Program Announcement

Department of Defense (DOD) Congressionally Directed Medical Research Programs

Prostate Cancer Research Program (PCRP)

Collaborative Undergraduate HBCU Student Summer Training Program Award

Funding Opportunity Number: W81XWH-08-PCRP-STPA

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I.   HELPFUL INFORMATION

A.   Contacts

1. Program announcement, proposal format, or required documentation: To view all funding opportunities offered by the Congressionally Directed Medical Research Programs (CDMRP), perform a Grants.gov basic search using the CFDA Number 12.420. Submit questions as early as possible. Response times will vary depending upon the volume of inquiries. Every effort will be made to answer questions within 5 working days.

Phone: 301-619-7079

Fax: 301-619-7792

Email: cdmrp.pa@amedd.army.mil

2. eReceipt system: Questions related to pre-application components through the CDMRP eReceipt system should be directed to the eReceipt help desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Eastern time.

Phone: 301-682-5507

Website: https://cdmrp.org

Email: help@cdmrp.org

3. Grants.gov contacts: Questions related to submitting applications through the Grants.gov (http://www.grants.gov/) portal should be directed to Grants.gov help desk. Deadlines for proposal submission are 11:59 p.m. Eastern time on the deadline date. Therefore, there is an approximate 3-hour period during which the Grants.gov help desk will NOT be available. Please plan ahead accordingly, as the CDMRP help desk is not able to answer questions about Grants.gov submissions.

Phone: 800-518-4726, Monday through Friday, 7:00 a.m. to 9:00 p.m. Eastern time

Email: support@grants.gov

Grants.gov will notify Principal Investigators (PIs) of changes made to this Program Announcement and/or Application Package ONLY if the PI clicks on the "send me change notification emails" link and subscribes to the mailing list on the Opportunity Synopsis Page for this announcement. If the PI does not subscribe and the Application Package is updated or changed, the original version of the Application Package may not be accepted.

B. National Technical Information Service

The technical reference facilities of the National Technical Information Service (www.ntis.gov) are available for the purpose of surveying existing knowledge and avoiding needless duplication of scientific and engineering effort and the expenditure thereby represented. All other sources should also be consulted to the extent practical for the same purpose.

C. Commonly Made Mistakes

- Not obtaining or confirming the organization's DUNS number well before the proposal deadline.
- Not obtaining or confirming the organization's registration with the Central Contractor Registry well before the proposal submission deadline.
- Failing to request "send me change notification emails" from Grants.gov.
- Not contacting HELP DESKS until just before or after deadlines.
- Not completing the pre-application submission before the mandatory pre-application deadline (i.e., pre-application remains in draft status).
- Using an incorrect Grants.gov application package to submit a proposal through Grants.gov. Each Program Announcement/Funding Opportunity requires a specific application package.
- Uploading attachments into incorrect Grants.gov forms.
- Attaching files in the wrong location on Grants.gov forms.
- Submitting attachments that are not PDF documents, except for the R&R Subaward Budget Attachment(s) Form.
- Exceeding page limitations.
- Failing to submit a proposal 48-72 hours before the deadline so that Grants.gov can provide notification of errors and allow for resubmission of application package.
- Failing to submit proposal by submission deadline.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Program History and Objectives

The PCRP was established in fiscal year 1997 (FY97) to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY07 totaled $810 million (M). The FY08 appropriation is $80M.

The overall goal of the FY08 PCRP is to find and fund innovative, high-impact research relevant to the prevention, detection, diagnosis, and/or treatment of human prostate cancer. Specifically, the PCRP seeks to:

- Support innovative research by individual investigators in multiple disciplines;

- Sponsor multidisciplinary team science to bring together diverse expertise and approaches that will accelerate the conquest of prostate cancer;

- Fund translational research to promote the bench-to-bedside-to-bench transition between basic and clinical science;

- Foster the next generation of prostate cancer investigators through mentored research and training; and

- Promote research into prostate cancer health disparities, including, but not limited to, race and ethnicity, socioeconomic status, access to health care, insurance status, age, geography, and cultural beliefs.

B.   Award Description

The PCRP Collaborative Undergraduate HBCU Student Summer Training Program Award was introduced in FY04. Since then, 19 proposals have been received and 12 have been recommended for funding.

The Collaborative Undergraduate HBCU Student Summer Training Program Award supports the training of the next generation of prostate cancer researchers. This award funds new or existing summer prostate cancer training programs for undergraduate students from Historically Black Colleges and Universities (HBCU) at institutions with ongoing prostate cancer research. This award also requires collaboration with faculty advisors from the undergraduate trainees' home HBCU.

