

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

**Program Announcement for the Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

**Ovarian Cancer Research Program**

**Ovarian Cancer Academy – Early-Career Investigator Award**

**Announcement Type: Initial**

**Funding Opportunity Number: W81XWH-22-OCRP-OCA**

**Assistance Listing 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), May 2, 2022
- **Invitation to Submit an Application:** June 2022
- **Application Submission Deadline:** 11:59 p.m. ET, August 5, 2022
- **End of Application Verification Period:** 5:00 p.m. ET, August 10, 2022
- **Peer Review:** October 2022
- **Programmatic Review:** December 2022

*This program announcement must be read in conjunction with the General Application Instructions, version 701. The General Application Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”*

## TABLE OF CONTENTS

<b>I. OVERVIEW OF THE FUNDING OPPORTUNITY.....</b>	<b>1</b>
<b>II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY.....</b>	<b>3</b>
II.A. Program Description.....	3
II.A.1. Award History .....	3
II.B. Award Information .....	3
II.C. Eligibility Information.....	7
II.C.1. Eligible Applicants .....	7
II.C.2. Cost Sharing.....	9
II.C.3. Other .....	9
II.D. Application and Submission Information.....	9
II.D.1. eBRAP and Grants.gov .....	9
II.D.2. Content and Form of the Application Submission .....	10
II.D.3. Unique Entity Identifier (UEI) and System for Award Management (SAM) .....	26
II.D.4. Submission Dates and Times.....	27
II.D.5. Funding Restrictions.....	28
II.D.6. Other Submission Requirements .....	29
II.E. Application Review Information .....	29
II.E.1. Criteria .....	29
II.E.2. Application Review and Selection Process.....	32
II.E.3. Integrity and Performance Information.....	33
II.E.4. Anticipated Announcement and Federal Award Dates.....	33
II.F. Federal Award Administration Information .....	33
II.F.1. Federal Award Notices.....	33
II.F.2. Administrative and National Policy Requirements.....	34
II.F.3. Reporting.....	35
II.G. Federal Awarding Agency Contacts.....	36
II.G.1. eBRAP Help Desk.....	36
II.G.2. Grants.gov Contact Center .....	36
II.H. Other Information.....	36
II.H.1. Program Announcement and General Application Instructions Versions.....	36
II.H.2. Administrative Actions.....	36
II.H.3. Application Submission Checklist .....	39
<b>APPENDIX 1: ACRONYM LIST .....</b>	<b>41</b>

## **II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY**

### **II.A. Program Description**

Applications to the Fiscal Year 2022 (FY22) Ovarian Cancer Research Program (OCRP) are being solicited 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). The execution management agent for this program announcement is the Congressionally Directed Medical Research Programs (CDMRP) at the U.S. Army Medical Research and Development Command (USAMRDC). The OCRP was initiated in FY97 to provide support for research of exceptional scientific merit. Appropriations for the OCRP from FY97 through FY21 totaled \$406.45 million (M). The FY22 appropriation is \$45M.

*The proposed research must be relevant to active-duty Service Members, Veterans, military beneficiaries, and/or the American public.*

The mission of the OCRP is to support patient-centered research to prevent, detect, treat, and cure ovarian cancer to enhance the health and well-being of Service Members, Veterans, their family members, and all women impacted by this disease.

#### **II.A.1. Award History**

The OCRP Ovarian Cancer Academy Award – Early-Career Investigator mechanism is being offered for the first time in FY22.

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

Initially created in FY09, the OCRP Ovarian Cancer Academy (OCA) is a unique, interactive virtual academy providing intensive mentoring, national networking, collaborations, and a peer group for junior faculty. The overarching goal of the OCA is to develop successful, highly productive ovarian cancer researchers in a collaborative research and career development environment.

The OCA is a virtual career development and research training platform that consists of Early-Career Investigators (ECIs), their Designated Mentors, and an Academy Dean and Assistant Dean. The OCRP Ovarian Cancer Academy Award – Early-Career Investigator mechanism is not a traditional career development award; the ECI is expected to participate in monthly webinars and annual workshops and to communicate and collaborate with other members of the OCA (other ECIs, Mentors, the Dean, and the Assistant Dean) as well as with the advocacy community. Since its inception, the OCA's ECIs have presented at and chaired sessions for ovarian cancer-specific symposia and served on symposia review committees. They have also served as peer reviewers for the Department of Defense (DOD) OCRP and other funding agencies.

The OCA Leadership (the Dean and the Assistant Dean) serves as a resource for the ECIs and Mentors, assesses the progress of the ECIs, and facilitates communication and collaboration among all of the ECIs and Mentors, as well as with national research and advocacy communities. In addition to fostering scientific development, the OCA, through its Leadership, enables professional and leadership development of the ECIs, including the skills and competencies needed to fund and manage a productive laboratory. Information about the OCA is available through its website at <http://www.ovariancanceracademy.org/>.

This FY22 Ovarian Cancer Academy Award – Early-Career Investigator program announcement is soliciting additional ECIs to join the existing OCA. This award mechanism enables the ECI (the investigator named as the Principal Investigator [PI] on the application) to pursue an ovarian cancer project related to the [OCRCP's mission](#) that may be basic, translational, and/or clinical research, or a clinical trial under the guidance of a Designated Mentor. ***The Designated Mentor is not required to be at the same institution as the ECI.*** If the Designated Mentor is not from the same institution as the ECI, another Mentor (“Other Mentor,” see below) at the ECI’s institution must also be included in the application submission.

