Program Announcement

for the

Defense Health Program

Department of Defense
Congressionally Directed Medical Research Programs

Prostate Cancer Research Program

Collaborative Undergraduate Historically Black Colleges and Universities Student Summer Training Award

Funding Opportunity Number: W81XWH-13-PCRP-STPA

Catalog of Federal Domestic Assistance Number: 12.420

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), August 15, 2013
- **Application Submission Deadline:** 11:59 p.m. ET, September 5, 2013
- **Peer Review:** October 2013
- **Programmatic Review:** February 2014

This Program Announcement is one of two documents with instructions to prepare and submit an application for this funding opportunity. The second document, the General Application Instructions, is available for downloading from Grants.gov.

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I.   FUNDING OPPORTUNITY DESCRIPTION

A.   Program Description

Applications to the Fiscal Year 2013 (FY13) Prostate Cancer Research Program (PCRP) are being solicited for the Assistant Secretary of Defense for Health Affairs, Defense Health Program (DHP), by the U.S. Army Medical Research Acquisitions Activity (USAMRAA). The PCRP was initiated in 1997 to promote innovative research focused on eradicating prostate cancer. Appropriations for the PCRP from FY97 through FY12 totaled $1.21 billion. The FY13 appropriation is $80 million (M).

The mission of the FY13 PCRP is to find and fund research that will lead to the elimination of death from prostate cancer and enhance the well-being of men experiencing the impact of the disease. Specifically, the PCRP seeks to promote highly innovative, groundbreaking research; high-impact research with near-term clinical relevance; multidisciplinary, synergistic research; translational studies to support the fluid transfer of knowledge between bedside and bench; research on patient survivorship and quality of life; the next generation of prostate cancer investigators through mentored research; and research on disparities in the incidence and mortality of prostate cancer.

PCRP Overarching Challenges *(revised for FY13)*

Consistent with the program's mission to eliminate death from prostate cancer and enhance the well-being of men experiencing the impact of the disease, including those from disproportionately affected populations, each PCRP funding opportunity either requires or encourages (see Section I.B., Award Information below) applications to address one of the following three PCRP overarching challenges:

- Develop better tools to detect clinically relevant disease in asymptomatic men
- Distinguish aggressive from indolent disease in men newly diagnosed with prostate cancer
- Develop effective treatments and address mechanisms of resistance for men with high risk or metastatic prostate cancer

PCRP Focus Areas *(revised for FY13)*

All applications for FY13 PCRP funding opportunities are also expected to address at least one of the following PCRP focus areas:

- **Biomarker Development:** Validation and qualification of biomarkers for early detection of clinically relevant disease or for prognosis or prediction and assessment of response to therapies
- **Genetics:** Understanding host or tumor genetics and epigenetics responsible for susceptibility, disease progression, and treatment outcomes for clinically relevant prostate cancer

- **Imaging:** Development of new anatomic, functional, and molecular imaging approaches for the detection and management of clinically relevant prostate cancer

- **Mechanisms of Resistance:** Understanding primary and acquired resistance to therapy

- **Survivorship and Palliative Care:** Improving the quality of life and well-being of prostate cancer patients and their families

- **Therapy:** Identification of new targets, pathways, and therapeutic modalities

- **Tumor and Microenvironment Biology:** Understanding the intrinsic and extrinsic mechanisms contributing to tumor development and the progression of prostate cancer

B.   Award Information

The PCRP Collaborative Undergraduate HBCU[1] Student Summer Training Program Award (STPA) mechanism was first offered in FY04. Since then, 58 STPA applications have been received, and 36 have been recommended for funding.

