

# 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-09-PCRP-STPA

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Objectives

The Prostate Cancer Research Program (PCRP) was established in fiscal year 1997 (FY97) to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY08 totaled \$890 million (M). The FY09 appropriation is \$80M.

The overall goal of the FY09 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 conquering 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;
- 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; and
- Promote research on patient survivorship, life extension, and quality of life.

#### **FY09 PCRP Focus Areas** (*New*)

**Imaging:** Development of new imaging technology for the detection, prognosis, and treatment of prostate cancer.

**Biomarkers:** Discovery and validation of biomarkers for the detection, prognosis, and progression of prostate cancer, including determination of therapeutic response.

**Therapy:** Identification of new targets, pathways, and therapeutic modalities or molecules for the treatment of prostate cancer.

**Genetics:** Understanding the genetics and epigenetics responsible for prostate cancer susceptibility, disease progression, and treatment outcomes.

**Tumor Biology:** Understanding the etiology of prostate cancer, including the heterogeneity and microenvironment as it relates to initiation, progression, and prognosis.

**Survivorship:** Studies on the impacts of treatment, nutrition, metabolism, and exercise on the well being of prostate cancer patients and their families.

***Applications for the PCRP Collaborative Undergraduate HBCU Student Summer Training Program Award must address one or more of the focus areas and have a direct relevance to prostate cancer prevention, detection, diagnosis and/or treatment. Applications will be rated on their responsiveness to the FY09 PCRP focus areas.***

## **B. Award Description**

The PCRP Collaborative Undergraduate HBCU Student Summer Training Program Award was introduced in FY04. Since then, 33 proposals have been received and 20 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. Emphasis is on individuals who may be likely to focus their research on addressing prostate cancer health disparities. 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 track record in training undergraduate students;
- The proposed training program for the undergraduate HBCU trainees at the PI's institution, including research, seminars/symposia, course work, etc.;
- 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, who may be recruited from multiple HBCUs. 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.

To assess the progress of the training program, at the discretion of the government, each host institution may be expected to participate in an on-site audit by the government or its designee.

### **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 and General Information, Appendix 1, for general eligibility information.

### **D. Funding**

- The maximum period of performance is 3 years.
- The maximum allowable funding for the entire period of performance is **\$185,000** in direct costs.
- The applicant may request the entire maximum direct cost amount for a training program that may be less than the maximum 3-year period of performance.
- Regardless of the period of performance proposed, the budget may not exceed the maximum direct cost. In addition, indirect costs may not exceed 8% of the direct costs for these applications. The maximum indirect cost rate of 8% will be applied to the Modified Total Direct Costs rate in accordance with the institution's negotiated rate agreement.

Within the guidelines provided in the Application Instructions and General Information, funds can cover the following to fulfill the requirements of the summer training experience:

- \$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 and courses (including preparatory courses for advanced biomedical education)
- Health insurance
- Faculty salaries at both the PI's and trainees' institutions

- Up to \$2,400 total per year for the trainees, in coordination with the PI and HBCU faculty advisor(s), to travel to scientific/technical meetings
- Travel between participating institutions

Funds may not be used for supplies, equipment, or research with animals, human subjects, or human biological substances.

In addition, funding must be requested for the PI to travel to *one* PCRIP IMPaCT (Innovative Minds in Prostate Cancer Today) Meeting. Funding for trainees to travel to the next IMPaCT Meeting will be administered separately from this award.

*The CDMRP expects to allot approximately \$1.6M of the \$80M FY09 PCRIP appropriation to fund approximately 8 Collaborative Undergraduate HBCU Student Summer Training Program Award applications, depending on the quality and number of applications received. Funding of applications 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 or institution is not allowed for the Collaborative Undergraduate HBCU Student Summer Training Program Award mechanism, except under extreme circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer, provided that the intent of the award mechanism is met.

Refer to the Application Instructions and General Information, Appendix 5, for general information on changes in award personnel or institution.

## **II. TIMELINE FOR SUBMISSION AND REVIEW**

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

<b>Pre-application Submission Deadline:</b>	<b>April 29, 2009, 5:00 p.m. Eastern time</b>
<b>Application Submission Deadline:</b>	<b>May 20, 2009, 11:59 p.m. Eastern time</b>
<b>Scientific Peer Review:</b>	<b>July/August 2009</b>
<b>Programmatic Review:</b>	<b>October 2009</b>

Awards will be made approximately 4 to 6 months after receiving a funding notification letter, but no later than September 30, 2010.

### III. SUBMISSION PROCESS

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

The PI and Organization identified in the application submitted through Grants.gov should be the same as those identified in the pre-application; however, if there is a change in PI or Organization after submission of the pre-application, the PI must contact the CDMRP eReceipt help desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

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 applications.

#### 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](https://cdmrp.org/) by **5:00 p.m. Eastern time on the pre-application deadline**. In addition to the award-specific information provided below, refer to the Application Instructions and General Information for detailed information on pre-application components and submission.

- Proposal Information
- Proposal Contacts
- Collaborators and Conflicts of Interest (COI)
- Letter of Intent Narrative (LOI)

#### B. Step 2 – Application Components and Submission

***Applications will not be accepted unless the pre-application process is completed by the pre-application deadline.*** Applications must be submitted electronically by the Authorized Organizational Representative (AOR) through Grants.gov ([www.grants.gov](http://www.grants.gov)).

Each application submission must include the completed Grants.gov application package of forms and attachments identified in [www.grants.gov](http://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 and General Information 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 track record in training undergraduate students.

**Faculty Advisor:** The qualifications of the HBCU faculty advisor(s) at the trainees' institution(s) 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.