***The OCRP encourages applications from ECIs whose ability to commit to conducting ovarian cancer research is limited by minimal resources or a lack of resources, such as a qualified Designated Mentor at their institution, access to ovarian cancer research tools, opportunities for establishing collaborations, or other obstacles.***

Preliminary data to support the feasibility of the research hypotheses and research approaches are required; however, these data do not necessarily need to be derived from the ovarian cancer research field. ***Small-scale clinical trials are allowed. If cell lines or animals are to be used, a clear justification should be provided for the choice of proposed cell line(s) or animal model(s).***

The ECI, who will be the PI of the application, must be in the early-career stage. This award provides the ECI with funding, networking, and collaborative opportunities, as well as the research experience necessary to develop and sustain a successful, independent career at the forefront of ovarian cancer research. This award also provides support and protected time for the ECI for 4 years of intensive research under the guidance of a Designated Mentor experienced in ovarian cancer research. Although the OCA will serve as a conduit to share knowledge and research experience among all Academy members, the ECI and Designated Mentor will be responsible for developing the ECI’s career development plan and designing and executing the proposed research. ***The ECI must clearly articulate their commitment to a career as an ovarian cancer researcher and to participating in and contributing to the growth of the OCA.***

The Designated Mentor must have a strong record of mentoring and training ECIs. In addition to being a Designated Mentor to an ECI, the Mentor must agree to serve as a secondary Mentor to another OCA-ECI. With the goal to expand and enrich the mentorship capabilities of the OCA, current OCA Designated Mentors can only be a Designated Mentor to one OCA-ECI; thus, current OCA Designated Mentors cannot be named as a Designated Mentor in an FY22 application unless the period of performance of the current Ovarian Cancer Academy Award – Early-Career Investigator mechanism ends no later than July 2023. In the same manner, the OCA Dean and Assistant Dean cannot be listed as Designated Mentors.

The ECI is required to participate in monthly webinars, and the ECI along with their Designated Mentor are required to attend a DOD OCRP biennial multi-day OCA workshop and, in alternate years, a DOD OCRP OCA 1-day workshop.

A congressionally mandated Metastatic Cancer Task Force was formed with the purpose of identifying ways to help accelerate clinical and translational research aimed at extending the lives of advanced state and recurrent patients. As a member of the Metastatic Cancer Task Force, the CDMRP encourages applicants to review the recommendations (<https://health.mil/Reference-Center/Congressional-Testimonies/2018/05/03/Metastatic-Cancer-Research>) and submit research ideas to address these recommendations, provided they are within the limitations of this funding opportunity and fit within the FY22 OCRP priorities.

***The proposed research must be relevant to active-duty Service Members, Veterans, military beneficiaries, and/or the American public.*** Collaborations between researchers at military or Veteran institutions and non-military institutions are strongly encouraged. These relationships can leverage knowledge, infrastructure, and access to unique clinical populations that the partners bring to the research effort, ultimately advancing cancer research that is of significance to the Warfighter, the military, and/or the American public.

The types of awards made under the program announcement will be assistance agreements. An assistance 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. The level of involvement on the part of the DOD during project performance is the key factor in determining whether to award 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, but is not limited to, 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.

The anticipated direct costs budgeted for the entire period of performance for an FY22 OCRP Ovarian Cancer Academy Award – Early-Career Investigator will not exceed **\$725,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2023. For additional information refer to [Section II.F.1, Federal Award Notices](#).

***The CDMRP expects to allot approximately \$3.48M to fund approximately three OCRP Ovarian Cancer Academy Award – Early-Career Investigator applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. 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. It is anticipated that awards made from this FY22 funding opportunity will be funded with FY22 funds, which will expire for use on September 30, 2028.*

**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 USAMRDC Office of Research Protections (ORP), Human Research Protection Office (HRPO), prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is **not** required. Allow up to 3 months to complete the HRPO regulatory review and approval process following submission of **all required and complete** documents to the HRPO. Refer to the General Application Instructions, Appendix 1, and the HRPO Resources and Overview 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.

If the proposed research involves more than one institution, a written plan for single IRB review arrangements must be provided at the time of application submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

**A clinical trial is defined** as a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes. Funded trials are required to post a copy of the IRB-approved informed consent form used to enroll subjects on a publicly available federal website in accordance with federal requirements described in the Code of Federal Regulations, Title 32, Part 219 (32 CFR 219).

**Small-scale clinical trials are allowed.**

**Clinical research is defined** as: (1) Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens, and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. Excluded from this definition are in vitro studies that utilize human tissues that cannot be linked to a living individual. Patient-oriented research includes: (a) mechanisms of human disease, (b) therapeutic interventions, (c) clinical trials, and (d) development of new technologies. (2) Epidemiologic and behavioral studies. (3) Outcomes research and health services research. **Note:** Studies that meet the requirements for IRB Exemption 4 are not considered CDMRP-defined clinical research. IRB Exemption 4 refers to research involving the collection or study of existing de-identified specimens or data, if these sources are publicly available.

**Research Involving Animals:** All research funded by the FY22 OCRP Ovarian Cancer Academy Award – Early-Career Investigator mechanism involving new and ongoing research with animals must be reviewed and approved by the USAMRDC 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. **Allow at least 3**

*to 4 months for ACURO regulatory review and approval processes for animal studies.* Refer to the General Application Instructions, Appendix 1, for additional information.

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

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

**II.C.1.a. Organization:** All organizations, including foreign organizations, foreign public entities, and 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, federal government organizations other than the DOD, and research institutes.

