

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Gulf War Illness Research Program**

**New Investigator Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-18-GWIRP-NIA**

**Catalog of Federal Domestic Assistance Number: 12.420 Military Medical  
Research and Development**

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

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), October 18, 2018
- **Application Submission Deadline:** 11:59 p.m. ET, November 8, 2018
- **End of Application Verification Period:** 5:00 p.m. ET, November 13, 2018
- **Peer Review:** January 2019
- **Programmatic Review:** February 2019

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## II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

***New for 2018: Application submission by extramural organizations through Grants.gov requires use of the Workspace interface, which separates the application package into individual forms. Applicants must create a Workspace in Grants.gov, complete the required forms, and submit their application Workspace package.***

### II.A. Program Description

Applications to the Fiscal Year 2018 (FY18) Gulf War Illness Research Program (GWIRP) are being solicited for the Defense Health Agency (DHA) J9, Research and Development Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 2358 (10 USC 2358). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The execution management agent for this Program Announcement is the Congressionally Directed Medical Research Programs (CDMRP). The GWIRP was initiated in 2006 to provide support for research of exceptional scientific merit for studying effects of deployment to the 1990-1991 Persian Gulf War on U.S. Warfighters. Appropriations for the GWIRP from FY06 through FY17 totaled \$149 million (M). The FY18 appropriation is \$21M.

Gulf War Illness (GWI) is characterized by multiple diverse symptoms that typically include widespread pain, cognitive difficulties, debilitating fatigue, gastrointestinal problems, respiratory symptoms, chronic headache, sleep problems, and other abnormalities that are not explained by established medical diagnoses or standard laboratory tests. The population of Veterans affected by GWI is a subset of the nearly 700,000 who served during the Gulf War. Specifically, these Gulf War Veterans were deployed to the theatre of operations in Southwest Asia, including Iraq, Kuwait, and Saudi Arabia. Studies indicate that approximately 25% to 32% (or 175,000 to 224,000) of Gulf War Veterans continue to experience symptoms associated with their deployment as described above.

The GWIRP challenges the scientific community to design high-impact research that will identify effective treatments and accelerate their clinical application, identify objective markers for improved definition and diagnosis, and/or provide a better understanding of the pathobiology underlying the complex of GWI symptoms. The GWIRP's vision is to make a significant impact on GWI and improve the health and lives of affected Veterans and their families.

#### II.A.1. The Gulf War Illness Landscape

The GWIRP has prepared an overview titled "The Gulf War Illness Landscape," which describes what is currently known about topics consistent with the mission of identifying treatments, improving definition and diagnosis, and understanding pathobiology and symptoms. ***Applicants are strongly encouraged to read and consider The Gulf War Illness Landscape before preparing their applications.*** The Landscape may be found at [http://cdmrp.army.mil/gwirp/pdfs/GWIRP\\_Landscape.pdf](http://cdmrp.army.mil/gwirp/pdfs/GWIRP_Landscape.pdf).

## **II.A.2. FY18 GWIRP New Investigator Award Topics of Special Interest**

The FY18 GWIRP has a special interest in the exploration of the topics listed below. Research into these topics must be directly relevant to Veterans of the 1990-1991 Gulf War and the complex of symptoms known as GWI. Elucidation of mechanisms outside the context of GWI is not within scope of this funding opportunity. Applicants are not restricted to this list and may propose studies in any other GWI research area relevant to the mission of the GWIRP.

The FY18 GWIRP New Investigator Award (NIA) Topics of Special Interest are as follows:

- Epidemiology of comorbidities and mortality, including gender and ethnic differences
- Sinus, respiratory, gastrointestinal, sleep, or dermatological abnormalities as a component of GWI
- Entanglement of symptom effects including non-refreshing sleep with other GWI symptoms
- Genetic factors predisposing individuals to GWI
- Molecular signatures (e.g., biomarkers) underlying symptom clusters via genomic, proteomic, metabolic, or epigenetic technologies
- Dysregulation of, or abnormal crosstalk between, human body organ systems (e.g., neuroinflammation, autonomic dysfunction). Particular emphasis is placed on the systems listed below. *Note: Examination of parameters at both baseline and after challenge (stress, exercise, immune, etc.) and attention to long-term and latent effects of toxic exposures to closely represent the current status of GWI patients should be considered.*
  - Neurological system (central, peripheral, and/or neuromuscular)
  - Immune system
  - Endocrine, exocrine, and/or excretory systems, with special interest in kidney and liver (including Cytochrome P450 abnormalities)

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

The intent of the GWIRP NIA is to support investigators new to the field of GWI research at different stages of career development. This award enables such investigators to compete for funding separately from investigators with established programs of GWI research. Previous experience in GWI research is allowed, but not required. However, applications naming a Principal Investigator (PI) with limited background in GWI research are strongly encouraged to include collaboration with investigators who are experienced in GWI research and/or possess other relevant expertise to strengthen the application. The application should describe how the collaboration(s) will augment the PI's ability to address the research question.

PIs must meet specific eligibility criteria under one of the following categories, as described in [Section II.C, Eligibility Information](#).

- Transitioning Postdoctoral Fellow
- Early-Career Investigator
- New GWI Researcher

The NIA is designed to promote new ideas in GWI research and establish proof-of-principle for further development in future studies. Basic through clinical research is allowed under this award mechanism. The types of studies that will be supported include those aimed at identification of objective measures (e.g., biomarkers) to distinguish healthy Veterans from those with GWI, studies to improve the understanding of the pathobiology underlying symptoms, and preclinical development of interventions for GWI. Applications are not required to include preliminary data; however, preliminary data may be used to support the objectives of proposed project. These data are not required to have come from the GWI research field. Applications not supported by preliminary data should be based on sound scientific rationale and may reflect clinical observations or discoveries made in other illnesses. Regardless of the approach, the focus should be clearly on Veterans with GWI. The application should clearly and explicitly articulate the project's potential impact on GWI.

***New in FY18! Biorepository Contribution Option:*** In FY17, the GWIRP awarded infrastructure support for a GWI biorepository. The “Boston Biorepository, Recruitment, and Integrative Network (BBRAIN) for GWI” has now been established for the retention and distribution of biospecimens and/or data related to GWI research. Applicants to the FY18 GWIRP are encouraged to contribute biospecimens and data to this repository network. The FY18 GWIRP NIA offers a nested Biorepository Contribution Option with higher levels of funding for qualified applications as described in [Section II.D.5, Funding Restrictions](#). For the application to qualify for a higher level of funding, the PI must submit a Biorepository Contribution Statement (see [Attachment 11](#)) providing a detailed accounting of proposed costs and a commitment to work with protocols and Standard Operating Procedures (SOPs) developed by the BBRAIN for quality assurance purposes. For additional details about BBRAIN, refer to the section below titled [Access to Data and/or Previously Collected Biospecimens from Veterans of the 1990-1991 Gulf War](#).

The anticipated direct costs budgeted for the entire period of performance for an FY18 GWIRP NIA will not exceed **\$500,000**. If applying under the Biorepository Contribution Option, direct costs will not exceed **\$516,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

**Activities not supported under this Program Announcement include:**

- Investigations involving derivation of GWI diagnostic biomarkers from animal models.
- Studies focusing on psychiatric disease or psychological stress as the primary cause of GWI.