The STPA supports the training of the next generation of prostate cancer researchers. This award funds new or existing summer training programs in prostate cancer research for undergraduate students from Historically Black Colleges and Universities (HBCU) at host institutions with ongoing prostate cancer research. ***Training programs are highly encouraged to include, among the projects proposed, exposure to and/or experiences in prostate cancer health disparity research.*** This award also requires the Program Director [designated as the Principal Investigator (PI)], who should be an established prostate cancer researcher at the host institution, to collaborate with faculty advisors from the undergraduate trainees' HBCU. ***Applicants must enroll a minimum of four undergraduate HBCU trainees per year, who may be recruited from multiple 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. When the PI's institution is an HBCU, the undergraduate trainees must be recruited from different HBCU. A goal of this award is to establish or strengthen collaborations between the PI's institution and the undergraduate trainees' HBCU, which will foster the 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 decision-making point in their careers.

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

- The qualifications of the PI and other program faculty and staff who will serve as collaborating mentors, including their track records in training undergraduate students;

- The proposed training program for the undergraduate HBCU trainees at the PI's institution, including research projects, seminars/symposia, coursework, etc.;

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[1]For purposes of this program announcement, the term "HBCU" is used to indicate a single institution or multiple institutions.

- 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 roles of the faculty advisor(s) at the trainees' HBCU, who will be responsible for working with the PI to coordinate trainee activities during both the summer training program and throughout the corresponding academic year.

In addition, proposed training programs are expected to address at least one of the PCRP focus areas and are highly encouraged to address one of the PCRP overarching challenges.

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 application submission; however, the criteria for selection of the trainees at the HBCU must be described in detail within the application's project narrative.

Although a single individual must be clearly designated as the PI, it is expected that the application will name and describe the qualifications of multiple mentors. 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.

All investigators applying to FY13 PCRP funding opportunities are encouraged to consider leveraging resources available through the PCRP-funded Prostate Cancer Biorepository Network (PCBN) (http://www.prostatebiorepository.org) and/or the North Carolina - Louisiana Prostate Cancer Project (PCaP) (http://www.ncla-pcap.org) if retrospectively collected human anatomical substances or correlated data are relevant to the proposed studies.

The Congressionally Directed Medical Research Programs (CDMRP) intends that data and research resources generated under awards funded by this Program Announcement/Funding Opportunity be made available to the research community (which includes both scientific and consumer advocacy communities) and to the public at large. For additional guidance, refer to the General Application Instructions, Appendix 4, Section K.

C.   Eligibility Information

- The PI must be an independent investigator at or above the level of Assistant Professor (or equivalent) and have a proven record in prostate cancer research and training.

- Cost sharing/matching is not an eligibility requirement.

- Organizations eligible to apply include national, international, for-profit, non-profit, public, and private organizations.

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

D. Funding

- The maximum period of performance is **3** years and the minimum is **2** years.

- The maximum allowable direct costs for the entire period of performance are **$185,000** plus indirect costs.

- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.

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

- Regardless of the period of performance proposed, the applicant may not exceed the maximum allowable direct costs. Indirect costs shall be proposed in accordance with the organization's negotiated rate agreement up to a maximum rate of 8%.

Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. ***For all federal agencies or organizations collaborating with federal agencies, budget restrictions apply as are noted in Section II.C.4. of the General Application Instructions.***

In addition, for this award mechanism, direct costs:

Must be requested for:

- Travel for attendance at one Department of Defense (DoD) PCRP Innovative Minds in Prostate Cancer Today (IMPaCT) meeting, which is held to disseminate the results of PCRP-sponsored research. Costs associated with travel to this meeting, up to $1,800, should be included in Year 2 of the budget. For planning purposes, it should be assumed that the meeting will be held in the National Capital Area. These travel costs are in addition to those allowed for annual scientific/technical meetings.

May be requested for (not all-inclusive):

- $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

- Travel between participating institutions

- Travel costs of up to $2,400 per year to attend scientific/technical meetings (i.e., for the trainees, in coordination with the PI and HBCU faculty advisor[s])

Shall not be requested for:

- Equipment
- Research materials/supplies/consumables
- Research costs for studies on animals, human subjects, or human biological substances

The CDMRP expects to allot approximately $1M of the $80M FY13 PCRP appropriation to fund approximately 5 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 upon the availability of federal funds for this program.