**Intramural DOD Organization:** A DOD laboratory, DOD military treatment facility, and/or DOD activity embedded within a civilian medical center. ***Intramural Submission:*** ***An application submitted by a DOD organization for an intramural investigator working within a DOD laboratory or military treatment facility or in a DOD activity embedded within a civilian medical center.***

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

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

- **Early-Career Investigator**

- Must be within 5 years of last postdoctoral research position (Ph.D.), clinical fellowship (M.D.), or equivalent as of the full application submission deadline.
  - A Statement of Eligibility is required with the submission of the full application.
- May be a research- or physician-scientist.
- **May be in a non-tenure track or tenure track position.**
- Must not have a concurrent career development-like award at the time of this award.
- Must have an institutional commitment of approximately 50% protected time for ovarian cancer research and OCA activities, including participation in monthly webinars.

- Must commit no less than 25% effort to this award for the first 2 years.
- Individuals in a postdoctoral research position (Ph.D.), clinical fellowship (M.D.), or equivalent at the time of full application submission **are not eligible**.
- **Designated Mentor**
  - Must be an independent, established ovarian cancer researcher.
  - Must have ovarian cancer research funding (past and present).
  - Must have a record of ovarian cancer publications in peer-reviewed journals.
  - May be at the same institution as the ECI.
  - If not at the same institution, another Mentor (“Other Mentor,” see below) at the ECI’s institution must also be included in the application submission.
  - Must demonstrate a commitment (at least 5% effort for mentoring and participating in OCA activities such as offsite meetings and webinars) to develop and sustain the ECI’s independent career in ovarian cancer research.
  - Mentoring responsibilities include mentoring the ECI (i.e., the PI of this award) and an additional ECI within the OCA.
  - A current OCA Designated Mentor can only be a Designated Mentor to one OCA-ECI; thus, current OCA Designated Mentors cannot be named as a Designated Mentor in an FY22 application unless the period of performance of the current Ovarian Cancer Academy Award – Early-Career Investigator mechanism ends no later than July 2023.
  - The current OCA Dean and/or Assistant Dean **cannot** be listed as a Designated Mentor.
  - Off-site OCA activities include annual in-person workshops and monthly web-based meetings.
- **Other Mentor (if applicable)**
  - Must be at the same institution as the ECI (if the Designated Mentor is not from the same institution as the ECI).
  - Must be an independent cancer researcher but not necessarily in ovarian cancer.
  - Must have research funding (past and present).

A map of current and past ECIs and their Designated Mentors in the OCA can be seen in Appendix 2.

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



The CDMRP strongly 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 <https://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.

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).*

### **II.D.1. eBRAP and Grants.gov**

**eBRAP** (<https://ebrap.org>) is a secure web-based system that allows PIs to submit their pre-applications, view and verify extramural full applications submitted to Grants.gov (<https://grants.gov>), receive communications from the CDMRP, and submit documentation during award negotiations and throughout the period of performance. eBRAP also allows intramural organizations to submit full applications following pre-application submission.

**Grants.gov** is a federal system required to be utilized by agencies to receive and process extramural grant applications. Full applications may only be submitted to Grants.gov after submission of a pre-application through eBRAP.

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

#### ***Extramural Submission:***

- Pre-application content and forms must be accessed and submitted at eBRAP.org.
- Full application packages must be accessed and submitted at Grants.gov.

### ***Intramural DOD Submission:***

- Pre-application content and forms must be accessed and submitted at eBRAP.org.
- Full application packages must be accessed and submitted at eBRAP.org.

***Note: Applications from an intramural DOD organization or from an extramural federal government organization may be submitted to Grants.gov through a research foundation.***

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

Submission is a two-step process requiring both ***pre-application*** (eBRAP.org) and ***full application*** (eBRAP.org or Grants.gov) as indicated below. The submission process should be started early to avoid missing deadlines. There are no grace periods. Full application submission guidelines differ for extramural (Grants.gov) and intramural (eBRAP.org) organizations (refer to [Table 1, Full Application Guidelines](#)).

***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 eBRAP 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, eBRAP assigns each submission a unique log number. 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 eBRAP 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/>). Because the invitation to submit an application is based on the contents of the pre-application, investigators should not change the title or research objectives after the pre-application is submitted.

The applicant organization and associated PI and Designated Mentor 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 applicant must contact the eBRAP 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>. 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 Research & Related 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 Research & Related 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 PIs 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.

[FY22 OCRP 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 eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.

- **Tab 4 – Conflicts of Interest**

List all individuals other than collaborators and key personnel who may have a conflict of interest in the review of the application (including those with whom the PI has a personal or professional relationship).

- **Tab 5 – Pre-Application Files**

***Note: Upload documents as individual PDF files unless otherwise noted. eBRAP will not allow a file to be uploaded if the number of pages exceeds the limit specified below.***

- **Preproposal Narrative (three-page limit):** The Preproposal Narrative page limit 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 Preproposal Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the pre-application.

The Preproposal Narrative should include the following:

- Describe the ECI's (PI on this award) career goals in ovarian cancer research.
- Describe the career development plan and how the Designated Mentor (and Other Mentor, if applicable) will assist the ECI in developing and sustaining their career as an independent ovarian cancer researcher.
- Briefly describe the proposed ovarian cancer research idea that will be supported by this award, as well as the ability of the ECI to conduct the research or the relevant guidance that will be obtained to accomplish the project. If applicable, describe how research in ovarian cancer is/has been limited by either minimal or lack of resources and how this will be resolved. **Clinical trials are allowed.** If cell lines or animals are to be used, ***justify why the proposed cell line(s) or animal model(s) were chosen.***
- Describe the ECI's motivation and commitment to participating in the OCA.
- Summarize how the proposed research and participation in the OCA will promote an independent, sustainable career in ovarian cancer research.
- **Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application ***must be uploaded as individual PDF files*** and are limited to the following:
  - **Additional Information (one-page limit):** One page for additional information can be used, at the PI's discretion, to provide supporting data or rationale or justification for the proposed research. If no additional information will be submitted, include a page with the statement "No additional information."
  - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).
  - **Statement of Eligibility (one-page limit):** Use the suggested Ovarian Cancer Academy Award – Early-Career Investigator Eligibility Statement Template

(available for download on the Full Announcement page in 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.