- Applications focusing on amyotrophic lateral sclerosis (ALS) research. However, applications that focus on GWI symptomatology may include Gulf War Veterans with ALS if the latter disorder is included in the study's GWI case definition. For those interested in pursuing ALS-focused studies, the CDMRP manages a separate ALS Research Program that has received Congressional funds for the past several years, including FY18 (see <http://cdmrp.army.mil/alsrp>).
- Clinical Trials. A clinical trial is defined as a prospective accrual of human subjects in whom an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention, or other) is tested for a measurable outcome with respect to safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction. For more information on clinical research and clinical trials, see the Human Subject Resource Document at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/](https://cdmrp.org/Program_Announcements_and_Forms/).

The types of awards made under the Program Announcement will be assistance agreements (grants or cooperative agreements). The level of involvement on the part of the Department of Defense (DoD) during project performance is the key factor in determining whether to award a grant or cooperative agreement.

***Extramural Organizations:*** An assistance agreement (grant or cooperative agreement) is appropriate when the Federal Government transfers a “thing of value” to a “state, local government,” or “other recipient” to carry out a public purpose of support or stimulation authorized by a law of the United States, instead of acquiring property or service for the direct benefit and use of the U.S. Government. An assistance agreement can take the form of a grant or cooperative agreement. If “no substantial involvement” on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305) and the award will identify the specific substantial involvement. Substantial involvement may include collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

**Use of DoD or Department of Veterans Affairs (VA) Resources:** If the proposed research involves access to active duty military patient populations and/or DoD resources or databases, the application must describe the access at the time of submission and a plan for maintaining access as needed throughout the proposed research. Access to target active duty military patient population(s) and/or DoD resource(s) or database(s) should be confirmed by including a letter of support, signed by the lowest-ranking person with approval authority.

If the proposed research involves access to VA patient populations, VA study resources and databases, and/or VA research space and equipment, VA PIs must have a plan for obtaining and maintaining access throughout the proposed research. Access to VA patients, resources, and/or VA research space should be confirmed by including a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief. If appropriate, the application should identify the VA-affiliated non-profit corporation (NPC) as the applicant

institution for VA PIs. If the VA NPC is not identified as the applicant institution for administering the funds, the application should include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.

Access to certain DoD or VA patient populations, resources, or databases may only be obtained by collaboration with a DoD or VA investigator who has a substantial role in the research and may not be available to a non-DoD or non-VA investigator if the resource is restricted to DoD or VA personnel. Investigators should be aware of which resources are available to them if the proposed research involves a non-DoD or non-VA investigator collaborating with the DoD and/or VA. If access cannot be confirmed at the time of application submission, the Government reserves the right to withdraw or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resource(s). Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for detailed information.

**Recruitment of Veterans:** Applicants intending to recruit Veterans for clinical studies are encouraged to leverage existing cohorts recruited in other GWIRP-supported studies and should refer to the Research Resources link (<http://cdmrp.army.mil/gwirp/resources/gwirpresources>) on the GWIRP website. Applicants recruiting Veterans are also highly encouraged to consider the “Outreach and Recruitment Best Practices” available on the GWIRP website [http://cdmrp.army.mil/gwirp/pdfs/General%20Guidance\\_for\\_Gulf\\_War\\_Veteran\\_Outreach\\_and\\_Recruitment.pdf](http://cdmrp.army.mil/gwirp/pdfs/General%20Guidance_for_Gulf_War_Veteran_Outreach_and_Recruitment.pdf).

**Access to Data and/or Previously Collected Biospecimens from Veterans of the 1990-1991 Gulf War:** The following repositories may contain 1990-1991 Gulf War Veteran data and/or specimens for various research topics related to GWI. *If the research project proposed in the application includes the use of banked specimens, the application should include a description of steps that will be taken to assess the quality of the materials received and to identify and correct for effects and/or artifacts of sample processing and storage.* Researchers are not required to use any of the following limited examples or any one particular dataset.

- BBRAIN for GWI. Funded by the FY17 GWIRP, the BBRAIN is being established at the Boston University School of Public Health. The BBRAIN provides a centralized cataloguing and coordination of retrospective and prospective Gulf War Veteran biospecimens and data from institutions conducting GWI research. Applicants interested in collaborating with this network should refer to the Research Resources link (<http://cdmrp.army.mil/gwirp/resources/biorepositories>) on the GWIRP website.
- Defense Manpower Data Center (DMDC; <https://www.dmdc.osd.mil>) maintains the largest archive of personnel data in the DoD. DMDC does not participate in distribution of data with non-U.S. Government entities. Investigators must partner with a DoD or VA entity to request DMDC data. Once a relationship is established, the institution’s network must be DoD-accredited or have other Federal equivalent accreditation (DoD Information Assurance Certification and Accreditation Process [DIACAP] or Federal Information Security Management Act [FISMA]) to release the requested sensitive information from the Federal entity to the institution.

- DoD Serum Repository (formerly, Armed Forces Serum Repository; <https://www.afhsc.mil/Home/DoDSR>). This repository contains Gulf War-era and other specimens and releases de-identified data and specimens to approved DoD investigators. Access requires an appropriate collaboration; requesters of data or analyses must be military Service members or Government employees working for U.S. military organizations. A fee is charged for specimens.
- MAVERIC Core Laboratory (Massachusetts Veterans Epidemiology Research and Information Center; <http://maveric.org>). One of four MAVERIC components, the Core Laboratory is a fully equipped, state-of-the-art biological specimen collection and processing center holding over 50,000 specimens, including samples from an estimated 1,500 Gulf War Veterans and an equivalent number of specimens from their spouses. Access to samples requires consent and approval from the VA Central Office.
- Millennium Cohort Study (<http://millenniumcohort.org>). Initiated in 2001, the Millennium Cohort Study is ongoing and comprises a collection of epidemiological data on Service members. Access requires collaboration with one of the Millennium Cohort Study investigators and approval of the Millennium Cohort Study oversight committee by way of a preproposal/proposal process.
- VA Gulf War Veterans' Illnesses Biorepository (GWVIB) and the VA Biorepository Brain Bank (VABBB) ([http://www.research.va.gov/programs/tissue\\_banking/gwvib/](http://www.research.va.gov/programs/tissue_banking/gwvib/) and [https://www.research.va.gov/programs/tissue\\_banking/als/](https://www.research.va.gov/programs/tissue_banking/als/), respectively) contain biomaterial and clinical data from Gulf War Veterans. The GWVIB was initiated in 2012, but to date contains little material; however, the VABBB contains a more substantial collection of material from Gulf War Veterans, with and without GWI, particularly from Veterans with ALS (also known as Lou Gehrig's disease). Researchers must submit a request to obtain access to specimens and data from this collection.
- The Million Veteran Program (MVP; <http://www.research.va.gov/MVP/default.cfm>). The MVP is a national, voluntary research program funded by the VA Office of Research & Development. MVP is building one of the world's largest medical databases to study how genes affect health by safely collecting blood samples and health information from one million Veteran volunteers receiving their care in the VA Healthcare System. The MVP has enrolled over 550,000 Veterans, including Veterans from the Gulf War era. Researchers must submit a request to obtain access to specimens and data from this collection.
- VA Gulf War Era Cohort and Biorepository (GWECB), CSP#585. <http://www.research.va.gov/programs/csp/585/repository.cfm>. This dataset and biorepository was developed by the VA to learn about the health conditions and related factors among 1990-1991 Gulf War Veterans through research studies. Over 1,200 Veterans have been enrolled into the cohort and biorepository. Resources are available to VA and non-VA investigators through the Cooperative Studies Program Epidemiology Center (CSPEC)-Durham Data and Specimen Repository. Investigators may submit data requests to the CSPEC-Durham Data and Specimen Repository for research under an Institutional Review Board (IRB)-approved protocol. Interested investigators are encouraged to contact the



repository coordinators to arrange a consultation prior to IRB review. Data use agreements and/or materials transfer agreements may be required.