II.   SUBMISSION INFORMATION

Submission is a two-step process requiring both (1) pre-application submission through the CDMRP eReceipt System (https://cdmrp.org/) and (2) application submission through Grants.gov (http://www.grants.gov/).

Submission of applications that are essentially identical or propose essentially the same research project to different funding opportunities within the same program and fiscal year is prohibited and will result in administrative withdrawal of the duplicative application.

A.   Where to Obtain the Application Package

To obtain the complete application package, including all required forms, perform a Grants.gov (http://www.grants.gov/) basic search using the Funding Opportunity Number: W81XWH-13-PCRP-STPA.

B.   Pre-Application Submission Content and Form

All pre-application components must be submitted by the PI through the CDMRP eReceipt System (https://cdmrp.org/).

PIs and organizations identified in the pre-application should be the same as those intended for the subsequent application submission. If any changes are necessary after submission of the preapplication, the PI must contact the CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

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

- **Application Information – Tab 1**
- **Application Contacts – Tab 2**
- **Collaborators and Conflicts of Interest – Tab 3**

    FY13 PCRP Integration Panel (IP) members should not be involved in any preapplication or application. A list of FY13 PCRP IP members can be found at http://cdmrp.army.mil/pcrp/panels/panel13. For questions related to IP members

and pre-applications or applications, refer to Section IV.C., Withdrawal, or contact the CDMRP Help Desk at help@cdmrp.org or 301-682-5507.

- **Required Files – Tab 4**

   Letter of Intent (LOI) (one-page limit): Provide a brief description of the research to be conducted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions. *Note: At this time, eReceipt is unable to read files made with Adobe Acrobat PDFMaker version 9.0 and higher.*

- **Submit Pre-Application – Tab 5**

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

- **Other Documents Tab**

   No additional documents are required.

C.   Application Submission Content and Form

Each application submission must include the completed application package of forms and attachments provided in Grants.gov for this Program Announcement/Funding Opportunity. The application package is submitted by the Authorized Organizational Representative through the Grants.gov portal (http://www.grants.gov/).

Grants.gov application package components: For the STP Award, the Grants.gov application package includes the following components (refer to the General Application Instructions, Section II.C., for additional information on application submission):

1. **SF 424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section II.C., for detailed information.

2. **Attachments Form**

   - **Attachment 1: Project Narrative (eight-page limit):** Upload as "ProjectNarrative.pdf." The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and will result in administrative withdrawal of the application.

      Describe the proposed project in detail using the outline below.

      PI and Training Staff: The qualifications of the PI, faculty and staff, and any additional mentors, including their track records in training undergraduate students. If the PI was previously funded by this award, clearly describe the accomplishments of the training program and subsequent career paths of trainees.

Faculty Advisor(s): The qualifications (e.g., mentoring abilities, experience in scientific research) of the HBCU faculty advisor(s) at the trainees' institution(s) and his/her/their roles in the training program, including recruitment.

Training Program: The proposed training program for the undergraduate HBCU trainees should emphasize the training environment, facilities, and the proposed research opportunities available for trainees at the PI's institution and their own, as applicable. The training program should be designed to provide a structured, focused experience in prostate cancer research, including ample, direct interaction between mentors and trainees.

- ○ **Course Work:** A description of courses, seminar series, workshops, and/or symposia that will be part of the undergraduate training program.

- ○ **Trainee Recruitment:** The trainee recruitment and selection plans, including the method of assigning trainees to mentors.

- ○ **Research Projects:** The plans for research activities for the trainees, including opportunities for a stimulating, problem-solving research experience. ***Note: Training programs are highly encouraged to include, among the projects proposed, exposure to and/or experiences in prostate cancer health disparity research.***

- ○ **Extended Mentoring:** The plans for continued interaction of the PI and program faculty/staff with the trainees beyond the timeframe of the summer internship period, plans to support the trainee for a successful application to a graduate program in prostate cancer research, and the role of the HBCU faculty advisor(s) in these processes.