- List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
  - Key Personnel Biographical Sketches (five-page limit per individual): ***All biographical sketches should be uploaded as a single combined file.*** Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.
    - ECI Biographical Sketch.
    - ECI Previous/Current/Pending Support.
    - Designated Mentor Biographical Sketch.
    - Designated Mentor Previous/Current/Pending Support.
    - Other Mentor Biographical Sketch, if applicable.
- **Tab 6 – Submit Pre-Application**

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

### **Pre-Application Screening**

- **Pre-Application Screening Criteria**

To determine the technical merits of the pre-application and the relevance to the mission of the Defense Health Program (DHP) and the OCA, pre-applications will be screened based on the following criteria:

- The ECI (PI on this award) will meet eligibility requirements at the time of full application submission.
- The ECI's (PI's) career goals in ovarian cancer research.
- How well the proposed research plan and participation planning the OCA will help the ECI in promoting an independent, sustainable career in ovarian cancer research.
- How the Designated Mentor and Other Mentor, if applicable, will assist the ECI.
- The ECI's motivation and commitment to participating in the OCA.

- **Notification of Pre-Application Screening Results**

Following the pre-application screening, PIs will be notified as to whether or not they are invited to submit applications; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The estimated timeframe for notification of invitation to submit an application is indicated in [Section I, Overview of the Funding Opportunity](#). Invitations to submit a full application are based on the Pre-Application Screening Criteria listed above.

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

Applications will not be accepted unless notification of invitation has been received.

***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 (<https://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 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.

***Do not password protect any files of the application package, including the Project Narrative.***

**Table 1. Full Application Submission Guidelines**

Extramural Submissions	Intramural DOD Submissions
Application Package Location	
Download application package components for W81XWH-22-OCRP-OCA from Grants.gov ( <a href="https://grants.gov">https://grants.gov</a> ) and create a Grants.gov Workspace. Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.	Download application package components for W81XWH-22-OCRP-OCA from eBRAP ( <a href="https://ebrap.org">https://ebrap.org</a> ).
Full Application Package Components	
<b>SF424 Research &amp; Related Application for Federal Assistance Form:</b> Refer to the General Application Instructions, Section III.A.1, for detailed information.	<p><b>Tab 1 – Summary:</b> Provide a summary of the application information.</p> <p><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="#">Research &amp; Related Subaward Budget Attachment(s) Form</a></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>
Application Package Submission	
<p><b>Create a Grants.gov Workspace.</b> Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p><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 correct any potential technical issues that may disrupt the application submission.</p>	<p><b>Submit package components to eBRAP</b> (<a href="https://ebrap.org">https://ebrap.org</a>).</p> <p><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. <b><i>Do not password</i></b></p>

Extramural Submissions	Intramural DOD Submissions
<p><b>Note:</b> If either the Project Narrative or the budget fails eBRAP validation or 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 <i>prior to</i> the application submission deadline.</p> <p><b>Do not password protect any files of the application package, including the Project Narrative.</b></p>	<p><b><i>protect any files of the application package, including the Project Narrative.</i></b></p>
<u>Application Verification Period</u>	
<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 may be modified <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b></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 may be modified <b><i>with the exception of the Project Narrative and Research &amp; Related Budget Form.</i></b> 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>
Further Information	
<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.</p> <p>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>

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 Research & Related 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 megabytes (MB), and the file size for the entire full application package may not exceed 200 MB.

- **Attachment 1: Project Narrative (12-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 (uniform resource locators) 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.

Describe the proposed research and career development in detail using the outline below.

- **ECI’s Career Goals (one-page limit recommended):** Discuss the ECI’s record of accomplishments, demonstrating the potential for becoming an independent investigator in ovarian cancer research. Describe the ECI’s career goals and plans in ovarian cancer research and how the proposed research and career development experience will promote an independent, sustainable career.
- **Research Project and Feasibility (eight-page limit recommended):** Concisely explain the project’s specific aims to be funded by this application. Describe the experimental design, methods, and analyses, including appropriate randomization, blinding, sample-size estimation, and controls, in sufficient detail for analysis. Address potential problem areas and present alternative methods and approaches.
  - Describe how data will be collected, handled, and analyzed in a manner that is consistent with the study objectives.

- Describe the statistical plan including a power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study.
- If cell lines or animals are to be used, ***justify why the proposed cell line(s) or animal model(s) were chosen.***
- If human subjects, human biological samples, or datasets will be used, describe the study population and include a detailed plan for the recruitment of human subjects or the acquisition of samples.
  - ❖ If applicable, describe the strategy for the inclusion of women and minorities appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of racial, and ethnic group, and an accompanying rationale for the selection of subjects. It is not expected that every study will include all genders and racial and ethnic groups. Studies utilizing human biospecimens or datasets that cannot be linked to a specific individual, gender, ethnicity, or race are exempt from this requirement.