**GWI Case Definitions for Clinical Research:** In 2014, the National Academy of Medicine (NAM) (formally the Institute of Medicine) released a report titled, “Chronic Multisymptom Illness in Gulf War Veterans: Case Definitions Reexamined” (available online at <http://www.nationalacademies.org/hmd/Reports/2014/Chronic-Multisymptom-Illness-in-Gulf-War-Veterans-Case-Definitions-Reexamined.aspx>). In this report, the NAM recommends the use of both the Centers for Disease Control and Prevention (CDC) definition of GWI and the Kansas definition of GWI. Therefore, applicants proposing clinical research may construct a definition of subgroups or symptom clusters as appropriate to the specific research; however, all cases and controls must additionally be scored and analyzed according to both the CDC and the Kansas definitions of GWI for comparative purposes. Any additional project-specific case definition must recognize the multisymptom nature of GWI. Another resource for clinical investigations includes the 2014 report of the Research Advisory Committee on Gulf War Veterans’ Illnesses, “Gulf War Illness and the Health of Gulf War Veterans: Research Update and Recommendations, 2009-2013,” which provides information on GWI, including case definitions and research on epidemiology, etiology, pathobiology, and treatment. This report can be found online at <http://www.bu.edu/sph/files/2014/04/RAC2014.pdf>.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All DoD-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), prior to research implementation. This administrative review requirement is in addition to the local IRB or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DoD. These laws and requirements will necessitate information in addition to that supplied to the IRB/EC. *Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.* Additional time for regulatory reviews may be needed for clinical studies taking place in international settings. When possible, protocols should be written for research with human subjects and/or human anatomical substances that are specific to the DoD-supported effort outlined in the submitted application as a stand-alone study. Submission to HRPO of protocols involving more than the scope of work in the DoD-funded award will require HRPO review of the entire protocol (DoD and non-DoD funded). DoD human subjects protection requirements may be applied to non-DoD funded work and necessitate extensive revisions to the protocol. Refer to the General Application Instructions, Appendix 1, and the Human Subject Resource Document available on the electronic Biomedical Research Application Portal (eBRAP) “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

**Common Data Elements for Clinical Research:** Through a collaboration among the National Institutes of Health (NIH), CDC, VA, DoD GWIRP, and the GWI community, Common Data Element (CDE) recommendations are being developed for GWI. The goals of this effort are to increase the efficiency and effectiveness of clinical research studies and treatment, increase data

quality, facilitate data sharing and aggregation of information across studies, and help educate new clinical investigators. In early 2018, members from the GWI community participated in a CDE development working group to prepare standard template case report forms and instrument recommendations for clinical research studies. The version 1.0 recommendations are expected to be submitted for public review to elicit feedback from the community in the summer of 2018 and will be posted on the GWIRP website at that time. **The GWIRP strongly encourages all applicants, particularly the clinical research community, to read and consider the CDEs when preparing applications.** Use of CDEs is expected to expedite study start-up, standardize data collection, and allow for future data sharing. CDEs will be required in clinical research going forward and must be considered by investigators submitting samples to the BBRAIN under the Biorepository Contribution Option. It should be noted that the development of CDEs is an iterative process. Updates will be made to the GWI CDEs as research progresses and feedback is received from the community.

**Research Involving Animals:** All DoD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRMC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. Specific documents relating to the use of animals in the proposed research will be requested **if the application is selected for funding**. The ACURO must review and approve all animal use prior to the start of working with animals, including amendments to ongoing projects. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled “Research Involving Animals.” ***Allow at least 2 to 3 months for ACURO regulatory review and approval processes for animal studies.*** Refer to the General Application Instructions, Appendix 1, for additional information.

**Animal Models:** Studies that characterize chronic effects of neurotoxic exposures at dosages comparable to those encountered in-theatre during the Gulf War and/or shed light on treatment targets are of interest. Such studies using animal models should focus on long-term and latent effects of toxic exposures to closely represent the current status of GWI patients. All studies using animal models should use an established model unless there is a compelling scientific justification for the development or use of a new model. Development of new animal models is discouraged.

**Standards for Animal Study Design:** All projects should adhere to a core set of standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. The standards are described in Landis, S.C., et al. A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 2012, 490:187-191 ([www.nature.com/nature/journal/v490/n7419/full/nature11556.html](http://www.nature.com/nature/journal/v490/n7419/full/nature11556.html)). While these standards are written for preclinical studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in clinical studies. Projects that include research on animal models are required to submit [Attachment 7, Animal Research Plan](#), as part of the application package to describe how these standards will be addressed. Applicants should consult the ARRIVE (Animal Research: Reporting *In Vivo* Experiments) guidelines to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines can be found at [http://www.elsevier.com/\\_data/promis\\_misc/622936arrive\\_guidelines.pdf](http://www.elsevier.com/_data/promis_misc/622936arrive_guidelines.pdf).

**Collaborative Systems Biology Facility:** SysBioCube is the USAMRMC medical research big data/omics suite whose operation is directed by the U.S. Army Center for Environmental Health Research Systems Biology Collaboration Center (SBCC). SysBioCube is hosted by the National Cancer Institute/NIH. The SysBioCube comprises military-relevant medical research data repositories, data integration and analysis tools, and a networked portal that links databases to computational biology analysis tools. The SBCC facilitates systems biology collaborations among, and information sharing by, USAMRMC investigators and partnering investigators at other Army, DoD, and extramural organizations. Interested researchers should inquire at [sysbiocube@mail.nih.gov](mailto:sysbiocube@mail.nih.gov).

The CDMRP intends that information, data, and research resources generated under awards funded by this Program Announcement 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 2, Section K.

Awards will be made no later than September 30, 2019. For additional information refer to [Section II.F.1, Federal Award Notices](#).

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

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

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

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

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

**Extramural Organization:** An eligible non-DoD organization. Examples of extramural organizations include academic institutions, biotechnology companies, foundations, Government organizations, and research institutes.

**Intramural DoD Organization:** A DoD laboratory, DoD military treatment facility, and/or DoD activity embedded within a civilian medical center.

**Note:** Applications from an intramural DoD organization or from an extramural Federal organization may be submitted through a research foundation.

The USAMRAA makes awards to eligible organizations, not to individuals.

### **II.C.1.b. Principal Investigator**

The PI may select one of the following three eligibility categories. These eligibility criteria are as of the application submission deadline:

- Transitioning Postdoctoral Fellow: Current senior postdoctoral fellows who have completed at least 3 years of postdoctoral training.
- Early Career Investigator: Independent investigators who are within 5 years of their last training position.
- New GWI Researcher: Independent investigators at all academic levels (or equivalent) who have received less than \$300,000 in Federally funded, non-mentored funding for GWI research.

In addition, the PI must:

- Be able to demonstrate the freedom to pursue independent research goals without formal mentorship; and
- Not have received an NIA or similar career development award from any program within the CDMRP.

Note that graduate students and junior postdoctoral fellows (i.e., with less than 3 years of postdoctoral training) are not eligible for this award.

An eligible PI, regardless of ethnicity, nationality, or citizenship status, must be employed by, or affiliated with, an eligible organization.

The CDMRP encourages all PIs to participate in a digital identifier initiative through Open Researcher and Contributor ID, Inc. (ORCID). Registration for a unique ORCID identifier can be done online at <http://orcid.org/>.

### **II.C.2. Cost Sharing**

Cost sharing/matching is not an eligibility requirement.

