Program Announcement

Defense Health Program

Department of Defense

Congressionally Directed Medical Research Programs

Lung Cancer Research Program

Idea Development Award

Funding Opportunity Number: W81XWH-12-LCRP-IDA

Catalog of Federal Domestic Assistance Number: 12.420

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), May 30, 2012
- **Invitation to Submit an Application:** July 2012
- **Application Submission Deadline:** 11:59 p.m. ET, September 20, 2012
- **Peer Review:** November 2012
- **Programmatic Review:** January 2013

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

Applications for the Lung Cancer Research Program (LCRP) are being solicited by the Assistant Secretary of Defense for Health Affairs, Defense Health Program. The LCRP was established in fiscal year 2009 (FY09) to promote innovative and competitive research focused on the development of integrated components to identify, treat, and manage early curable lung cancer. Appropriations for the LCRP from FY09 through FY11 totaled $47.8 million (M). The FY12 appropriation is $10.2M.

The goal of the FY12 LCRP is to eradicate deaths from lung cancer to better the health and welfare of the military and the American public. As such, the LCRP will support and integrate research from multiple disciplines for risk assessment, early detection, diagnosis, prevention, cure, and control of lung cancer.

B. Award Information

The LCRP Idea Development Award mechanism is being offered for the first time in FY12.

The Idea Development Award is designed to promote new ideas that are still in the early stages of development and have the potential to yield impactful data and new avenues of investigation. This mechanism supports conceptually innovative, high-risk/high-reward research that could lead to critical discoveries or major advancements that will accelerate progress toward eradicating deaths from lung cancer. Applications should include a well-formulated, testable hypothesis based on strong scientific rationale.

Preliminary data to support the feasibility of the research hypotheses and research approaches are required; however, these data do not necessarily need to be in lung cancer.

Innovation: Research deemed innovative may introduce a new paradigm, challenge current paradigms, look at existing problems from new perspectives, or exhibit other uniquely creative qualities.

Impact: Research that has high potential impact may lead to major advancements and significantly accelerate progress toward eradicating deaths from lung cancer.

It is the responsibility of the Principal Investigator (PI) to clearly and explicitly articulate the project's innovation and its potential impact on lung cancer. The project's impact to both lung cancer research and to lung cancer patients should be articulated, even if clinical impact is not an immediate outcome.

Areas of Emphasis: To be considered for funding, applications for the FY12 LCRP Idea Development Award must address at least one of the seven Areas of Emphasis listed below.

- Identification or development of non-invasive or minimally invasive tools to improve detection of the initial stages of lung cancer;

- Identification, development, and/or building upon already existing tools for screening or early detection of lung cancer. Screening may include, but is not limited to, computed tomography scans, X-rays, other imaging biomarkers, genetics/genomics/ proteomics/metabolomics, and assessment of risk factors;
- Understanding the molecular mechanisms of progression to clinically significant lung cancer;
- Understanding the molecular mechanisms that lead to various subtypes of lung cancer;
- Identification of innovative strategies for prevention and treatment of early lung cancer;
- Understanding predictive and prognostic markers to identify responders and non-responders;
- Understanding acquired resistance to treatment.

Research involving human subjects and human anatomical substances is permitted; however, clinical trials are not allowed under this funding opportunity. For more information on clinical trials and clinical research overall, a Human Subject Resource Document is provided on the CDMRP eReceipt System at https://cdmrp.org/Program_Announcements_and_Forms/.

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

C. Eligibility Information

- The PI must be an independent investigator at or above the level of Assistant Professor (or equivalent), and be within 10 years of his/her first faculty appointment (or equivalent) by the time of the application submission deadline.
- Cost sharing/matching is not an eligibility requirement.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

D. Funding

- The maximum period of performance is **2** years.
- The maximum allowable direct costs for the entire period of performance are **$350,000** plus indirect costs.
- All direct and indirect costs of any subaward (subgrant or subcontract) must be included in the total direct costs of the primary award.
- The applicant may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **2** years.

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

Refer to the General Application Instructions, Section II.C., for budget regulations and instructions for the Research & Related Budget. In addition, for this award mechanism, direct costs:

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs (other than costs for clinical trials, which are not allowed)
- Travel between collaborating organizations
- Travel costs of up to $1,800 per year to attend scientific/technical meetings

The CDMRP expects to allot approximately $2.24M of the $10.2M FY12 LCRP appropriation to fund approximately 4 Idea Development Award applications, depending on the quality and number of applications received. Funding of applications received in response to this Program Announcement/Funding Opportunity is contingent upon the availability of Federal funds for this program.

II. SUBMISSION INFORMATION

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

Submission of the same research project to different funding opportunities within the same program and fiscal year is prohibited. The Government will reject duplicative applications.