- ○ **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 and achievements.

- ○ **Environment:** The plans for interaction of the trainees with prostate cancer researchers other than their assigned mentors at the institution, the institutional commitment and resources to support training activities, the development of a productive collaboration with one or more HBCUs, and the ability to sustain an interactive, ongoing partnership.

- ○ **Overarching Challenges and Focus Areas:** How the proposed training program is relevant to at least one of the PCRP focus areas and responsive to one of the PCRP overarching challenges.

- • **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named "Support.pdf." If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested may result in the removal of those items or administrative withdrawal of the application.***

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

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

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

- Publications and/or Patent Abstracts (five-document limit): Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then a copy/copies of the published manuscript(s) must be included in Attachment 2. Extra items will not be reviewed.

- Letters of Organizational Support: Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the training program. *Include letters from both the PI's institution and the HBCU.*

- Letters of Collaboration: Provide a signed letter from each collaborating mentor at the PI's institution and from each HBCU faculty advisor that demonstrates his/her support for the training program, including research projects for the trainees, mentoring interactions with the trainees, etc.

- **Attachment 3: Technical Abstract (one-page limit):** Upload as "TechAbs.pdf."

  A technical abstract is not required at this time. Leave Attachment 3 space blank.

- **Attachment 4: Lay Abstract (one-page limit):** Upload as "LayAbs.pdf."

  Lay abstracts should be written using the outline below. The lay abstract is used by all reviewers. Programmatic reviewers do not have access to the full application and therefore rely on the lay abstract for appropriate description of the project's key aspects. Therefore, clarity and completeness within the space limits of the technical abstract are highly important.

  - Describe the rationale for the proposed training program in a manner that will be *readily understood by readers without a background in science or medicine.*

  - Describe the goals of the training program.

    – How does the training program support the trainees in achieving these goals?

    – How do the research projects support achieving these goals?

- ○ Describe the training program, mentors involved, and the plans for recruitment and tracking of trainees.
  - ○ Describe the ultimate applicability of the research projects.
    - – What types of patients will the research help, and how will it help them?
    - – If the research is too basic for clinical applicability, describe the long-term outcomes.
  - ○ Summarize how the proposed program will have an impact on the trainees and their potential contributions to prostate cancer research.

- **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as "SOW.pdf." Refer to the General Application Instructions, Section II.C., for detailed information, including guidance on appropriate SOW formats.

- **Attachment 6: Impact Statement:** Upload as "Impact.pdf."

  Describe in detail how the proposed program will have a significant impact on the likelihood of the trainees to enter careers in prostate cancer research.

3. **Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C., for detailed information. *Note: Some of the items in this attachment may be made available for programmatic review.*
   - PI Biographical Sketch (four-page limit): Upload as "Biosketch_LastName.pdf."
   - PI Previous/Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."
   - Key Personnel Biographical Sketches (four-page limit each): Upload as "Biosketch_LastName.pdf."
     - ○ *Include biosketches for all host institution mentors and HBCU faculty advisors.*
   - Key Personnel Previous/Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."

4. **Research & Related Budget:** Refer to the General Application Instructions, Section II.C., for detailed information.
   - Budget Justification (no page limit): Upload as "BudgetJustification.pdf."

5. **Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C., for detailed information.

6. **R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C., for detailed information.

D.   Submission Dates and Times

All submission dates and times are indicated on the title page of this Program Announcement/ Funding Opportunity. Pre-application and application submissions are required. Failure to meet any one of the deadlines will result in application rejection.

E.   Other Submission Requirements

Refer to the General Application Instructions, Appendix 2, for detailed formatting guidelines.