### **II.C.3. Other**

Organizations must be able to access **.gov** and **.mil** websites in order to fulfill the financial and technical deliverable requirements of the award and submit invoices for payment.

There are no limitations on the number of applications for which an investigator may be named as a PI.

For general information on required qualifications for award recipients, refer to the General Application Instructions, Appendix 3.

Refer to [Section II.H.2, Administrative Actions](#), for a list of administrative actions that may be taken if a pre-application or application does not meet the administrative, eligibility, or ethical requirements defined in this Program Announcement.

## **II.D. Application and Submission Information**

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

*Extramural Submission* is defined as an application submitted by an organization to Grants.gov.

*Intramural DoD Submission* is defined as an application submitted by a DoD organization to eBRAP.

### **II.D.1. Address to Request Application Package**

eBRAP is a multifunctional web-based system that allows applicants to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance.

*Extramural Submissions:* Pre-application content and forms must be accessed and submitted at [eBRAP.org](http://eBRAP.org). Full application packages must be accessed and submitted at Grants.gov.

*Intramural DoD Submissions:* Pre-application content and forms and full application packages must be accessed and submitted at [eBRAP.org](http://eBRAP.org).

Contact information for the CDMRP Help Desk and the Grants.gov Contact Center can be found in [Section II.G, Federal Awarding Agency Contacts](#).

### **II.D.2. Content and Form of the Application Submission**

Submission is a two-step process requiring both *pre-application* and *full application* as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods.

**Pre-Application Submission:** All pre-applications for both extramural and intramural organizations must be submitted through eBRAP (<https://eBRAP.org/>).

**Full Application Submission:** Full applications must be submitted through the online portals as described below.

*Submitting Extramural Organizations:* Full applications from extramural organizations must be submitted through a Grants.gov Workspace. Applications submitted by extramural organizations (e.g., research foundations) on behalf of intramural DoD or other Federal organizations or investigators will be considered extramural submissions. Applications from

extramural organizations, including non-DoD Federal organizations, received through eBRAP will be withdrawn. See definitions in [Section II.C.1, Eligible Applicants](#).

***Submitting Intramural DoD Organizations:*** Intramural DoD organizations may submit full applications to either eBRAP or Grants.gov. Intramural DoD organizations that are unable to submit to Grants.gov should submit through eBRAP. Intramural DoD organizations with the capability to submit through Grants.gov may submit following the instructions for extramural submissions through Grants.gov or may submit to eBRAP.

***For Both Extramural and Intramural Applicants:*** A key feature of eBRAP is the ability of an organization’s representatives and PIs to view and modify the full application submissions associated with them. eBRAP will validate full application files against the specific Program Announcement requirements, and discrepancies will be noted in an email to the PI and in the “Full Application Files” tab in eBRAP. It is the applicant’s responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement.

***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent throughout the entire pre-application and full application submission process.*** Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP. If any changes need to be made, the applicant should contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 prior to the application submission deadline.

#### **II.D.2.a. Step 1: Pre-Application Submission Content**

**During the pre-application process, each submission is assigned a unique log number by eBRAP. This unique eBRAP log number is required during the full application submission process.**

To begin the pre-application process, first select whether the submitting organization is extramural or intramural, then confirm your selection or cancel. **Incorrect selection of extramural or intramural submission type will delay processing.**

If an error has been made in the selection of extramural versus intramural and the pre-application submission deadline has passed, the PI or Business Official must contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507 to request a change in designation.

All pre-application components must be submitted by the PI through eBRAP (<https://eBRAP.org/>).

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

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

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

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

It is recommended that applicants identify an Alternate Submitter in the event that assistance with pre-application submission is needed.

- **Tab 3 – Collaborators and Key Personnel**

Enter the name, organization, and role of all collaborators and key personnel associated with the application.

[FY18 GWIRP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in pre-application or application preparation, research, or other duties for submitted pre-applications or applications. For FY18, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Pre-applications or applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage conflicts of interest (COIs) are provided and deemed appropriate by the Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.

- **Tab 4 – Conflicts of Interest**

List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship). Refer to the General Application Instructions, Appendix 3, Section C, for further information regarding COIs.

- **Tab 5 – Pre-Application Files**

- **Letter of Intent (LOI) (one-page limit):** Provide a brief description of the research to be conducted. If applicable, include the Topic(s) of Special Interest under which the application will be submitted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or programmatic review sessions.

- **Tab 6 – Submit Pre-Application**

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

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

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

Each application submission must include the completed full application package for this Program Announcement. The full application package is submitted by the Authorized Organizational Representative through Grants.gov (<http://www.grants.gov/>) for extramural organizations or through eBRAP (<https://ebrap.org/>) for intramural organizations. See Table 1 below for more specific guidelines.

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

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



**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DoD Submissions
<b>Application Package Location</b>	
<p>Download application package components for W81XWH-18-GWIRP-NIA from Grants.gov (<a href="http://www.grants.gov">http://www.grants.gov</a>) and create a Grants.gov Workspace. The Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.</p>	<p>Download application package components for W81XWH-18-GWIRP-NIA from eBRAP (<a href="https://ebrap.org">https://ebrap.org</a>).</p>
<b>Full Application Package Components</b>	
<p><b>SF424 (R&amp;R) Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.</p>	<p><b>Tab 1 – Summary:</b> Provide a summary of the application information.  <b>Tab 2 – Application Contacts:</b> This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.</p>
<p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Research &amp; Related Personal Data</a></li> <li>• <a href="#">Research &amp; Related Senior/Key Person Profile (Expanded)</a></li> <li>• <a href="#">Research &amp; Related Budget</a></li> <li>• <a href="#">Project/Performance Site Location(s) Form</a></li> <li>• <a href="#">R&amp;R Subaward Budget Attachment(s) Form</a> (if applicable)</li> </ul>	<p><b>Tab 3 – Full Application Files:</b> Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> <li>• <a href="#">Attachments</a></li> <li>• <a href="#">Key Personnel</a></li> <li>• <a href="#">Budget</a></li> <li>• <a href="#">Performance Sites</a></li> </ul> <p><b>Tab 4 – Application and Budget Data:</b> Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
<b>Application Package Submission</b>	
<p><b>Create a Grants.gov Workspace.</b>            Add participants (investigators and Business Officials) to the Workspace, complete all required forms, and check for errors before submission.  <b>Submit a Grants.gov Workspace Package.</b>            An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package <b>at least 24-48 hours prior to the close date</b> to allow time to</p>	<p><b>Submit package components to eBRAP</b> (<a href="https://ebrap.org">https://ebrap.org</a>).  <b>Tab 5 – Submit/Request Approval Full Application:</b> After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official by email.</p>

Extramural Submissions	Intramural DoD Submissions
<p>correct any potential technical issues that may disrupt the application submission.</p> <p>Note: If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or the budget needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.</p>	
<b><u>Application Verification Period</u></b>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified.</p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/ Task Area Manager or equivalent Business Official and PI will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, <i>with the exception of the Project Narrative and Budget Form</i>, may be modified. Your Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>
<b>Further Information</b>	
<p><b>Tracking a Grants.gov Workspace Package.</b> After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. ***The Project Narrative and Budget cannot be changed after the application submission deadline.*** Prior to the full application deadline, a corrected or modified full application package may be submitted. Other application components may be changed until the end of the application verification period. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification

period. After the end of the application verification period, the full application cannot be modified.

***Material submitted after the end of the application verification period, unless specifically requested by the Government, will not be forwarded for processing.***

The full application package must be submitted using the unique eBRAP log number to avoid delays in application processing.

