

# **Program Announcement**

**Defense Health Program**

**Department of Defense**

**Congressionally Directed Medical Research Programs**

## **Peer Reviewed Cancer Research Program**

### **Career Development Award**

**Funding Opportunity Number: W81XWH-12-PRCRP-CDA**

**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), June 19, 2012
- **Invitation to Submit an Application:** July 2012
- **Application Submission Deadline:** 11:59 p.m. ET, September 12, 2012
- **Peer Review:** November 2012
- **Programmatic Review:** January 2013

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

Applications for the Peer Reviewed Cancer Research Program (PRCRP) are being solicited by the Assistant Secretary of Defense for Health Affairs, Defense Health Program. The PRCRP was established in 2009 to provide support for cancer research of exceptional scientific merit not addressed by the breast cancer, prostate cancer, lung cancer, and ovarian cancer research programs executed and managed by the Office of the Congressionally Directed Medical Research Programs (CDMRP).

Appropriations for the PRCRP from FY09 through FY11 totaled \$47 million (M). The FY12 appropriation is \$12.8M.

The goal of the PRCRP is to improve quality of life by decreasing the impact of cancer on service members, their families, and the American public. The FY12 PRCRP fosters the next generation of cancer research by providing new and early career investigators opportunities to excel in groundbreaking cutting-edge research for the prevention, detection, and treatment of cancer.

### B. FY12 PRCRP Topic Areas

*The required FY12 PRCRP Topic Areas as directed by Congress are:*

- Blood cancers
- Colorectal cancer
- Genetic cancer research
- Kidney cancer
- *Listeria* vaccine for cancer
- Melanoma and other skin cancers
- Mesothelioma
- Pancreatic cancer
- Pediatric brain tumors

All applications **must** address research into at least one of the FY12 PRCRP Topic Areas. The Government reserves the right to withdraw any pre-application or application if at least one of the FY12 PRCRP Topic Areas is not addressed. Research applications in the areas of breast, prostate, lung (excluding mesothelioma) or ovarian cancer will **not** be accepted by the FY12 PRCRP.

## C. Award Information

The PRCRP Career Development Award mechanism is being offered for the first time in FY12. To support the next generation of cancer research, this award offers opportunity for individuals in the early stages of their careers to obtain the funding, mentoring, and experience necessary to advance an independent position at the forefront of cancer research.

The Career Development Award is intended to support novel and innovative research projects with an emphasis on discovery. ***Preliminary data is not required.*** The proposed research project should include a well-formulated, testable hypothesis based on strong scientific rationale and study design.

Key elements of the award include:

- **Principal Investigator (PI):** PIs must be research- or physician-scientists at an early stage of their independent research careers. The PI's record of accomplishment will be evaluated regarding his or her potential for contributing to at least one of the FY12 PRCRP Topic Areas.
- **Mentorship:** A designated mentor is required. The mentor must have experience in at least one of the FY12 PRCRP Topic Areas, as demonstrated by a record of funding and publications. In addition, the mentor must demonstrate a commitment to developing the PI's independent research career in cancer research.
- **Career Development Plan:** A Career Development Plan is required and should be prepared with guidance from the mentor. The application should include a clearly articulated strategy for acquiring the necessary skills, competence, and expertise to advance an independent career at the forefront of cancer research in at least one of the FY12 PRCRP Topic Areas. Because career development is the focus of this award, the PI's organization must demonstrate a commitment to the PI through a minimum of 50% protected time for the proposed research, though more protected time is highly desirable.
- **Research Focus:** Studies with emphasis on discovery and responsive to at least one of the FY12 PRCRP Topic Areas must be proposed for the Career Development award.
- **Innovation:** Research deemed innovative may represent a new paradigm, challenge existing paradigms, or look at existing problems from new perspectives. Research may be innovative in study concept, research methods or technology, or adaptations of existing methods or technologies. Research that represents an incremental advance on previously published work is not considered innovative.
- **Impact:** The proposed research should have a significant impact on the concepts or methods that are likely to accelerate the movement of promising ideas in cancer research into clinical applications.
- **Relevance to Military Beneficiaries:** The proposed research should address cancers relevant to service members, Veterans, and their families.