All applications must be submitted through Grants.gov. Applicant organizations and all subrecipient organizations must have a Data Universal Numbering System (DUNS) number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the System for Award Management (SAM) with an "Active" status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Appendix 3, for information on Grants.gov requirements.

III.   APPLICATION REVIEW INFORMATION

A.   Application Review and Selection Process

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a peer review of applications against established criteria for determining technical merit. The second tier is a programmatic review that makes recommendations for funding to the Commanding General, US Army Medical Research and Materiel Command, based on technical merit, the relevance to the mission of the DHP and PCRP, and the specific intent of the award mechanism. The highest-scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP can be found at http://cdmrp.army.mil/about/fundingprocess.

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

B. **Application Review Criteria**

1. **Peer Review:** To determine technical merit, all applications will be evaluated according to the following scored criteria; of these, Collaborative Training Program, Mentoring, PI and Training Staff, and Impact are equally 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, and meets the minimum required by the Program Announcement/Funding Opportunity.
  - ○ How the training program offers a structured, focused experience in prostate cancer research, including ample, direct interaction between mentors and trainees.
  - ○ How well plans have been developed to provide trainees with a stimulating, problem-solving research experience, including interaction with prostate cancer researchers other than the trainees' primary mentors.
  - ○ How well the training program provides opportunities for trainees to present their work.
  - ○ Though not a requirement, whether the proposed research projects include opportunities in prostate cancer health disparity research.

- **Mentoring**
  - ○ To what degree the training program provides opportunities for trainees to interact with the program mentors beyond the timeframe of the summer internship period.
  - ○ How well the PI has outlined a detailed plan to support each trainee's preparation for successful application to a graduate program in prostate cancer research.
  - ○ To what degree there is an appropriate plan to track the effectiveness of the training program for initiating careers in prostate cancer research, including tracking the trainees' careers and achievements over time.

- **PI and Training Staff**
  - ○ How the PI and program mentors are well-suited to lead and successfully manage this training program.
  - ○ To what degree the mentors' prostate cancer research interests and records of past experience in training and mentoring undergraduates support their ability to provide appropriate training of the HBCU students.
  - ○ To what degree former undergraduate trainees (if applicable) have advanced to pursue careers in prostate cancer research.

- ○ Whether participating mentors have sufficient research resources to ensure adequate guidance for the number of trainees.
- ○ To what degree the PI and mentors demonstrate a commitment to training undergraduate HBCU students in prostate cancer research.

- **Impact**
  - ○ To what degree the training program is likely to prepare and encourage students to pursue careers in prostate cancer research, including health disparity research (if applicable).

- **HBCU Faculty Advisor(s)**
  - ○ How the qualifications and experience of the HBCU faculty advisor(s) are appropriate to facilitate recruitment and retention of undergraduate HBCU trainees and to support post-summer training and mentoring.
  - ○ To what degree the contributions of the HBCU faculty advisor(s) to the training program are appropriately designed.

- **Trainee Recruitment**
  - ○ To what degree the recruitment methods are likely to attract trainees with a high potential of pursuing a career in prostate cancer research.
  - ○ To what degree the selection criteria are appropriate.

- **Environment**
  - ○ How well the PI's institution demonstrates the potential to develop productive collaborations with the trainees' HBCU.
  - ○ To what degree the institutional commitment by the PI's and the trainees' institutions is appropriate.
  - ○ How well the environment facilitates interaction among mentors and trainees during the summer and during the academic year.
  - ○ To what degree the laboratory facilities, equipment, and other relevant resources are appropriate to support the training activities.
  - ○ How well the collaborating institutions and the PI's institution plan to sustain an interactive, ongoing partnership.

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

- **Responsiveness to Overarching Challenges**
  - ○ How well the proposed research project(s) address one of the PCRP overarching challenges.

- **Budget**
  - ○ Whether the budget is appropriate for the proposed research and within the limitations of this Program Announcement/Funding Opportunity.

- **Application Presentation**
  - To what extent the writing, clarity, and presentation of the application components influenced the review.