The PI's institution, which may also be an HBCU, must have a record of achievement in prostate cancer research and in research training. A goal of this award is to establish or strengthen collaborations between the PI's institution and the undergraduate trainees' HBCU, which will lead to recruitment of talented trainees from the HBCU to the PI's institutional prostate cancer training program. It is expected that these awards will provide educational and training opportunities for undergraduate HBCU students at an important career decision-making point. When the PI's institution is an HBCU, the undergraduate trainees must be recruited from a different HBCU.

Proposals for this award should address the following key aspects for the proposed prostate cancer undergraduate training program:

- The qualifications of the Program Director (mentor; designated as the PI) and other program faculty and staff who will serve as collaborating mentors, including their experiences in training undergraduate students;

- The proposed training program for the undergraduate HBCU trainees at the PI's institution;

- The plans for recruitment of undergraduate HBCU trainees and for continued interaction of the PI with the trainees beyond the summer internship period;

- The qualifications and the role of the faculty advisor at the trainees' HBCU.

Proposals must enroll a minimum of four undergraduate HBCU trainees per year. Trainees must spend 8 to 12 weeks during the summer participating in the program at the PI's institution. The trainees 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 trainees at the HBCU must be detailed within the body of the proposal.

When a proposal includes multiple mentors, a single individual must be clearly designated as the PI. The mentor(s) must show a commitment to the undergraduate trainees' HBCU through a plan to provide additional mentoring opportunities to participating trainees at the institution beyond the summer internship period. A faculty advisor at the trainees' HBCU must be named and his or her qualifications provided with the proposal. This faculty advisor will be responsible for working with the PI to coordinate trainee activities during both the summer training program and throughout the corresponding academic year.

C. Eligibility

PIs must be independent investigators at or above the level of Assistant Professor (or equivalent) and have a proven record in prostate cancer research and training.

Refer to the Application Instructions, Appendix 1, for general eligibility information.

D. Funding

Funding for a Collaborative Undergraduate HBCU Student Summer Training Program Award can be requested for up to $185,000 for direct costs for up to a 3-year performance period. Indirect costs will not exceed 8% of the direct costs for these proposals.

Within the guidelines provided in the Application Instructions, funds can cover:

- $6,000 stipend per undergraduate HBCU trainee per summer
- Up to $25,000 per year for administrative costs for speakers, trainee tracking, and other administrative expenses
- Tuition
- Health insurance
- Faculty salaries at both the PI's and trainees' institutions
- $1,800 for travel to scientific/technical meetings
- Faculty travel between participating institutions

In addition, funds must be allocated for the PI, the HBCU faculty advisor, and up to four trainees to travel to the next PCRP IMPaCT (Innovative Minds in Prostate Cancer Today) meeting (tentatively scheduled for 2010).

The CDMRP expects to allot approximately $0.7M of the $80M FY08 PCRP appropriation to fund approximately two Collaborative Undergraduate HBCU Student Summer Training Program Award proposals, depending on the quality and number of proposals received. Funding of proposals received in response to this Program Announcement/Funding Opportunity is contingent on the availability of Federal funds for this program.

E. Award Administration

A change in PI is not allowed for the Collaborative Undergraduate HBCU Student Summer Training Program Award mechanism.

Refer to the Application Instructions, Appendix 5, for general award administration information.

III. TIMELINE FOR SUBMISSION AND REVIEW

Proposal submission is a two-step process consisting of (1) pre-application submission and (2) proposal submission. *Pre-application submission is a required first step*.

- **Pre-application Submission Deadline:** **5:00 p.m. Eastern time, May 22, 2008**
- **Proposal Submission Deadline:** **11:59 p.m. Eastern time, June 12, 2008**
- **Peer Review:** **September 2008**
- **Programmatic Review:** **November 2008**

Awards will be made approximately 4 to 6 months after receiving the funding notification letter, but no later than September 30, 2009.

IV. SUBMISSION PROCESS

Proposal submission is a two-step process consisting of (1) a pre-application submission through the CDMRP eReceipt system (https://cdmrp.org/) and (2) a proposal submission through Grants.gov (http://www.grants.gov/).

Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs is discouraged. The Government reserves the right to reject duplicative proposals.

A. Step 1 – Pre-Application Components and Submission

The pre-application consists of the components discussed below. All pre-application components must be submitted electronically through the CDMRP eReceipt system by *5:00 p.m. Eastern time on the pre-application deadline*. Refer to the Application Instructions for detailed information.