A. Where to Obtain the Application Package

To obtain the complete application package, including all required forms, perform a Grants.gov (http://www.grants.gov/) basic search using the Funding Opportunity Number: W81XWH-12-LCRP-IDA.

B. Pre-Application Submission Content and Form

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

PIs and organizations identified in the application should be the same as those identified in the pre-application. If any changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at help@cdmrp.org or 1-301-682-5507.

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

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

  FY12 LCRP Integration Panel (IP) members should not be involved in any pre-application or application. For questions related to IP members and pre-applications or applications, refer to Section IV.C., Withdrawal, or contact the CDMRP Help Desk (help@cdmrp.org or 1-301-682-5507).

- **Required Files – Tab 4**

  Preproposal Narrative (two-page limit): The Preproposal Narrative page limit applies to text and any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, and cartoons needed to support the proposed study. ***The inclusion of preliminary data relevant to the proposed project, but not necessarily in lung cancer, is required.***

  The Preproposal Narrative should describe the proposed project using the outline below:

  - **Rationale:** Clearly articulate the rationale for the project by presenting the ideas and reasoning that support it; include relevant literature citations.
  - **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
  - **Research Approach:** State the project's specific aims and briefly describe the experimental approach to be used for accomplishing the aims. ***This award cannot be used to conduct clinical trials.***
  - **Innovation:** Describe how the proposed study is innovative.
  - **Impact:** Briefly explain the applicability of the research on lung cancer patients and describe how the proposed project will have an impact toward eradicating deaths from lung cancer.
  - **Areas of Emphasis:** Briefly describe how the proposed research is relevant to at least one of the LCRP Areas of Emphasis.

  Pre-Application Supporting Documentation: The items to be included as supporting documentation for the pre-application are limited to:

  - References Cited (one-page limit): List relevant references 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). The inclusion of Internet URLs to references is encouraged.

- List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.
- PI Biographical Sketch (two-page limit): Include a biographical sketch for the PI.
- Eligibility Statement (one-page limit): Provide a Statement of Eligibility form signed by the Department Chair, Dean, or equivalent official, and should verify that the PI meets the eligibility requirements outlined in Section I.C.

- **Submit Pre-Application – Tab 5**

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

- **Other Documents Tab**

  No additional documents are required**.**

Pre-Application Screening

- **Pre-Application Screening Criteria**

  To determine the technical merits of the pre-application and the relevance to the mission of the Department of Defense (DoD) and LCRP, pre-applications will be screened by the LCRP Integration Panel based on the following criteria:

  - **Innovation:** To what degree the proposed research is highly creative and represents more than an incremental advance upon published data.
  - **Impact:** To what degree the proposed study could lead to critical discoveries or major advancements that will accelerate progress toward eradicating deaths from lung cancer.
  - **Research Approach:** To what degree the experimental approach for accomplishing the specific aims is feasible and addresses the hypothesis or objective.
  - **Responsiveness to Areas of Emphasis:** To what degree the proposed research is responsive to at least one of the LCRP Areas of Emphasis.

- **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 an application; however, they will not receive feedback (e.g., a critique of strengths and weaknesses) on their pre-application. The Invitation to Submit an Application date is indicated on the title page of this Program Announcement/ Funding Opportunity.

C. Application Submission Content and Form

An application will not be accepted unless the PI has received an invitation to submit an application.

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

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

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

2. **Attachments Form**

   - **Attachment 1: Project Narrative (10-page limit):** Upload as "ProjectNarrative.pdf."

     The 10-page limit of the Project Narrative is inclusive of any figures, tables, graphs, photographs, diagrams, chemical structures, pictures, pictorials, cartoons, and other relevant information needed to judge the application.

     Describe the proposed project in detail using the outline below. ***The inclusion of preliminary data relevant to the proposed project, but not necessarily in lung cancer, is required.*** Any preliminary data provided should be from the laboratory of the PI or member(s) of the collaborating team named on the application.