**Use of Human Subjects and Human Biological Substances:** All Department of Defense (DoD)-funded research involving human subjects and human biological substances must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO), in addition to local Institutional Review Boards. The HRPO is mandated to comply with specific laws and directives governing all research involving human subjects that is conducted or supported by the DoD. These laws and directives are rigorous and detailed, and will require information in addition to that supplied to the local review board. Allow a minimum of 6 months for regulatory review and approval processes for studies involving human subjects. Correlative clinical research studies are allowed under this mechanism. ***Clinical trials are not permitted.*** Refer to the General Application Instructions, Appendix 5, for additional information about studies involving human subjects, human subjects' data, or human anatomical substances. Definitions of human subject use may be accessed at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/](https://cdmrp.org/Program_Announcements_and_Forms/).

***The 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.***

#### **D. Eligibility Information**

- ***The PI, an independent, early-career investigator, must by the time of application submission deadline:***
  - Be within 5 years of first faculty appointment or equivalent; and
  - Hold a position at the level of Assistant Professor, instructor, or equivalent; and

PIs working within a laboratory team are eligible to apply for this award provided they can demonstrate that they are independent investigators according to the criteria above.

- ***The mentor must, by the time of application submission:***
  - Hold a position at or above the level of an Associate Professor (or equivalent); and
  - Have a proven publication and funding record in at least one of the FY12 PRCRP Topic Areas; and
  - Not have a major research focus in breast, prostate, lung (excluding mesothelioma), or ovarian cancer.
- Cost sharing/matching is not an eligibility requirement.
- It is ***not*** required that the PI and the mentor be located at the same institution.
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

## E. Funding

- The maximum period of performance is **2** years.
- The maximum allowable direct costs for the entire period of performance are **\$240,000** 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 for the PI
- Research supplies
- Publication costs
- Travel between collaborating organizations
- Travel costs of up to \$1,800 per year to attend scientific/technical meetings

Must not be requested for:

- Mentor

***The CDMRP expects to allot approximately \$3.46M of the \$12.8M FY12 PRCRP appropriation to fund approximately 9 Career 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-PRCRP-CDA.

#### **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 other changes are necessary after submission of the pre-application, the PI must contact the CDMRP Help Desk at [help@cdmrp.org](mailto:help@cdmrp.org) or 301-682-5507.

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

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

FY12 PRCRP 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](#) (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.

The Preproposal Narrative should include the following:

- **Personnel:** Clearly state how the PI is eligible for this award. Describe the PI's potential for a career at the forefront of cancer research in at least one of the FY12 PRCRP Topic Areas. State the qualifications of the mentor.

- **Career Development:** Briefly describe the career development plan of the PI and how it will advance the independent career of the PI in cancer research.
- **Research Idea:** Concisely state the project's objectives and specific aims.
- **Innovation:** Describe how the research is innovative and represents more than an incremental advance on published data.
- **Impact:** Describe the impact these studies will have on at least one of the FY12 PRCRP Topic Areas and their relevance to military beneficiaries.

**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.
- **Key Personnel Biographical Sketches (four-page limit per individual).**
- **Key Personnel Current/Pending Support (no page limit).**

- **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 DoD and the PRCRP, pre-applications will be screened based on the following criteria:

- **Personnel:** Whether the PI is eligible and demonstrates potential for contributing to the field. Whether the mentor is eligible and has a record of research in at least one of the FY12 PRCRP Topic Areas for the project.
- **Career Development Plan:** How the PI's career goals are consistent with a commitment to advance an independent research career as a cancer researcher. How the career development plan will contribute to the overall professional development of the PI. How the mentor will contribute to the PI's career development.



- **Research Idea:** How the rationale and specific aims support the project's objectives.
- **Innovation:** How the research examines a new paradigm, challenges existing paradigms, or looks at existing problems from new perspectives. How well the research represents more than an incremental advance on published data.
- **Impact:** What impact these studies will have on at least one of the FY12 PRCRP Topic Areas and their relevance to military beneficiaries.
- **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-applications.

The invitation date to submit an application is indicated on the [title page](#) of this Program Announcement/Funding Opportunity.

### C. Application Submission Content and Form

*Applications 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 Career 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 (eight-page limit): Upload as "ProjectNarrative.pdf."

Describe the proposed project in detail using the outline below.

- **Principal Investigator:** State the eligibility of the PI. Describe the PI's potential for a career at the forefront of cancer research in at least one of the FY12 PRCRP Topic Areas. Describe qualifications and achievements that make the PI an ideal candidate for this award. Describe the PI's career goals as a researcher and/or clinician and how the proposed training will advance his or her career in at least one of the FY12 PRCRP Topic Areas.