#### **II.D.2.b.ii. Full Application Submission Components**

- **Extramural Applications Only**

**SF424 (R&R) Application for Federal Assistance Form:** Refer to the General Application Instructions, Section III.A.1, for detailed information.

- **Extramural and Intramural Applications**

**Attachments:**

***Each attachment to the full application components must be uploaded as an individual file in the format specified and in accordance with the formatting guidelines listed in the General Application Instructions, Appendix 4.***

For all attachments, ensure that the file names are consistent with the guidance. Attachments will be rejected if the file names are longer than 50 characters or have incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, there are file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB, and the file size for the entire full application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (10-page limit):** Upload as “ProjectNarrative.pdf”. The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

**Outline for Project Narrative:** Describe the proposed project in detail using the outline below.

- **Background:** Indicate which FY18 GWIRP NIA Topic(s) of Special Interest (see [Section II.A.2, FY18 GWIRP NIA Topics of Special Interest](#)) or which other relevant GWI research area(s) is (are) addressed. Present the ideas and reasoning behind the proposed work. If available, provide preliminary data to support the feasibility of the work proposed. Regardless of whether preliminary data are presented, the PI must demonstrate logical reasoning and provide a sound scientific rationale for the

proposed project as established through a critical review and analysis of published literature.

- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** Concisely explain the project’s specific aims to be funded by this award. If the proposed work is part of a larger study, present only tasks that this award would fund.
- **Research Strategy:**
  - Describe the study design, methods, and analyses, including appropriate controls, in sufficient detail for evaluation.
  - Address potential problem areas and present alternative methods and approaches.
  - For applications proposing biomarkers research, applicants must present a rationale for why the proposed biomarkers would be specific for Gulf War-related exposures and not a result of unrelated factors or events subsequent to Gulf War deployment.
  - For studies involving the use of banked specimens, describe procedures to be used to assess the quality of the materials and to identify and correct for effects and/or artifacts of sample processing and storage.
  - If applicable, state which established GWI animal model will be used. If development of a new GWI animal model is proposed, present a clear justification for how it is necessary to support the proposed research and why existing models are not appropriate or relevant. Applicants should consider and describe an assessment of model endpoints across a variety of domains (molecular, physiological, pain/fatigue, cognition/memory, etc.) as appropriate to the study.
  - Describe the statistical analysis plan in detail as appropriate for the proposed research approach.
  - Describe how data will be reported and how it will be assured that the documentation will support a regulatory filing with the U.S. Food and Drug Administration (FDA), if applicable.
  - If applicable, describe how the use of GWI CDEs will be incorporated into the collection of clinical data and annotation of clinical samples.
  - If clinical research is proposed, both the CDC and Kansas definitions must be used. Describe and justify any additional case definition of GWI, including any targeted illness subgroups that will be defined for the study. Include a detailed plan for the recruitment of subjects or the acquisition of samples and/or data (if applicable).

- **Attachment 2: Supporting Documentation:** Combine and upload as a single file named “Support.pdf”. Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative.

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

- **References Cited:** List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
- **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols.
- **Facilities, Existing Equipment, and Other Resources:** Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate whether or not Government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present Government award under which the facilities or equipment items are now accountable. There is no form for this information.
- **Publications and/or Patents:** Include a list of relevant publication URLs and/or patent abstracts. If publications are not publicly available, then copies of up to five published manuscripts may be included in Attachment 2. Extra items will not be reviewed.
- **Letters of Organizational Support:** Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the Program Announcement, such as those from members of Congress, do not impact application review or funding decisions.
- **Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator’s Commander or Commanding Officer at the intramural organization that authorizes the collaborator’s involvement.

- **For Transitioning Postdoctoral Fellows:** If the PI is likely to change organizations during the award period of performance (e.g., investigators transitioning into their first independent faculty position), describe how any proposed collaborations will be maintained.
- Intellectual Property: Information can be found in Code of Federal Regulations, Title 2, Part 200.315 (2 CFR 200.315), “Intangible Property.”
  - Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.
  - Commercialization Strategy (if applicable): Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
- **Use of DoD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active duty military patient populations and/or DoD resources or databases.
- **Use of VA Resources (if applicable):** Provide a letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the ACOS/R&D or Clinical Service Chief confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA NPC is not identified as the applicant institution for administering the funds, include a letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.
- **Attachment 3: Technical Abstract (one-page limit):** Upload as “TechAbs.pdf”. The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. **Do not include proprietary or confidential information.** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

The technical abstract is used by all reviewers. The programmatic reviewers may not have access to the full application and may rely on the technical 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.

Technical abstracts should be structured as follows:

- Background: Present the ideas and reasoning behind the proposed work. If the application addresses one or more of the FY18 GWIRP NIA Topics of Special Interest (see [Section II.A.2, FY18 GWIRP NIA Topics of Special Interest](#)), indicate the area(s) addressed.

- Objective/Hypothesis: State the objective to be reached/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
  - Specific Aims: State the specific aims of the study.
  - Study Design: Briefly describe the study design including appropriate controls.
  - Impact: Summarize briefly how the proposed project will have an impact on GWI research and/or Veterans with GWI.
- **Attachment 4: Lay Abstract (one-page limit):** Upload as “LayAbs.pdf”. The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Lay abstracts should be written using the outline below. *Do not duplicate the technical abstract.* Minimize use of acronyms and abbreviations. The lay abstract is an important component of the application review process because it outlines issues of particular interest to the consumer advocate community.

- Describe the scientific objective and rationale for the proposed project in a manner that will be readily understood by readers without scientific or medical backgrounds.
  - Describe the ultimate applicability of the research.
    - What are the potential clinical applications, benefits, and risks for Veterans with GWI?
    - What is the projected time it may take to achieve a patient-related outcome?
    - What are the likely contributions of this study in advancing the field of GWI research?
- **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf”. The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the NIA mechanism, use the SOW format example titled, “SOW (Statement of Work) Generic Format.” The SOW must be in PDF format prior to attaching.

The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of subtasks outlined related to the major tasks and milestones within the period of performance. The SOW should describe only the work for which funding is being requested by this application and, as applicable, should also:

- Include the name(s) of the key personnel and contact information for each study site/subaward site.

- Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.
  - For studies with prospective accrual of human subjects, indicate quarterly enrollment targets.
  - Identify cell line(s) and commercial or organizational source(s) to be used.
  - If applicable, indicate timelines required for regulatory approvals relevant to human subjects research (e.g., Investigational New Drug and Investigational Device Exemption applications) by the FDA or other Government agency.
- **Attachment 6: Impact Statement (one-page limit):** Upload as “Impact.pdf”. Explain how the project addresses one or more of the FY18 GWIRP NIA Topics of Special Interest or another critical problem in GWI. As applicable to the proposed research, describe how the anticipated outcomes of the project will advance the GWI field by increasing the understanding of GWI pathobiology, improving the definition and diagnosis of GWI, or elucidating potential treatments. Describe how the project has the potential to lead to improved health or quality of life for Veterans with GWI in the short- and/or long-term.
  - **Attachment 7: Animal Research Plan (if applicable; three-page limit):** Upload as “Animal.pdf”. When the proposed study involves animals, the applicant is required to submit a summary describing the animal research that will be conducted. Applicants should not submit a verbatim replica of the protocol(s) to be submitted to the IACUC as the Animal Research Plan. The Animal Research Plan should address the following points for each proposed animal study:
    - Briefly describe the research objective(s) of the animal study. Explain how and why the animal species, strain, and model(s) being used can address the scientific objectives and, where appropriate, the study’s relevance to human biology.
    - Summarize the procedures to be conducted. Describe how the study will be controlled.
    - Describe the randomization and blinding procedures for the study, and any other measures to be taken to minimize the effects of subjective bias during animal treatment and assessment of results. If randomization and/or blinding will not be utilized, provide justification.
    - Provide a sample size estimate for each study arm and the method by which it was derived, including power analysis calculations.
    - Describe how data will be handled, including rules for stopping data collection, criteria for inclusion and exclusion of data, how outliers will be defined and handled, statistical methods for data analysis, and identification of the primary endpoint(s).