1. Proposal Information

2. Proposal Contacts

3. Collaborators and Conflicts of Interest

4. Letter of Intent Narrative

B.   Step 2 – Proposal Components and Submission

Proposal submission will not be accepted unless a pre-application was submitted by the pre-application deadline. Proposals must be submitted electronically by the Authorized Organizational Representative through Grants.gov (www.grants.gov). No paper copies will be accepted.

Each proposal submission must include the completed Grants.gov application package of forms and attachments identified in www.grants.gov for the US Army Medical Research Acquisition Activity program announcement. In addition to the specific instructions below, please refer to the Application Instructions for detailed requirements of each component.

The package includes:

1. **SF-424 (R&R) Application for Federal Assistance Form**

2. **Attachments Form**

   - Attachment 1: Project Narrative (8-page limit)

     Describe the proposed project in detail using the outline below.

     Program Director and Training Staff: The qualifications of the Program Director (the PI of the proposal), faculty and staff, and any additional mentors, including their experience in training undergraduate students.

     Faculty Advisor: The qualifications of the HBCU faculty advisor at the trainees' institution and his or her role in the project.

     Training Program: The proposed training program for the undergraduate HBCU trainees with an emphasis on the training environment, facilities, and the proposed research opportunities available for trainees at the PI's institution and their own as applicable.

     o **Course Work:** A description of any courses or seminar series that will be available as part of the undergraduate training program.

     o **Trainee Recruitment:** The trainee recruitment and selection plans, including the method of assigning trainees to a mentor.

- o **Research Project:** The plans for research activities.

- o **Extended Mentoring:** The plans for continued interaction of the Program Director and program faculty/staff with the trainees beyond the timeframe of the summer internship period and the role of the HBCU faculty advisor in the process.

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

Trainee Tracking: The plan for tracking trainees after participation in the program to determine career progress.

Environment: The institutional commitment and resources to support training activities, the development of a productive collaboration with an HBCU, and the ability to sustain an interactive, ongoing partnership.

- Attachment 2: Supporting Documentation
  - o References Cited
  - o Acronyms and Symbol Definitions
  - o Facilities & Other Resources
  - o Description of Existing Equipment
  - o Publications and/or Patent Abstracts (five-document limit)
  - o Letters of Institutional Support

    A letter is required from both the PI's institution and the HBCU.
  - o Letters of Collaboration
- Attachment 3: Public Abstract

  Only a Public Abstract is required for this mechanism.
- Attachment 4: Statement of Work
- Attachment 5: Impact Statement

  State explicitly how the proposed work will have an impact on opportunities for undergraduate HBCU student training. State explicitly how the training program will be designed to offer a structured, well-rounded, focused experience in prostate cancer research for undergraduate HBCU students. Include how the training program will foster the likelihood of its trainees to pursue a career in prostate cancer research. Describe the impact of the proposed work on the PI's and students' institutions.
- Attachment 6: Federal Agency Financial Plan (if applicable)

3. **Research & Related Senior/Key Person Profile (Expanded)**

- PI Biographical Sketch

- PI Current/Pending Support

- Key Personnel Biographical Sketches

- Key Personnel Current/Pending Support

4. **Research & Related Budget Form**

- Budget Justification

5. **Research & Related Project/Performance Site Location(s) Form**

6. **R&R Subaward Budget Attachment(s) Form (if applicable)**

V. INFORMATION FOR PROPOSAL REVIEW

A. Proposal Review and Selection Overview

All proposals are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of proposals against established criteria for determining scientific merit. The second tier is a programmatic review that compares submissions to each other and recommends proposals for funding based on scientific merit and overall goals of the program. Additional information about the two-tier review process used by the CDMRP may be found at http://cdmrp.army.mil/fundingprocess

The peer review and program review processes are conducted confidentially and anonymously to maintain the integrity of the merit-based selection process. Each tier of review requires panelists to sign a non-disclosure statement attesting that proposal and evaluation information will not be disclosed outside the panel. Violations of the non-disclosure statement can result in the dissolving of a panel(s) and other correcting actions. Correspondingly, institutional personnel and PIs are prohibited from contacting persons involved in the proposal review process to gain protected evaluation information or to influence the evaluation process. Violations of this prohibition will result in the administrative withdrawal of the institution's proposal. Violations by panelists or PIs that compromise the confidentiality or anonymity of the peer review and program review processes may also result in suspension or debarment of their employing institutions from Federal awards.