     - **Background:** Present the ideas and reasoning behind the proposed research; include relevant literature citations. Describe previous experience most pertinent to this application.
     - **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
     - **Specific Aims:** Concisely explain the project's specific aims. If this application is part of a larger study, present only tasks that this award would fund.
     - **Research Strategy:** Describe the experimental design, methods, and analyses, including appropriate controls, in sufficient detail for analysis. Address potential problem areas and present alternative methods and approaches. If human subjects or human biological samples will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples. ***This award cannot be used to conduct clinical trials.***

   - **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named "Support.pdf." If documents are

scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***There are no page limits for any component unless otherwise noted. Include only those components described below; inclusion of items not requested may result in administrative rejection of the application.***

- References Cited: List the references cited (including URLs if available) in the project narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
- List of Abbreviations, Acronyms, and Symbols: Provide a list of abbreviations, acronyms, and symbols.
- Facilities, Existing Equipment, and Other Resources: Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate if Government-owned facilities or equipment are proposed for use. Reference should be made to the original or present award under which the facilities or equipment items are now accountable. There is no form for this information.
- Publications and/or Patent Abstracts (five-document limit): Include relevant publication URLs and/or patent abstracts. If publications are not publicly available, then they must be included. 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, reflecting the laboratory space, equipment, and other resources available for the project.
- Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work.
- Intellectual and Material Property Plan (if applicable): Provide a plan for resolving intellectual and material property issues among participating organizations.

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

  The technical abstract is used by all reviewers; however, programmatic reviewers do not have access to the full application and rely on the technical abstract for appropriate description of the project's key aspects.

  - Background: Present the ideas and reasoning behind the proposed project.
  - Objective: State the objective to be reached. Provide evidence or rationale that supports the objective.
  - Specific Aims: State the specific aims of the study.
  - Study Design: Briefly describe the study design.
  - Impact: Summarize the potential impact of the proposed project toward the goal of eradicating deaths from lung cancer.
  - Innovation: Briefly describe how the proposed project is innovative.

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

  Lay abstracts should be written using the outline below. ***Do not duplicate the technical abstract***. The lay abstract is used by consumer peer reviewers along with other components of the application package.

  - Describe the scientific objective 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 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? If the research is too basic for clinical applicability, describe the interim outcomes expected and their applicability to the field.
    - What is the projected time it may take to achieve a clinically relevant outcome?
  - What are the likely contributions of this study to advancing the field of lung cancer research?

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

- **Attachment 6: Impact Statement (one-page limit):** Upload as "Impact.pdf."

  Describe how the proposed research addresses at least one of the LCRP Areas of Emphasis. Articulate the project's impact to both lung cancer research and to lung cancer patients, even if clinical impact is not an immediate outcome. Describe how the proposed project, if successful, will lead to major advancements and significantly accelerate progress toward eradicating deaths from lung cancer.

- **Attachment 7: Innovation Statement (one-page limit):** Upload as "Innovation.pdf."

  Describe how the proposed work is innovative. Investigating the next logical step or incremental advancement on published data is not considered innovative. The following examples of ways in which research may be innovative, ***although not all-inclusive***, are intended to help PIs frame the innovative features of their applications:

  - Study concept – Investigation of a novel idea and/or research question that could have a significant impact on lung cancer.
  - Research method or technology – Use of novel research methods or new technologies to address a research question.
  - Novel method or technology – Development of a novel method or technology for prevention, detection, diagnosis, or treatment of lung cancer.

- Existing methods or technologies – Application or adaptation of existing methods or technologies for novel research or clinical purposes, or for research or clinical purposes that differ fundamentally from those originally intended.

3. **Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C., for detailed information.

   - PI Biographical Sketch (four-page limit): Upload as "Biosketch_LastName.pdf."
   - PI Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."
   - Key Personnel Biographical Sketches (four-page limit each): Upload as "Biosketch_LastName.pdf."
   - Key Personnel Current/Pending Support (no page limit): Upload as "Support_LastName.pdf."

4. **Research & Related Budget:** Refer to the General Application Instructions, Section II.C., for detailed information.

   - Budget Justification (no page limit): Upload as "BudgetJustification.pdf."

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

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

D. Submission Dates and Times

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

E. Other Submission Requirements

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

All applications must be submitted through Grants.gov. Organizations are required to provide a Data Universal Numbering System (DUNS) number and register with the Central Contractor Registry (CCR) to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Appendix 3, for information on Grants.gov requirements.

III. APPLICATION REVIEW INFORMATION

A. Application Review and Selection Process

All applications are evaluated by scientists, clinicians, and consumer advocates using a two-tier review process. The first tier is a peer review of applications against established criteria for determining technical merit. The second tier is a programmatic review that compares

applications to each other and makes recommendations for funding to the Commanding General, USAMRMC, based on technical merit, the relevance to the mission of the DoD and LCRP, and the specific intent of the award mechanism. The highest-scoring applications from the first tier of review are not automatically recommended for funding. Additional information about the two-tier review process used by the CDMRP can be found at http://cdmrp.army.mil/about/fundingprocess.shtml.

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

B. Application Review Criteria

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

   - **Innovation**
     - How well the research proposes new paradigms, challenges existing paradigms, or is otherwise highly creative in one or more of the following ways: Concept or question, research methods or technologies, adaptations of existing methods or technologies, or other ways**.**
     - To what degree the proposed research represents more than an incremental advance upon published data.