Describe how data will be reported and how it will be assured that the documentation will support a regulatory filing with the FDA, if applicable.

- **Attachment 8: Use of Hazardous Chemical or Biological Agents (if applicable; no page limit):** Upload as “Hazardous.pdf”. The applicant must submit a plan for acquiring, using, and maintaining hazardous agents if such agents are to be used in the study. The plan must contain all applicable information such as CDC registration, an approved organizational safety plan to use the agent(s), and letters of collaboration, agreement, or approval from Government sites issuing any agent(s). Indicate if agents used are purchased commercially, and if so, confirm that the amount is under regulated limits. Include a statement addressing this requirement along with accompanying letters of collaboration, approvals, and certifications.
- **Attachment 9: Eligibility Statement (one-page limit):** Upload as “Eligibility.pdf”. Use the Eligibility Statement template (available for download on the Full Announcement page at <http://www.grants.gov/>) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements will be met at the application submission deadline.
- **Attachment 10: Statement of Independence (required only for investigators not yet in an independent faculty position) (one-page limit):** Upload as “Independence.pdf”. For investigators not yet in an independent faculty position, complete and sign the Statement of Independence template (available for download on the Full Announcement page at <http://www.grants.gov/>). The Statement of Independence must also be signed by the investigator’s current mentor/supervisor.
- **Attachment 11: Biorepository Contribution Statement (required for applications submitted under the Biorepository Contribution Option) (two-page limit):** Upload as “BioContribute.pdf”. If the applicant is not applying to the Biorepository Contribution Option, leave Attachment 11 blank. Describe the types of datasets and/or biospecimens to be contributed to the BBRAIN, giving the approximate number of each. Provide a detailed accounting of proposed costs (per-sample basis as well as in aggregate). Describe any special preparation required and the facilities and technical capabilities necessary for collection, storage, and transfer of data and/or specimens. Contributing sites must adhere to the SOPs, quality assurance measures, and annotation standards for clinical and pathological specimens and data established by the BBRAIN members. Clearly explain how the applicant plans to coordinate with the BBRAIN and provide a plan for resolving any intellectual and material property issues related to contribution of samples and/or data. State whether clinical data will be associated with samples or research datasets and, if applicable, describe how patient data confidentiality will be maintained in compliance with Federal and state regulations. Contributing sites must ensure IRB approval and informed consent to share samples and data.
- **Attachment 12: Data and Research Resources Sharing Plan:** Upload as “SharingPlan.pdf”. Describe how data and resources generated during the performance of the project will be shared with the research community. Describe whether the proposed plan for data sharing includes databases most relevant to GWI and whether the

plan describes organizational and technical capabilities sufficient to share project data in a timely manner. Refer to the General Application Instructions, Appendix 2, Section K, for more information about CDMRP expectations for making data and research resources publicly available. Include plans for making raw data publicly available in appropriate databases at the time of publication or at the time of conclusion of the funding. The Government reserves the right to identify repositories for submission of data for archive. Any costs associated with submission will be addressed during award

- **Attachment 13: Representations, if applicable (extramural submissions only):** Upload as “MandatoryReps.pdf”. All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 14: DoD Military Budget Form(s), if applicable:** Upload as “MFBudget.pdf”. If a military facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete the DoD Military Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section III.A.7, for detailed information.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 USC A§1681 et seq.), the DoD is collecting certain demographic and career information to be able to assess the success rates of women who are proposed for key roles in applications in science, technology, engineering, or mathematics (STEM) disciplines. To enable this assessment, each application must include the following forms completed as indicated.

**Research & Related Personal Data:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.3, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

**Research & Related Senior/Key Person Profile (Expanded):** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.2, for detailed information.

- **PI Biographical Sketch (five-page limit):** Upload as “Biosketch\_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH

Biographical Sketch may also be used. All biographical sketches should be submitted in the PDF format that is not editable.

- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.

**Research & Related Budget:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.4, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.3, for detailed information.

**Budget Justification (no page limit):** Upload as “BudgetJustification.pdf”. The budget justification for the entire period of performance must be uploaded to the Research & Related Budget after completion of the budget for Period 1.

**Project/Performance Site Location(s) Form:** For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.6, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.

**Intramural DoD Collaborator(s):** Complete the DoD Military Budget Form and upload to Grants.gov attachment form as Attachment 14. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Intramural DoD Collaborator(s) costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs.

### **II.D.3. Dun and Bradstreet Data Universal Numbering System (DUNS) Number and System for Award Management (SAM)**

Applicant organizations and all sub-recipient organizations must have a DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity

Management functional area of the SAM with an “Active” status to submit applications through the Grants.gov portal. Verify the status of the applicant’s organization’s Entity registration in SAM well in advance of the application submission deadline. Allow several weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements at the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

***New Requirement:*** In March 2018, the General Services Administration (GSA) implemented fraud prevention security measures in the SAM that require every ***new*** contractor registrant to provide a written (hard copy), notarized letter confirming that the entity’s Administrator is authorized to register the entity in the SAM database or to make changes to its registration. Effective April 29, 2018, the notarized letter process is now mandatory on all ***current*** registrants at SAM who have a requirement to update data on their SAM record. The notarized letter is mandatory and is required before the GSA Federal Service Desk (FSD) will activate the entity’s registration. The Office of the Secretary of Defense and GSA realize the length of time needed to transmit, receive, process, and approve the notarized letters presents a significant impact on the ability of the contracting activity to make timely awards, but these steps must be taken to mitigate fraud concern. ***Notarized letters are required for all new and existing SAM-registered entities.*** The notarized letters must be postal service mailed (not emailed or faxed) to the “Federal Service Desk” and must contain the information outlined in the SAM-posted Frequently Asked Questions (FAQs) at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Instructions for domestic entities and instructions for international entities with embedded templates for use are also provided within the SAM Update notice with FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>.

#### **II.D.4. Submission Dates and Times**

All submission dates and times are indicated in [Section I, Overview of the Funding Opportunity](#). Pre-application and application submissions are required. The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Failure to meet either of these deadlines will result in submission rejection.

#### **Applicant Verification of Full Application Submission in eBRAP**

Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate retrieved files against the specific Program Announcement requirements and discrepancies will be noted in both the email and in the “Full Application Files” tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the Program Announcement. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be***

**submitted prior to the application submission deadline.** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

**Extramural Submission:** The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package, **with the exception of the Project Narrative and Budget Form**, may be modified.

**Intramural DoD Submission:** After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/Task Area Manager or equivalent Business Official and PI(s) will receive email notification of the status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package, **with the exception of the Project Narrative and Budget Form**, may be modified. The Resource Manager/Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.

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

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

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

##### **Application submissions to the standard NIA:**

- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$500,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$500,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

**Application submissions to the NIA with the Biorepository Contribution Option:** If applying under the Biorepository Contribution Option, applicants may include additional direct costs up to **\$16,000** associated with the contribution of samples and data to the BBRAIN.

- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$516,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$516,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.
- An NIA application submitted under the Biorepository Contribution Option that does not meet the criteria specified may be funded at the lower maximum direct cost of \$500,000 as described above for the standard NIA.

All direct and indirect costs of any subaward or contract 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.

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

- Salary
- Research supplies
- Research-related subject costs
- Veteran subject reimbursement and compensation, including:
  - Transportation
  - Lodging
  - Participation incentives
- Support for multidisciplinary collaborations, including travel
- Travel costs for one investigator to travel to one scientific/technical meeting per year to present project outcomes or disseminate project results

Must not be requested for:

- Clinical trial costs

Awards made to extramural organizations will consist solely of assistance agreements (grants and cooperative agreements). For extramural awards with an intragovernmental component, direct transfer of funds from an extramural award recipient to a DoD or other Federal agency is not allowed except under very limited circumstances. Funding to intramural DoD and other Federal agencies will be managed through a direct fund transfer. Intramural applicants are responsible for coordinating through their agency's procedures the use of contractual or assistance funding awards or other appropriate agreements to support extramural collaborators.

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

***The CDMRP expects to allot approximately \$3.2M of the \$21M FY18 GWIRP appropriation to fund approximately four NIA applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement is contingent upon the availability of Federal funds for this program.***

Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. The time is considered when establishing the award's period of performance. It is anticipated that awards made from this funding opportunity will be funded with FY18 funds, which will expire for use on September 30, 2024.

#### **II.D.6. Other Submission Requirements**

Refer to the General Application Instructions, Appendix 4, for detailed formatting guidelines.

### **II.E. Application Review Information**

#### **II.E.1. Criteria**

##### **II.E.1.a. Peer Review**

To determine technical merit, all applications will be evaluated according to the following scored criteria, which are of equal importance:

- **Research Strategy and Feasibility**
  - How well any preliminary data presented and/or the scientific rationale support the objective and feasibility of the approach (preliminary data are not required).
  - How well the hypotheses or objectives, aims, study design, methods, analyses, and statistical plan are developed and integrated into the project.
  - How well the application identifies potential problems and addresses alternative approaches.
  - For studies involving hazardous agents, whether the application includes an appropriate plan for acquiring, using, and maintaining the hazardous agents.
  - For research involving access to archived Gulf War-era Veteran samples, whether the application includes documentation demonstrating that the PI will have access to specimens and samples in amounts sufficient to support the proposed study. Additionally, how adequately the procedures to assess the quality of the materials and correct for effects and/or artifacts of sample processing and storage are described.
  - If applicable, whether data will be appropriately reported and documented to support a regulatory filing with the FDA.
  - To what extent the data and resources generated during the performance of the project will be shared with the research community.

- ***For studies involving animal models:***
  - How clearly the study is representative of the current status of ill 1990-1991 Gulf War Veterans in terms of choice of model and the endpoints/outcome measures to be used.
  - If development of a new animal model is proposed, to what extent the unique features of this model are required in order to conduct the proposed research.
  - How well the study is designed to achieve reproducible and rigorous results, including controls, sample size estimation, blinding, randomization, and data handling.
- ***For clinical research:***
  - Whether the application includes documentation demonstrating that the PI will have access to a suitable 1990-1991 Gulf War Veteran population in numbers that will support a meaningful outcome.
  - If applicable, to what degree the newly established GWI CDEs are incorporated into the study design.
  - Whether the application describes use of the CDC and Kansas case definitions. If the application proposes use of a case definition in addition to the CDC and Kansas case definitions, how well that case definition is described and its use justified.
- ***For biomarker investigations:***
  - How well the application demonstrates that the proposed biomarkers are relevant to GWI and not unrelated factors or subsequent exposures.
- ***For applications to the Biorepository Contribution Option:***
  - How well the types and approximate number of datasets and/or biospecimens to be contributed to the BBRAIN are described.
  - To what extent the application describes the facilities and technical capabilities necessary for the collection, storage, and transfer of data and specimens to BBRAIN, including any special preparation requirements.
  - Whether plans for adherence to the SOPs, quality assurance measures, and annotation standards for clinical and pathological specimens and data established by the BBRAIN members are adequately detailed.
  - How well the applicant plans to coordinate with the BBRAIN for the resolution of any intellectual and material property issues related to contribution of samples and/or data.



- How well informed consent processes are addressed and whether patient data confidentiality will be maintained in compliance with Federal and state regulations, if applicable.
- **Impact**
  - To what extent the anticipated outcomes of the project will make an important contribution to the goal of advancing the GWI field, increasing the understanding of GWI pathobiology, improving the definition and diagnosis of GWI, or elucidating potential treatments for Veterans with GWI.
  - To what extent the proposed project has the potential to lead to improved health or quality of life for Veterans with GWI in the short- and/or or long-term.
- **Personnel**
  - How well the PI's record of accomplishments demonstrates his/her potential for contributing to the field of GWI research and completing the proposed work.
  - If applicable, how well the proposed contributions of collaborators will complement the PI's ability to perform the proposed work.
  - Whether the levels of effort by the PI and other key personnel are appropriate to ensure success of the project.
  - How appropriate the PI and research team's background and expertise are with regard to their ability to accomplish the proposed work.

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

- **Budget**
  - Whether the direct maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement.
  - Whether the budget is appropriate for the proposed research.
- **Environment**
  - To what extent the scientific environment is appropriate for the proposed research.
  - How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
  - Whether the quality and extent of organizational support are appropriate for the proposed research.
  - If applicable, to what degree the intellectual and material property plan is appropriate.

- **Application Presentation**

- To what extent the writing, clarity, and presentation of the application components influence the review.

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

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

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY18 GWIRP, as evidenced by the following:
  - Adherence to the intent of the award mechanism
  - Program portfolio composition with consideration of the FY18 GWIRP NIA Topics of Special Interest
  - Relative impact

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

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is peer review of applications against established criteria for determining technical merit. Each application is evaluated for its own merit, independent of other applications. The second tier is a programmatic review that makes recommendations for funding to the Commanding General, USAMRMC, on behalf of the DHA and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and the GWIRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement. Programmatic review is a comparison-based process in which applications with scientific and technical merit compete in a common pool. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section II.E.1.b, Programmatic Review](#).* Additional information about the two-tier process used by the CDMRP can be found at <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 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 and approval process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization's application. Violations by panel members or applicants that compromise the confidentiality of the review and approval process may also result in suspension or debarment from Federal

awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with 18 USC 1905.

### **II.E.3. Integrity and Performance Information**

Prior to making an assistance agreement award where the Federal share is expected to exceed the simplified acquisition threshold, as defined in 2 CFR 200.88, over the period of performance, the Federal awarding agency is required to review and consider any information about the applicant that is available in the Federal Awardee Performance and Integrity Information System (FAPIIS).

An applicant organization may review FAPIIS, accessible through SAM, and submit comments to FAPIIS on any information about the organization that a Federal awarding agency previously entered and is currently available in FAPIIS.

The Federal awarding agency will consider any comments by the applicant, in addition to other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when determining a recipient's qualification prior to award, according to the qualification standards of the Department of Defense Grant and Agreement Regulations (DoDGARs), Section 22.415.

### **II.E.4. Anticipated Announcement and Federal Award Dates**

All application review dates and times are indicated in [Section I, Overview of the Funding Opportunity](#).

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

## **II.F. Federal Award Administration Information**

### **II.F.1. Federal Award Notices**

Awards will be made no later than September 30, 2019. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

After email notification of application review results through eBRAP, and if selected for funding, a representative from the USAMRAA will contact the business official authorized to negotiate on behalf of the PI's organization.