If a small-scale clinical trial is proposed, also include the following:

- Describe the type of clinical trial to be performed (e.g., prospective, randomized, controlled) and outline the proposed methodology in sufficient detail to show a clear course of action. If a small-scale clinical trial requiring U.S. Food and Drug Administration (FDA) approval is proposed, the application must include documentation of an Investigational New Drug (IND) or Investigational Device Exemption (IDE) application submission or approval (i.e., file number of the application or the IND/IDE approval number).
- Identify the intervention to be tested and describe the projected outcomes.
- Define the study variables and describe how they will be measured. Include a description of appropriate controls and the endpoints to be tested.
- Describe the methods that will be used to recruit a sample of human subjects from the accessible population (e.g., convenience, simple random, stratified random). Provide information on the availability of, and access to, the appropriate patient population(s), as well as the ability to accrue sufficient subjects for the clinical trial. Provide readiness and/or anticipated first-patient-in date and a brief timeline for accrual and endpoints readout.
- Describe the human subject-to-group assignment process (e.g., randomization, block randomization, stratified randomization, age-matched controls, alternating group, or other procedures), if applicable. Explain the specific actions to accomplish the group assignment (e.g., computer assignment, use of table of random numbers).

- **Integration of Career Development and Research (one to one-and-a-half page limit recommended):** Describe how the individualized career development plan and research project are integrated and how they will contribute to preparing the ECI for an independent, sustainable career in ovarian cancer research.
- **Commitment to the OCA (one- to one-and-a-half-page limit recommended):** Describe why participation in the OCA is important in developing the ECI’s career. Describe the ECI’s motivation and commitment to participating in the OCA, to include networking and collaborating with other ECI/Designated Mentor pairs (and, if applicable, an Other Mentor) and the OCA Leadership.
- **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.
- Provide an anticipated enrollment table(s) for the inclusion of women and minorities appropriate to the objectives of the study with the proposed enrollment distributed on the basis of race and ethnicity. The Public Health Service (PHS) Inclusion Enrollment Report is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>
- **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 articles 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. For the ECI application, the institution must demonstrate a commitment to the ECI through:
  - At least 50% protected time for ovarian cancer research and OCA activities, including participation in monthly webinars.
  - No less than 25% effort committed to this award for the first 2 years.
  - Although not a requirement of this award mechanism, if applicable, describe any institutional support (e.g., supplies, staff, salary, start-up package) that may be provided for the 4 years of the Ovarian Cancer Academy – Early-Career Investigator Award.
- **Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or organization that demonstrates 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.
- **Intellectual Property:** Information can be found in 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.
- **Data and Research Resources Sharing Plan:** Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
- **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.

Of particular importance, programmatic reviewers typically do not have access to the full application and therefore 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 written using the outline below:

– Career Development and Sustainment Plan

- Summarize how the proposed research and Career Development and Sustainment Plan will facilitate and sustain the ECI's independent career at the forefront of ovarian cancer research.
- Describe how the proposed research project will allow the PI to make valuable contributions to ovarian cancer.

– Research Plan

- Background: Present the ideas and reasoning behind the proposed work.
- Hypothesis: State hypothesis to be tested. Provide supporting evidence or rationale.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design, including appropriate controls.
- Impact: Describe how the proposed research will make an important contribution toward the goal of eliminating ovarian cancer. Describe the potential impact of the proposed research on the health and well-being of Service Members, Veterans, their family members, and all women impacted by this disease.

- **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. Do not duplicate the technical abstract.*** 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 lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer advocate community.

Do not duplicate the technical abstract. Lay abstracts should be written using the outline below:

- Describe the hypothesis and rationale for the proposed project in a manner that will be readily understood by readers without a background in science or medicine.

- Describe the PI’s career goals in ovarian cancer research.
  - How do the research and career development plans support the PI in attaining these goals?
- Describe how the PI will participate in and contribute to the growth of the OCA.
- Describe the ultimate applicability of the research.
  - What types of patients will it help and how will it help them?
  - What are the potential clinical applications, benefits, and risks?
  - What is the projected time it may take to achieve a patient-related outcome?
  - What are the likely contributions of this study to advancing our knowledge of ovarian cancer?
  - What is the potential impact of the proposed research on the health and well-being of Service Members, Veterans, their family members, and all women impacted by this disease?
- **Attachment 5: Statement of Work (three-page limit): Upload as “SOW.pdf”.** The suggested Statement of Work (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>). Recommended strategies for assembling the SOW can be found at <https://ebrap.org/eBRAP/public/Program.htm>.

For the Ovarian Cancer Academy Award – Early Career Investigator mechanism, refer to either the “*Suggested SOW Strategy Clinical Research*” or “*Suggested SOW Strategy Generic Research*”, whichever format is most appropriate for the proposed effort and use the blank SOW format titled “Suggested SOW Format”. The SOW must be in PDF format prior to attaching.

The SOW should indicate a feasible plan and timeline to conduct the research. The SOW must include specific research milestones to be accomplished by the end of each year in 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, specimens, or human-based resources projected or required for each task and at each site. Refer to the General Application Instructions, Appendix 1, for additional information regarding regulatory requirements.