- **Course Work:** A description of any courses, seminar series, and/or symposia that will be available as part of the undergraduate training program.
- **Trainee Recruitment:** The trainee recruitment and selection plans, including the method of assigning trainees to a mentor.
- **Research Project:** The plans for research activities.
- **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.
- **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
  - References Cited
  - Acronyms and Symbol Definitions
  - Facilities & Other Resources
  - Description of Existing Equipment
  - Publications and/or Patent Abstracts (five-document limit)

- Letters of Institutional Support
  - A letter is required from both the PI's institution and the HBCU.
- Letters of Collaboration
  - A letter is required from all collaborating mentors at the PI's institution and from the HBCU faculty advisor.
- Intellectual and Material Property Plan (if applicable)
- Attachment 3: Public Abstract
  - Only a Public Abstract is required for this mechanism.
- Attachment 4: Statement of Work (SOW)
- Attachment 5: Detailed Budget and Justification
- Attachment 6: Impact Statement
  - State explicitly how the proposed training program will, if successful, foster greater understanding of prostate cancer in affected populations and the research community, and increase the number of prostate cancer researchers that will address health issues in disproportionately affected communities.
- Attachment 7: Focus Area Statement
  - Describe how the proposed research projects address one or more of the FY09 PCRP focus areas.
- Attachment 8: Federal Agency Financial Plan (if applicable)
- Attachments 9–12: Subaward Detailed Budget and Justification (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 Project/Performance Site Location(s) Form**



## **IV. INFORMATION FOR APPLICATION REVIEW**

### **A. Application Review and Selection Overview**

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a scientific peer review of applications 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, the and overall goals of the program, and the intent of the award mechanism. Additional information about the two-tier review process used by the CDMRP may be found at <http://cdmrp.army.mil/fundingprocess.htm>.

The peer review and programmatic review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Each tier of review requires panelists to sign a non-disclosure statement attesting that application 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. Institutional personnel and PIs are prohibited from contacting persons involved in the application review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the institution's application. Violations by panelists or PIs that compromise the confidentiality of the peer review and programmatic review processes may also result in suspension or debarment of their employing institutions from Federal awards. Furthermore, it is a crime for Federal officials to disclose confidential information of one party to another third party (Title 18 United States Code 1905).

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

### **B. Review Criteria**

**1. Peer Review:** All applications 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**
  - Whether 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**
  - How well the proposed training program will, if successful, foster greater understanding of prostate cancer in affected populations and the research community.
  - The degree to which the proposed training program is likely to increase the number of prostate cancer researchers that will address health issues in disproportionately affected communities.
- **HBCU Faculty Advisor**
  - 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.
  - How the HBCU faculty advisor's role is appropriate.
- **Trainee Recruitment**
  - How the trainee recruitment methods and selection criteria are appropriate.
  - Whether the recruitment methods are likely to attract trainees with a high likelihood of pursuing a career in prostate cancer research.

- **Environment**
  - The extent to which the PI's institution demonstrates the potential to develop productive collaborations with the trainees' HBCU.
  - The degree of institutional commitment by the PI's and the trainees' institutions to undergraduate research training in prostate cancer.
  - How well the environment facilitates interaction among mentors and trainees during the summer and during the academic year.
  - How the laboratory facilities, equipment, and other relevant resources are appropriate to support these training activities.
  - How well the collaborating institutions and the PI's institution propose to sustain an interactive, ongoing partnership.
- **Responsiveness to Focus Area(s)**
  - How well the proposed research project(s) responds to one or more of the FY09 PCRP focus areas towards the goal of advancing prostate cancer research.

The following criteria will not be individually scored, but may impact the overall evaluation of the application:

- **Budget**
  - How the budget is appropriate for the proposed research and within the limitations of the award mechanism.
- **Application Presentation**
  - How the writing and components of the application influenced the review.

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

- Adherence to the intent of the award mechanism
- Programmatic relevance
- Ratings and evaluations of the peer reviewers
- Relative impact and responsiveness to FY09 PCRP focus areas
- Program portfolio balance

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.

## V. ADMINISTRATIVE ACTIONS

After receipt of applications from Grants.gov, the following administrative actions may occur:

### A. Rejection

The following will result in administrative rejection of the application:

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).

### B. Modifications

- Pages exceeding the specified limits will be removed for all documents other than the project narrative.
- Documents not requested will be removed.
- **NEW FOR FY09:** Following the application deadline you may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed directly above in Section A, Rejection). The missing documents must be provided within 48 hours of the date and time the email was sent. Otherwise, the application will be reviewed without the missing documents.

### C. Withdrawal

The following may result in administrative withdrawal of the application:

- FY09 IP member(s) is found to be involved in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY09 IP members may be found at <http://cdmrp.army.mil/pcrp/panel09>
- Submission of the same research project to different award mechanisms within the same program or to other CDMRP programs.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate scientific peer and programmatic review.
- Direct costs as shown on the detailed budget form exceed maximum allowed by award mechanism.
- Inclusion of URLs with the exception of links to published references.

### D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be requested to provide the findings of the investigation to the USAMRAA Contracting/Grants Officer for a determination of the final disposition of the application.

## VI. CONTACT INFORMATION

**1. Program announcement, application 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](mailto: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](mailto:help@cdmrp.org)

**3. Grants.gov contacts:** Questions related to submitting applications through the [Grants.gov](http://www.grants.gov/) (<http://www.grants.gov/>) portal should be directed to Grants.gov help desk. Deadlines for application submission are 11:59 p.m. Eastern time on the deadline date. Please note that the CDMRP help desk is unable 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](mailto: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 subscribes to the mailing list by clicking on the “send me change notification emails” link 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.***