Only an appointed USAMRAA Grants Officer may obligate the Government to the expenditure of funds. No commitment on the part of the Government should be inferred from discussions with any other individual. The award document signed by the Grants Officer is the official authorizing document.

**Federal Organizations:** Awards to Federal Government organizations (to include intramural DoD organizations) will be executed through the Military Interdepartmental Purchase Request

(MIPR) or Funding Authorization Document (FAD) process. Transfer of funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective Resource Manager/Task Area Manager/Comptroller or equivalent Business Official.

After email notification of application review results through eBRAP, and if selected for funding, a representative from the CDMRP will contact the business official authorized to negotiate on behalf of the PI's organization.

#### **II.F.1.a. PI Changes and Award Transfers**

Unless otherwise restricted, changes in PI or organization will be allowed at the discretion of the USAMRAA Grants Officer, provided that the intent of the award mechanism is met. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

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

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

If additional conference travel is proposed, prior to the re-budgeting and in advance of the incurrence of the travel costs, the Grants Officer should be consulted to determine the reasonableness of the expense in accordance with 2 CFR 200.407.

Applicable requirements in the DoDGARs found in 32 CFR, Chapter 1, Subchapter C, and 2 CFR, Chapter XI, apply to grants and cooperative agreements resulting from this Program Announcement.

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

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

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

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

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

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

In addition to written progress reports, Annual Award Charts will be required. For the NIA mechanism, use the format example titled, “Award Charts,” available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>).

**Award Expiration Transition Plan:** An Award Expiration Transition Plan must be submitted with the final progress report. Use the one-page template titled, “Award Expiration Transition Plan,” available on the on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) under the “Progress Report Formats” section. The Award Expiration Transition Plan must outline if and how the research supported by this award will progress and must include source(s) of funding, either known or pending.

Awards resulting from this Program Announcement will incorporate additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a Federal award. Recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as specified in the applicable Terms and Conditions (see General Application Instructions, Section III.A.4).

## **II.G. Federal Awarding Agency Contacts**

### **II.G.1. CDMRP Help Desk**

Questions related to Program Announcement content or submission requirements as well as questions related to the pre-application or intramural application submission through eBRAP should be directed to the 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@eBRAP.org](mailto:help@eBRAP.org)

### **II.G.2. Grants.gov Contact Center**

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

Phone: 800-518-4726; International 1-606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

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

## **II.H. Other Information**

### **II.H.1. Program Announcement and General Application Instructions Versions**

Questions related to this Program Announcement should refer to the Program name, the Program Announcement name, and the Program Announcement version code 20180329h. The Program Announcement numeric version code will match the General Applications Instructions version code 20180329.

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

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

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

The following will result in administrative rejection of the application:

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

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

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

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

The following may result in administrative withdrawal of the pre-application or application:

- An FY18 GWIRP Programmatic Panel member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting documentation. *A list of the FY18 GWIRP Programmatic Panel members can be found at <http://cdmrp.army.mil/gwirp/panels/panels18>.*

- The application fails to conform to this Program Announcement description.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY18, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage COIs are provided and deemed appropriate by the Grants Officer. Refer to the General Application Instructions, Appendix 3, for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review or approval process to gain protected evaluation information or to influence the evaluation process.
- Applications from extramural organizations, including non-DoD Federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DoD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds to extramural collaborators.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The application describes research focusing on ALS.
- The application describes research whose principal focus is on psychiatric disease or psychological stress as the primary cause of GWI.
- The application includes a clinical trial.
- The application describes derivation of GWI diagnostic biomarkers from animal models.
- The PI does not meet the eligibility criteria.
- Applications may be administratively withdrawn from further consideration if the application cannot demonstrate access to the relevant study population or resources.

#### **II.H.2.d. Withhold**

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

### II.H.3. Application Submission Checklist

Application Components	Action	Completed
SF424 (R&R) Application for Federal Assistance <b>(Extramural submissions only)</b>	Complete form as instructed.	
Summary (Tab 1) and Application Contacts (Tab 2) <b>(Intramural submissions only)</b>	Complete these tabs as instructed.	
Attachments	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf".	
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf".	
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf".	
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf".	
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf".	
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf".	
	Animal Research Plan: Upload as Attachment 7 with file name "Animal.pdf" if applicable.	
	Use of Hazardous Chemical or Biological Agents: Upload as Attachment 8 with file name "Hazardous.pdf" if applicable.	
	Eligibility Statement: Upload as Attachment 9 with file name "Eligibility.pdf".	
	Statement of Independence (for investigators not yet in an independent faculty position only): Upload as Attachment 10 with file name "Independence.pdf" if applicable.	
	Biorepository Contribution Statement (for applications submitted under the Biorepository Contribution Option only): Upload as Attachment 11 with file name "BioContribute.pdf" if applicable.	
	Data and Research Resources Sharing Plan: Upload as Attachment 12 with file name "SharingPlan.pdf".	
	Representations (extramural submissions only): Upload as Attachment 13 with file name "MandatoryReps.pdf" if applicable.	
DoD Military Budget Form(s): Upload as Attachment 14 with file name "MFBudget.pdf" if applicable.		



<b>Application Components</b>	<b>Action</b>	<b>Completed</b>
Research & Related Personal Data	Complete form as instructed.	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.	
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field.	
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field.	
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget ( <b>Extramural submissions only</b> )	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Budget ( <b>Intramural submissions only</b> )	Complete the DoD Military Budget Form and justification.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R&R Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed.	

## APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ALS	Amyotrophic Lateral Sclerosis
ARRIVE	Animal Research: Reporting <i>In Vivo</i> Experiments
BBRAIN	Boston Biorepository, Recruitment, and Integrative Network (BBRAIN) for GWI
CDC	Centers for Disease Control and Prevention
CDE	Common Data Element
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
COI	Conflict of Interest
CSPEC	Cooperative Studies Program Epidemiology Center
DHA	Defense Health Agency
DHP	Defense Health Program
DIACAP	DoD Information Assurance Certification and Accreditation Process
DMDC	Defense Manpower Data Center
DoD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DoDSR	Department of Defense Serum Repository
DUNS	Data Universal Numbering System
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FAQs	Frequently Asked Questions
FDA	U.S. Food and Drug Administration
FISMA	Federal Information Security Management Act
FSD	Federal Service Desk
FY	Fiscal Year
GSA	General Services Administration
GWECB	Gulf War Era Cohort and Biorepository
GWI	Gulf War Illness
GWIRP	Gulf War Illness Research Program
GWVIB	Gulf War Veterans' Illnesses Biorepository
HRPO	Human Research Protection Office

IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
LOI	Letter of Intent
M	Million
MAVERIC	Massachusetts Veterans Epidemiology Research and Information Center
MIPR	Military Interdepartmental Purchase Request
MVP	Million Veteran Program
NAM	National Academy of Medicine
NIA	New Investigator Award
NIH	National Institutes of Health
NPC	Non-Profit Corporation
OASD(HA)	Office of the Assistant Secretary of Defense for Health Affairs
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PI	Principal Investigator
RDT&E	Research, Development, Test, and Evaluation
SAM	System for Award Management
SBCC	Systems Biology Collaboration Center
SOP	Standard Operating Procedure
SOW	Statement of Work
STEM	Science, Technology, Engineering, and Mathematics
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
USC	United States Code
VA	Department of Veterans Affairs
VABBB	VA Biorepository Brain Bank