- If applicable, indicate timelines required for regulatory approvals relevant to animals and human subjects research such as institutional IRB or IACUC, USAMRDC human use approval (HRPO), USAMRDC animal use approval (ACURO), or Investigational New Drug (IND) and Investigational Device Exemption (IDE) applications by the FDA or other government agency.
- **Attachment 6: Career Development and Sustainment Plan (two-page limit): Upload as “CareerSustain.pdf”.**
  - Describe the individualized career and professional development plan, which may include workshops, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. Explain how this development plan will enable the ECI to obtain independent ovarian cancer research funding and publish in peer-reviewed journals.
  - Discuss how the Designated Mentor and Other Mentor, if applicable, will assist the ECI in not only developing, but also sustaining, a career as an independent ovarian cancer researcher. Explain how the Career Development and Sustainment Plan is supported by the environment; this should include a description of resources available to the ECI at their institution, and, if different, at the Designated Mentor’s institution.
  - Outline how the ECI and Designated Mentor (and Other Mentor, if applicable) will evaluate the ECI’s progress of achieving and, more importantly, sustaining a productive and independent career in ovarian cancer research.
- **Attachment 7: Impact Statement (one-page limit): Upload as “Impact.pdf”.**  
Explain how the proposed research and Career Development and Sustainment Plan will facilitate professional development and sustain the ECI’s independent career at the forefront of ovarian cancer research. Describe how the proposed research will make a contribution toward the [OCCRP mission](#) and will impact either ovarian cancer research and/or patient/survivor care. *The proposed research must be relevant to active-duty Service Members, Veterans, military beneficiaries, and/or the American public.*
- **Attachment 8: Designated Mentor’s Letter (three-page limit): Upload as “MentorLetter.pdf”.**
  - The Designated Mentor’s letter should describe the ECI’s background and potential to become an independent ovarian cancer researcher. Explain how this award will enhance the ECI’s capabilities to sustain a career in ovarian cancer research.
  - Describe the Designated Mentor’s background and experience in ovarian cancer research, success in acquiring funding in ovarian cancer research, and record of mentoring and training ECIs. Specify the commitment of the Designated Mentor (at least 5% effort) and their staff to the ECI’s professional development and career sustainment. Describe the specific resources that will facilitate success for the ECI.
  - Describe why the Designated Mentor will be a “great” fit in the OCA irrespective of their accomplishments as a researcher and mentor to other ECIs. Describe the

- Designated Mentor’s motivation and commitment to participating in the OCA with the other ECI/Designated Mentor pairs and the Academy Leadership. Describe the Designated Mentor’s commitment and time to serve as a secondary mentor to another ECI in the OCA.
- **Attachment 9: Other Mentor’s Letter for the Ovarian Cancer Academy Award – Early-Career Investigator application, if applicable (two-page limit): Upload as “OtherMentor.pdf”.**
    - The Other Mentor’s letter should describe the ECI’s background and potential to become an independent ovarian cancer researcher. Explain how this award will enhance the ECI’s capabilities to sustain a career in ovarian cancer research.
    - Describe the Other Mentor’s background and experience in research, success in acquiring funding, and record of mentoring and training ECIs. Describe the specific resources that will facilitate success for the ECI.
    - Describe the Other Mentor’s motivation and commitment to participating in the OCA with the other ECI/Designated Mentor pairs and the Academy Leadership.
  - **Attachment 10: Statement of Eligibility (one-page limit): Upload as “Eligible.pdf”.** Use the suggested Ovarian Cancer Academy Award – Early-Career Investigator Eligibility Statement Template (available for download on the Full Announcement page in Grants.gov) signed by the Department Chair, Dean, or equivalent official to verify that the eligibility requirements are met at the application submission deadline.
  - **Attachment 11: Inclusion of Women and Minorities Inclusion Enrollment Report format: Upload as “IWAM.pdf”.** Describe the strategy for the inclusion of women and minorities appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of sex/gender, racial, and ethnic group, and an accompanying rationale for the selection of subjects. Provide an anticipated enrollment table(s) with the proposed enrollment distributed on the basis of sex/gender, race, and ethnicity. The Public Health Service (PHS) Inclusion Enrollment Report is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.
  - **Attachment 12: Representations, if applicable (extramural submissions only): Upload as “RequiredReps.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 13: Suggested Collaborating DOD Military Facility Budget Format, 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 a separate budget using “Suggested Collaborating DOD Military Facility Budget Format”, 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 & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

- **Extramural and Intramural Applications**

To evaluate compliance with Title IX of the Education Amendments of 1972 (20 USC 1681[a] 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, and/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.3, 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 National Institutes of Health Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format.
- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf”.
  - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
  - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- 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.5, and for intramural submissions (via

eBRAP), refer to the General Application Instructions, Section IV.A.4, 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.6, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

**Research & Related Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section III.A.7, for detailed information.

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, 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 “Suggested Collaborating DOD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 13](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DOD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

### **II.D.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)**

The applicant organization must be registered as an entity in SAM (<https://www.sam.gov/SAM/>) and receive confirmation of an “Active” status before submitting an application through Grants.gov. As published in the Federal Register, July 10, 2019, (<https://www.federalregister.gov/documents/2019/07/10/2019-14665/unique-entity-id-standard-for-awards-management>), the UEI for awards management generated through SAM will be used instead of the Data Universal Numbering System (DUNS) number as of April 2022. *All federal awards including, but not limited to, contracts, grants, and cooperative agreements will use the UEI.* USAMRDC will transition to use of the UEI beginning with FY22 announcements and utilize the latest SF424, which includes the UEI. The DUNS will no longer be accepted. Applicant organizations will not go to a third-party website to obtain an identifier. During the transition, your SAM registration will automatically be assigned a new UEI displayed in SAM. (For more information, visit the General Services Administration: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/iae-information-kit/unique-entity-identifier-update>.) Current SAM.gov registrants are assigned their UEI and can view it within SAM.gov. *Authorized Organizational Representatives with existing eBRAP accounts should update their organizational profile to include the UEI prior to submission of the full application to Grant.gov (see Section II.D.4,*

*Submission Dates and Times below*). Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.

#### **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**

***For Both Extramural and Intramural Applicants:*** eBRAP allows an organization's representatives and PIs to view and modify the full application submissions associated with them. 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 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. eBRAP does not confirm the accuracy of file content. Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. 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 Research & Related Budget Form cannot be changed after the application submission deadline.*** 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.