The Government reserves the right to review all proposals based on one or more of the required attachments or supporting documentation (e.g., Impact Statement).

B. Review Criteria

1. Peer Review: All proposals will be evaluated according to the following criteria. Of these, Collaborative Training Program, Program Director and Training Staff, and Impact are equally the most important, with the remaining criteria listed in decreasing order of importance.

- **Collaborative Training Program**
  - How the number of undergraduate HBCU trainees is appropriate for the available faculty and resources.
  - How well the training program offers a structured, focused experience in prostate cancer research.
  - How well the training program ensures direct, structured interaction between mentor(s) and trainees.
  - How plans have been developed to provide trainees with a stimulating, problem-solving research experience.
  - How well the training program provides opportunities for trainees to summarize and present their work and interact with other program mentors outside the laboratory in which they are working during the summer program.
  - The degree to which the training program is likely to train and encourage candidates to pursue careers in prostate cancer research.
  - How the training program provides opportunities for trainees to interact with the program mentors beyond the timeframe of the summer internship period.
  - How the plan to track the trainees' future careers and the effectiveness of the program for initiating careers in prostate cancer research is appropriate.

- **Program Director and Training Staff**
  - How the PI and program staff are trained and well-suited to lead and successfully manage this training program.
  - How the mentors' prostate cancer research interests and records of past experience in training and mentoring undergraduates are appropriate.
  - To what extent former trainees (if applicable) have gone on to pursue careers in prostate cancer research.
  - Whether participating mentors have sufficient research resources to ensure adequate guidance for the number of trainees.
  - How the PI and mentors demonstrate a commitment to training undergraduate HBCU students in prostate cancer research.
  - Whether the PI meets the appropriate eligibility requirements.

- **Impact**
  - o The impact of the proposed training on the undergraduate HBCU students, including their scientific and technical education and future careers.
  - o The impact of the proposed training on the trainees' and the PI's institutions.

- **HBCU Faculty Advisor**
  - o How the qualifications and experience of the HBCU faculty advisor are appropriate to facilitate recruitment and retention of undergraduate HBCU trainees and to support post-summer training and mentoring.
  - o How the HBCU faculty advisor's role is appropriate.

- **Trainee Recruitment**
  - o How the trainee recruitment methods and selection criteria are appropriate.
  - o Whether the recruitment methods are likely to attract trainees with a high likelihood of pursuing a career in prostate cancer research.

- **Environment**
  - o The extent to which the PI's institution demonstrates the potential to develop productive collaborations with the trainees' HBCU.
  - o The degree of institutional commitment by the PI's and the trainees' institutions to undergraduate research training in prostate cancer.
  - o How the environment facilitates interaction among mentors and trainees during the summer and during the academic year.
  - o How the laboratory facilities, equipment, and other relevant resources are appropriate to support these training activities.
  - o How the collaborating institutions and the PI's institution propose to sustain an interactive, ongoing partnership.

- **Budget**
  - o How the budget is appropriate for the proposed work.

2. **Programmatic Review:** Criteria used by programmatic reviewers to make funding recommendations that maintain the program's broad portfolio include:

- Ratings and evaluations of the peer reviewers,
- Programmatic relevance,
- Relative impact,

- 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 will be identified by Integration Panel (IP) members and recommended for funding to the Commanding General, USAMRMC.

VI. COMPLIANCE GUIDELINES

Compliance guidelines have been designed to ensure the presentation of all pre-applications and proposals in an organized and easy-to-follow manner. Peer reviewers expect to see a consistent, prescribed format. Failure to adhere to formatting guidelines makes documents difficult to read, may be perceived as an attempt to gain an unfair competitive advantage, and may result in preapplication or proposal rejection. **Pre-applications or proposals missing required components as specified in the Program Announcement/Funding Opportunity may be administratively rejected.**

The following will result in administrative rejection of the entire proposal:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Margins are less than specified in the formatting guidelines.
- Print area exceeds that specified in the formatting guidelines.
- Spacing is less than specified in the formatting guidelines.
- Budget and/or budget justification are missing.
- FY08 IP members are included in any capacity in the pre-application process, the proposal, budgets, and any supporting document. A list of the FY08 IP members may be found at http://cdmrp.army.mil/research

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

Material submitted after the submission deadline, unless specifically requested by the Government, will not be forwarded for peer review.

Proposals that appear to include plagiarized information will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to perform the investigation and provide those findings to the Grants Officer for a determination of the final disposition of the application.