certificate of Environmental Compliance and the Principal Investigator Safety Program Assurance form submitted with the proposal. The applicable USAMRMC regulatory office will review documents related to research involving animal use, human subjects/anatomical substance use, and cadaver use submitted upon request to ensure that Army regulations are met.

2. Certificate of Environmental Compliance: The [Certificate of Environmental Compliance](#) must be submitted with the proposal. If multiple research sites/institutions are funded in your proposal, then a Certificate of Environmental Compliance for each site will be requested at a later date.

3. Safety Program Documents: The [Principal Investigator Safety Program Assurance form](#) must be submitted with the proposal. A Facility Safety Plan is also required and will be requested at a later date. However, your institution may already have an approved Facility Safety Plan. To determine the status of approval, check the USAMRMC website at <https://mrmc.detrick.army.mil/cprcqsohdfsplan.asp>. If your institution is not listed on the aforementioned website, contact your Facility Safety Director/Manager to initiate completion of the institution-based Facility Safety Plan. Specific requirements for the Safety Program Plan can be found at <https://mrmc.detrick.army.mil/docs/rcq/FY02FSPAppendix.doc>.

If multiple research sites/institutions are funded in your proposal, then a Facility Safety Plan for each site/institution not listed in the aforementioned website will be requested at a later date.

4. Research Involving Animal Use: Animal use documents should not be submitted with the proposal and will be requested at a later date. Specific requirements for research

involving animals can be found at
<https://mrmc.detrick.army.mil/docs/rcq/FY05AnimalAppendix.doc>.

5. Research Involving Human Subjects/Anatomical Substances/Cadavers: (See Subsection V.H for information pertaining to the submission of documents related to the use of human subjects, human anatomical substances, and/or cadavers.) In addition to local Institutional Review Board (IRB) approval to conduct research involving human subjects and/or anatomical substances or cadavers, a second tier of IRB review and approval is also required by the DOD. This second review is conducted by the Human Subjects Research Review Board (HSRRB), which is administered by the USAMRMC Office of Research Protections (ORP) (formerly Regulatory Compliance and Quality). The HSRRB is mandated to comply with specific laws and directives governing all research involving human subjects that is conducted or supported by the DOD. These laws and directives are rigorous and detailed and will require information in addition to that supplied to the local review board. For example:

- Intent to Benefit. Before writing a research protocol, investigators must consider the requirements of Title 10 United States Code 980, which are applicable to DOD-sponsored research. Title 10 United States Code 980 requires that “Funds appropriated to the Department of Defense may not be used for research involving a human being as an experimental subject unless (1) the informed consent of the subject is obtained in advance; or (2) in the case of research intended to be beneficial to the subject, the informed consent may be obtained from a legal representative of the subject.”

Furthermore and consistent with the Common Federal Policy for the Protection of Human Subjects, if an individual cannot give his or her own consent to participate in a research study, consent of the individual’s legally authorized representative must be obtained prior to the individual’s participation in the research. Moreover, an individual not legally competent to consent (e.g., incapacitated individuals, incompetents, minors) may not be enrolled in DOD-sponsored research unless the research is intended to benefit each subject enrolled in the study. For example, a subject may benefit directly from medical treatment or surveillance beyond the standard of care. Investigators should be aware that this law makes placebo-controlled clinical trials problematic because of the “intent to benefit” requirement whenever participation is sought of subjects from whom consent must be obtained by the legally authorized representative.

- The DOD considers cell lines of human origin to be human anatomical substances/cadavers. Use of these cell lines is subject to HSRRB review and approval.

Specific requirements for research involving human subjects, human anatomical substances, and/or cadavers can be found at
[https://mrmc.detrick.army.mil/docs/rcq/HumanSubjectsAppendix\(13May04\).doc](https://mrmc.detrick.army.mil/docs/rcq/HumanSubjectsAppendix(13May04).doc).

An informed consent form template can be located at
<https://mrmc.detrick.army.mil/docs/rcq/Proconsent/ConsentFormGuidelines.doc>.