***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 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 the application package 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 **4** years.

The anticipated direct costs budgeted for the entire period of performance will not exceed **\$725,000**. 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 **\$725,000** direct costs or using an indirect cost rate exceeding the organization's negotiated rate.

All direct and indirect costs of any subaward or contract must be included in the total direct costs of the primary award.

For this award mechanism, direct costs may be requested for:

- Travel costs for the ECI and Designated Mentor (and Other Mentor, if applicable) to attend a DOD OCRP 1-day OCA Workshop with the Academy Leadership and other Academy members every other year.
- Travel costs for the ECI and Designated Mentor (and Other Mentor, if applicable) to attend a biennial DOD OCRP multi-day OCA Workshop with the OCRP staff, Academy Leadership, and other Academy members.

May be requested for (not all-inclusive):

- Maximum allowable funding for the Designated Mentor(s) is \$30,000 per year in direct costs.
- If applicable, funding for the Other Mentor must be justified.
- Travel costs between collaborating organizations.
- Travel in support of multidisciplinary collaborations.
- Costs associated with participating in the virtual OCA (e.g., hardware and/or software for the audio- or video-teleconferencing or web-based communications).
- Travel costs for one investigator to travel to two scientific/technical meetings per year, in addition to the required OCA meetings/workshops described above. The intent of travel costs to scientific/technical meetings is to present project information or disseminate project results and/or attend workshops as designated in the Career Development and Sustainment Plan of the OCRP Ovarian Cancer Academy Award – Early-Career Investigator.

Must not be requested for:

- Tuition of graduate students.

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 funds 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.5, 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.5.***

## **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:

- **Early-Career Investigator**
  - The degree to which the ECI's career goals are consistent with a commitment to pursuing and sustaining a career as an ovarian cancer researcher.
  - The extent to which the ECI is motivated and committed to participating in the OCA with the other ECI/Designated Mentor pairs and the Academy Leadership.
  - How well the Designated Mentor's letter (and, if applicable, the Other Mentor's letter) supports the ECI's potential for a productive, sustainable, and independent career in ovarian cancer research.
  - The extent to which the ECI's record of accomplishments (e.g., awards, honors, first author publications, publications in high-impact journals, presentations/speaking engagements, committees, etc.) demonstrates their potential for becoming an independent investigator in ovarian cancer research.

- **Research Project and Feasibility**

- The extent to which the scientific rationale supports the research project and its feasibility as demonstrated by a review and analysis of the literature and relevant preliminary data (preliminary data do not need to come from the ovarian cancer research field).
- How well the hypotheses, experimental design, methods, and analyses are developed and support completion of the aims.
- To what extent the power analysis demonstrates that the sample size is appropriate to meet the objectives of the study, and how well the statistical plan and analyses are developed and integrated into the project.
- If applicable, whether the strategy for the inclusion of minorities and distribution of proposed enrollment are appropriate for the proposed research.
- How well potential problems are identified and alternative approaches are addressed.

- **Clinical Strategy (applicable if proposing a clinical trial)**

- How the type of clinical trial (e.g., prospective, randomized, controlled) proposed is appropriate to meet the project's objectives.
- How the clinical trial is designed with appropriate study variables, controls, and endpoints.
- How well the availability of and access to the appropriate patient population(s), as well as the ability to accrue a sufficient number of subjects are demonstrated.
- Whether the clinical trial design, methods, and analysis plan meet the requirements for applying for and obtaining IND/IDE application status (or other FDA approvals), if appropriate.

- **Career Development and Sustainment Plan**

- How well the application outlines an individualized Career Development and Sustainment Plan for the ECI that is consistent with the OCA and the ECI's research goals.
- How well the individualized Career Development and Sustainment Plan will contribute to the overall professional development of the ECI and prepare the ECI for an independent, and sustainable career in ovarian cancer research.
- How well the Career Development and Sustainment Plan is supported by the environment at the ECI's institution, and, if different, at the Designated Mentor's institution.
- How thorough the plans are for monitoring and evaluating the ECI's progress in becoming an independent investigator in ovarian cancer research.

- **Designated Mentor (and, if applicable, Other Mentor)**
  - The extent to which the Designated Mentor’s (and, if applicable, the Other Mentor’s) background, research experience, and funding history in ovarian cancer will be supportive of the ECI’s career and professional development and transition to independence.
  - How well the Designated Mentor’s track record in preparing ECIs for careers in ovarian cancer research indicates the potential for successful mentorship and development of the ECI as an independent investigator.
  - How well the Designated Mentor describes their motivation and commitment to participating in the OCA, and why they will be a “great” fit in the Academy irrespective of their accomplishments as a researcher and mentor to other ECIs.
- **Impact**
  - To what degree the anticipated results from the proposed research will make a contribution to the [OCRP mission](#), and will impact ovarian cancer research and/or patient/survivor care.
  - To what degree the proposed research project, Career Development and Sustainment Plan, and commitment to participating in the OCA will facilitate professional growth and bring the PI to the forefront of ovarian cancer research.

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

- **Resources and Environment**
  - The extent to which the proposed research project and career development of the ECI are supported by the availability of facilities, equipment, staff, interaction with research colleagues, and other resources.
  - How well the commitment from the institution (of at least 50% protected time) supports the career development of the ECI including time for research and participation in OCA activities such as monthly webinars.
  - If applicable, the degree to which the intellectual and material property plan is appropriate.
- **Budget**
  - Whether the **direct** costs exceed the allowable direct costs, as published in the program announcement.
  - Whether the budget is appropriate for the proposed research.