2. **Programmatic Review:** To make funding recommendations, the following equally considered criteria are used by programmatic reviewers:

   a. **Ratings and evaluations of the peer reviewers**

   b. **Relevance to the mission of the DHP and FY13 PCRP, as evidenced by the following:**
      - Adherence to the intent of the award mechanism
      - Programmatic relevance in relation to the PCRP overarching challenges and focus areas
      - Relative impact
      - Program portfolio composition

C.   Recipient Qualification

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 1.

D.   Application Review Dates

All application review dates and times are indicated on the title page of this Program Announcement/Funding Opportunity.

E.   Notification of Application Review Results

Each PI and organization will receive notification of the funding recommendation. Each PI will receive a peer review summary statement on the strengths and weaknesses of the application.

IV.   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:
- Pre-application was not submitted.
- Project Narrative exceeds page limit.
- Project Narrative is missing.

- Budget is missing.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.

B.   Modification

- Pages exceeding the specified limits will be removed prior to review for all documents other than the Project Narrative.
- Documents not requested will be removed.
- Following the application deadline, the PI may be contacted by CDMRP via email with a request to provide certain missing supporting documents (excluding those listed in Section IV.A., Rejection). The missing documents must be provided by 5:00 p.m. ET on the second full business day following the date the email was sent. Otherwise, the application will be reviewed as submitted.

C.   Withdrawal

The following may result in administrative withdrawal of the application:

- A FY13 PCRP Integration Panel (IP) member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY13 PCRP IP members can be found at http://cdmrp.army.mil/pcrp/panels/panel13.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Direct costs as shown on the Research & Related Budget exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- Inclusion of any employee of CDMRP review contractors in applications for funding without adequate plans to mitigate conflicts of interest. Refer to the General Application Instructions, Section II.B., for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review process to gain protected evaluation information or to influence the evaluation process.
- The PI does not meet the eligibility criteria as described in this Program Announcement/ Funding Opportunity.

D.   Withhold

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

V.   AWARD ADMINISTRATION INFORMATION

A.   Award Notice

Awards will be made no later than September 30, 2014. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

B.   Administrative and National Policy Requirements

Refer to the General Application Instructions, Appendix 4, Section D, for general information regarding administrative and national policy requirements.

C.   Reporting

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

Refer to the General Application Instructions, Appendix 4, Section E, for general information on reporting requirements.

D.   Award Transfers

Changes in PI are strongly discouraged for the Summer Training Program Award. Extenuating circumstances necessitating a change of PI will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

Refer to the General Application Instructions, Appendix 4, Section F, for general information on organization or PI changes.

VI.   AGENCY CONTACTS

A.   CDMRP Help Desk

Questions related to Program Announcement/Funding Opportunity content or submission requirements as well as questions related to the submission of the pre-application through the CDMRP eReceipt System should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquiries.

    Phone: 301-682-5507
    Email: help@cdmrp.org

B.   Grants.gov Contact Center

Questions related to application submission through the Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. federal holidays). Note that the CDMRP Help Desk is unable to provide technical assistance with Grants.gov submission.

    Phone: 800-518-4726

    Email: support@grants.gov

Sign up on Grants.gov for "send me change notification emails" by following the link on the Synopsis page for the Program Announcement/Funding Opportunity or by responding to the prompt provided by Grants.gov when first downloading the application package. If the application package is updated or changed, the original version of the application package may not be accepted by Grants.gov.

VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed.	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1.	
	Upload Supporting Documentation (Support.pdf) as Attachment 2.	
	The Technical Abstract is not required at this time. *Leave Attachment 3 space blank.*	
	Upload Lay Abstract (LayAbs.pdf) as Attachment 4.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
	Upload Impact Statement (Impact.pdf) as Attachment 6.	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.	
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field.	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field.	
	Attach Previous/Current/Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R & R Subaward Budget Attachment(s) Form	Complete form as instructed.	