   - **Impact**
     - How the research, if successful, may lead to critical discoveries or major advancements that significantly accelerate progress toward eradicating deaths from lung cancer.
     - How well the proposed research addresses at least one of the LCRP Areas of Emphasis.

   - **Research Strategy and Feasibility**
     - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of the literature, relevant preliminary data, and logical reasoning.

- How well the hypotheses or objectives, aims, experimental design, methods, and analyses are developed.
- How well the PI acknowledges potential problems and addresses alternative approaches.

- **Personnel**
  - Appropriateness of the levels of effort by the PI and other key personnel to ensure the success of this research effort.
  - How well the PI's record of accomplishment demonstrates his/her ability to accomplish the proposed work.

The following unscored criteria will also contribute to the overall evaluation of the application:

- **Environment**
  - To what degree the scientific environment is appropriate for the proposed research.
  - How well the research requirements are supported by the availability of and accessibility to facilities and resources (including collaborative arrangements).
  - To what degree the quality and extent of organizational support are appropriate.

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

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

2. **Programmatic Review:** To determine the application's relevance to the mission of the DoD and LCRP, as well as to make funding recommendations, the following equally considered criteria are used by programmatic reviewers:

- Adherence to the intent of the award mechanism
- Programmatic relevance in relation to the LCRP Areas of Emphasis
- Ratings and evaluations of the peer reviewers
- Relative innovation and impact
- Program portfolio composition

C. Recipient Qualification

Refer to the General Application Instructions, Appendix 1, for additional information on organization and Government agency requirements.

D. Application Review Dates

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

E. Notification of Application Review Results

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

IV. ADMINISTRATIVE ACTIONS

After receipt of pre-applications from CDMRP eReceipt or applications from Grants.gov, the following administrative actions may occur:

A. Rejection

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

- Preproposal Narrative exceeds page limit.
- 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.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.

B. Modification

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

C. Withdrawal

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

- A FY12 LCRP Integration Panel (IP) member is named as being involved in the research proposed or is found to have assisted in the pre-application or application processes including, but not limited to, concept design, application development, budget preparation, and the development of any supporting document. A list of the FY12 LCRP IP members can be found at http://cdmrp.army.mil/lcrp/panels/panels12.shtml.
- The application does not conform to this Program Announcement/Funding Opportunity description to an extent that precludes appropriate review.
- Direct costs as shown on the Research & Related Budget exceed the maximum allowed by this Program Announcement/Funding Opportunity.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- Inclusion of any employee of CDMRP review contractors in applications for funding without adequate plans to mitigate conflicts of interest. Refer to the General Application Instructions, Section II.B., for detailed information.
- The application does not address at least one of the Areas of Emphasis.
- The proposed research is, or requests funding for, a clinical trial.
- The PI does not meet the eligibility criteria as described in this Program Announcement/Funding Opportunity.

D. Withhold

Applications that appear to involve research misconduct will be administratively withheld from further consideration pending institutional investigation. The institution will be required to provide the findings of the investigation to the U.S. Army Medical Research Acquisition Activity (USAMRAA) Contracting/Grants Officer for a determination of the final disposition of the application.

V. AWARD ADMINISTRATION INFORMATION

A. Award Notice

Awards will be made no later than September 30, 2013. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

B. Administrative and National Policy Requirements

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

C. Reporting

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

D. Award Transfers

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

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

VI. AGENCY CONTACTS

A. CDMRP Help Desk

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

Phone: 1-301-682-5507

Email: help@cdmrp.org

B. Grants.gov Contact Center

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

Phone: 1-800-518-4726

Email: support@grants.gov

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

VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Action	Completed
SF-424 (R&R) Application for Federal Assistance Form	Complete form as instructed.	
Attachments Form	Upload Project Narrative (ProjectNarrative.pdf) as Attachment 1.	
	Upload Supporting Documentation (Support.pdf) as Attachment 2.	
	Upload Technical Abstract (TechAbs.pdf) as Attachment 3.	
	Upload Lay Abstract (LayAbs.pdf) as Attachment 4.	
	Upload Statement of Work (SOW.pdf) as Attachment 5.	
	Upload Impact Statement (Impact.pdf) as Attachment 6.	
	Upload Innovation Statement (Innovation.pdf) as Attachment 7.	
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field.	
	Attach PI 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 Current & Pending Support (Support_LastName.pdf) for each senior/key person to the appropriate field.	
Research & Related Budget	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field.	
Project/Performance Site Location(s) Form	Complete form as instructed.	
R & R Subaward Budget Attachment(s) Form	Complete form as instructed.	