- **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 FY22 OCRP, as evidenced by the following:
  - Relative impact.
  - Program portfolio composition and balance.
  - Adherence to the intent of the award mechanism.

#### **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**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRDC. *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 <https://cdmrp.army.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and review process for the award mechanisms for the OCRP will be provided to the PI and posted on the CDMRP website.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a statement declaring 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 200.1, 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 supported with FY22 funds are anticipated to be made no later than September 30, 2023. 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.

**Pre-Award Costs:** An institution of higher education, hospital, or non-profit organization may, at its own risk and without the government's prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new award. Refer to the General Application Instructions, Section III.A.5.

***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 Government Organizations:** Funding made 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.

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

Changes in PI are not allowed, except under extenuating circumstances that will be evaluated on a case-by-case basis and at the discretion of the Grants Officer.

The organizational transfer of an award supporting a clinical trial is strongly discouraged and in most cases will not be allowed. Approval of a transfer request will be on a case-by-case basis at the discretion of the Grants Officer.

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**

Applicable requirements in the DoDGARs found in 32 CFR, Chapter I, 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 latest [DoD R&D General Terms and Conditions](#); the [USAMRAA General Research Terms and Conditions with Institutions of Higher Education, Hospitals, and Non-Profit Organizations: Addendum to the DoD R&D General Terms and Conditions](#); and the [USAMRAA General Research Terms and Conditions with For-Profit Organizations](#), for further information.

**New Requirement:** Certification Regarding Disclosure of Funding Sources. The proposing entity must comply with Section 223(a) of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021, which requires that the PI, Partnering PIs (if applicable), and all key personnel:

- Certify that the current and pending support provided on the application is current, accurate, and complete;
- Agree to update such disclosure at the request of the agency prior to the award of support and at any subsequent time the agency determines appropriate during the term of the award; and
- Have been made aware of the requirements under Section 223(a)(1) of this Act.

False, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties (218 USC 1001).

### 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.

The Award Terms and Conditions will specify if more frequent reporting is required.

Funded clinical trials are required to post a copy of the IRB-approved informed consent form used to enroll subjects on a publicly available Federal website in accordance with Federal requirements described in 32 CFR 219.

**Award Expiration Transition Plan:** An Award Expiration Transition Plan must be submitted with the final progress report. Use the one-page template “Award Expiration Transition Plan,” available 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.

**Public Health Service (PHS) Inclusion Enrollment Reporting Requirement (*only required for clinical research studies*):** Enrollment reporting on the basis of sex/gender, race, and/or ethnicity will be required with each annual and final progress report. The PHS Inclusion Enrollment Report is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP.

Awards resulting from this program announcement may entail 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 \$10M 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. These recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as specified in the applicable Representations (see General Application Instructions, Appendix 5, Section B).

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

### **II.G.1. eBRAP 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 eBRAP 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 eBRAP 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 701b. The program announcement numeric version code will match the General Application Instructions version code 701.

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

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

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

The following will result in administrative rejection of the pre-application:

- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

- Submission of an application for which a letter of invitation was not received.
- 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 Preproposal Narrative and 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 FY22 OCRP 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 FY22 OCRP Programmatic Panel members can be found at <https://cdmrp.army.mil/ocrp/panels/panels22>.*
- 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 FY22, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.army.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.
- 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 invited application proposes a different research project than that described in the pre-application.
- The ECI does not meet the eligibility criteria.
- Failure of the Designated Mentor and/or Other Mentor, if applicable, to meet the eligibility criteria.

#### **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 Research & Related 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 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"	
	Career Development and Sustainment Plan: Upload as Attachment 6 with file name "CareerSustain.pdf"	
	Impact Statement: Upload as Attachment 7 with file name "Impact.pdf"	
	Designated Mentor's Letter: Upload as Attachment 8 with file name "MentorLetter.pdf"	
	Other Mentor's Letter: Upload as Attachment 9 with file name "OtherMentor.pdf," if applicable	
	Statement of Eligibility: Upload as Attachment 10 with file name "Eligible.pdf"	
	Inclusion of Women and Minorities Inclusion Enrollment Report format: Upload as Attachment 11 with file name "IWAM.pdf"	
	Representations (extramural submissions only): Upload as Attachment 12 with file name "RequiredReps.pdf" if applicable	
	Suggested Collaborating DOD Military Facility Budget Format: Upload as Attachment 13 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> )	Suggested DOD Military Budget Format, including justification	
Project/Performance Site Location(s) Form	Complete form as instructed	
Research & Related Subaward Budget Attachment(s) Form, if applicable	Complete form as instructed	
<b>Additional Application Components</b>	<b>Action</b>	<b>Completed</b>
Confidential Letters of Recommendation	Confirm upload to eBRAP	



## **APPENDIX 1: ACRONYM LIST**

ACURO	Animal Care and Use Review Office
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
DHP	Defense Health Program
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
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
FDA	U.S. Food and Drug Administration
FY	Fiscal Year
HRPO	Human Research Protection Office
IACUC	Institutional Animal Care and Use Committee
IDE	Investigational Device Exemption
IND	Investigational New Drug
IRB	Institutional Review Board
M	Million
MIPR	Military Interdepartmental Purchase Request
OCRP	Ovarian Cancer Research Program
ORCID	Open Researcher and Contributor ID, Inc.
ORP	Office of Research Protections
PI	Principal Investigator
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, and/or Mathematics
UEI	Unique Entity Identifier
URL	Uniform Resource Locator
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRDC	U.S. Army Medical Research and Development Command
USC	United States Code