6. Award/Regulatory Approval: Once an award is made, the applicant may not use, employ, or subcontract for the use of any human subjects, human anatomical substances/cadavers, or laboratory animals without written approval from the applicable USAMRMC regulatory office. The applicable USAMRMC regulatory office will forward applied-for written approvals directly to the applicant.

E. Reporting: All research awards will require the timely delivery of several reports during the research effort.

1. Research Progress Report Requirements: Reporting requirements consist of an annual report (for each year of research except the final year) that presents a detailed summary of scientific issues and accomplishments and a final report (submitted in the last year of the award period) that details the findings and issues for the entire project.

2. Fiscal Report Requirements: Quarterly fiscal report requirements may include the Standard Form Report, SF 272, Federal Cash Transaction, used for grants and cooperative agreements to track the expenditure of funds on the research project.

VIII. OTHER INFORMATION

A. Disclosure of Proprietary Information outside the Government: By submission of a proposal, the applicant understands that proprietary information may be disclosed outside the Government for the sole purpose of technical evaluation. The USAMRMC will obtain a written agreement from the evaluator that proprietary information in the proposal will only be used for evaluation purposes and will not be further disclosed or used. Funded proposals may be subject to public release under the Freedom of Information Act; proposals that are not selected for funding will not be subject to public release.

B. Government Obligation: Applicants are cautioned that only an appointed Contracting/Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government to fund preparation of a proposal or to support research should be inferred from discussions with a technical project officer. Applicants who, or organizations that, make financial or other commitments for a research effort in the absence of an actual legal obligation signed by the USAMRAA Contracting/Grants Officer do so at their own risk.

C. Information Service: Offerors may use the technical reference facilities of the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161, for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. To the extent practical, all other sources should also be consulted for the same purpose.

D. Inquiry Review Panel: Applicants can submit a letter of inquiry to the USAMRMC in response to funding decisions made for a given proposal. Members of the CDMRP staff, the

USAMRMC Judge Advocate General staff, and USAMRAA Grants Officers constitute an Inquiry Review Panel and review each inquiry to determine whether factual or procedural errors in either peer or programmatic review have occurred, and if so, what action should be taken.

E. Title to Inventions and Patents: In accordance with the Bayh-Dole Act (35 USC 200 et seq.⁶), title to inventions and patents resulting from such federally funded research may be held by the grantee or its collaborator, but the U.S. Government shall, at a minimum, retain nonexclusive rights for the use of such inventions. An investigator must follow the instructions in the assistance agreement concerning license agreements and patents.

F. J-1 Visa Waiver: It is the responsibility of the awardee to ensure that the research staff is able to complete the work without intercession by the DOD for a J-1 Visa Waiver on behalf of a foreign national in the United States under a J-1 Visa.

⁶Title 35, United States Code, Section 200 et seq.

IX. ACRONYM LIST

AVI	Audio Video Interleave
CCR	Central Contractor Registration
CDMRP	Congressionally Directed Medical Research Programs
CFDA	Catalog of Federal Domestic Assistance
DOD	Department of Defense
FAR	Federal Acquisition Regulations
FY	Fiscal Year
HBCU	Historically Black Colleges and Universities
HBCU/MI	Historically Black Colleges and Universities/Minority Institutions
HSRRB	Human Subjects Research Review Board
IP	Integration Panel
IRB	Institutional Review Board
M	Million
MPEG	Moving Picture Experts Group
PCRP	Prostate Cancer Research Program
OMB	Office of Management and Budget
ORP	Office of Research Protections (formerly Regulatory Compliance and Quality)
PDF	Portable Document Format
PI	Principal Investigator
SOW	Statement of Work
STP	HBCU Undergraduate Collaborative Summer Training Program Award
TBN	To Be Named
USAMRAA	US Army Medical Research Acquisition Activity
USAMRMC	US Army Medical Research and Materiel Command
USC	United States Code
WAV	Wave