- **Mentor:** Describe the qualifications of the mentor including record of research accomplishments, publications, patents, and funding in at least one of the FY12 PRCRP Topic Areas. Describe the mentor's background and experience in at least one of the FY12 PRCRP Topic Areas and discuss how the mentor will assist the PI in advancing his or her career. If the mentor and PI are located at different organizations, describe how appropriate direction and oversight will be accomplished.
- **Career Development Plan:** Describe the career development plan with an appropriate timeline, which may include coursework, laboratory techniques, conferences, seminars, journal clubs, teaching responsibilities, and/or clinical responsibilities. State how the mentor will contribute to the advancement of the PI's career. Explain how the career development plan is supported by the environment. Include information on training or collaborations with other investigators. Discuss the PI's career plans after the completion of this award.
- **Research:** Identify the FY12 PRCRP Topic Area(s) with which the proposed project aligns. Describe the project, including background, hypothesis or objectives, specific aims, experimental design, and methods. Cite relevant literature references. Address potential problem areas and present alternative methods and approaches.
- **Innovation:** State how the proposed research is novel, challenges existing paradigms, methods or concepts. Describe how the study tackles an issue in at least one of the FY12 PRCRP Topic Areas from a new perspective.
- **Impact:** Provide a brief statement regarding the potential impact of this work on at least one of the FY12 PRCRP Topic Areas. ***It is the responsibility of the applicant to clearly and explicitly articulate the project's impact on military beneficiaries.*** Describe how the project will lead to an original and important contribution to the goal of advancing basic, translational, or clinical cancer research, or on the quality of life of individuals with cancer.
- **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 a copy/copies of the published manuscript(s) must be included in Attachment 2. Extra items will not be reviewed.
- Letters of Organizational Support: Provide a letter (or letters, if applicable), signed by the Department Chair or appropriate organization official, reflecting the laboratory space, equipment, support for 50% or more protected time for the PI, 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.”

Technical abstracts should be written using the outline below. 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.

- **Personnel**
  - Describe the PI’s potential for career at the forefront of cancer research in at least one of the FY12 PRCRP Topic Areas. Describe the mentor’s background and experience in at least one of the FY12 PRCRP Topic Areas.
- **Career Development**
  - Describe how the award will provide the PI with the opportunity to advance an independent career at the forefront of cancer research.
- **Research**
  - Background: Present the ideas and reasoning behind the proposed work.

- Objective/Hypothesis: State the objective/hypothesis to be tested. State the specific aims of the study.
  - Study Design: Briefly describe the study design including appropriate controls.
  - Innovation: Briefly describe how the proposed project presents new paradigms or challenges existing paradigms, research methods or technologies. Demonstrate how the proposed research represents more than an incremental advance.
  - Impact: Summarize how the proposed research will have an impact on at least one of the FY12 PRCRP Topic Areas and is relevant to military beneficiaries.
- **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.

- 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 PI’s career goals in cancer research.
    - How the award will provide the PI with the opportunity to advance an independent career at the forefront of cancer research.
    - How does the research plan support the PI in attaining these goals?
  - 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 the field of cancer research?
  - Summarize how the proposed research will have an impact on at least one of the FY12 PRCRP Topic Areas and is relevant to military beneficiaries.
- **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.” State explicitly how the proposed research project will have an impact on cancer research and/or patient care. Describe how the proposed research addresses at least one of the FY12 PRCRP Topic Areas.

- **Attachment 7: Innovation Statement (one-page limit):** Upload as “Innovation.pdf.” Describe how the proposed research is innovative in one or more ways (e.g., concept or question, research methods or technologies, adaptations of existing methods or technologies). Summarize how the proposed research is innovative and leading to discovery. Investigating the next logical step or an incremental advancement on published data is not considered innovative.
- **Attachment 8: Letter from Mentor (two-page limit):** Upload as “MentorLetter.pdf.” Provide a signed letter from the designated mentor indicating recommendation, support, and planned interaction with the PI for the proposed work. Include information on the Mentor’s record of preparing junior investigators for careers in cancer research.
- **Attachment 9: Relevance to Military Beneficiaries Statement (one-page limit):** Upload as “MilBen.pdf.” Describe the impact, either short-term or long-term, of the proposed research on the health and welfare of service members, their families, and other military beneficiaries. Describe how the proposed project is responsive to at least one of the FY12 PRCRP Topic Areas in a militarily relevant manner. Describe how the study design will replicate field conditions, if appropriate. If active duty military, military families, or U.S. Veteran population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed study, and the feasibility of using the population. If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population (i.e., Armed Forces, their family members, and/or the U.S. Veteran population).

**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.”
  - *Include the PI’s and the mentor’s biographical sketches.*
- Key Personnel Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - *Include the PI’s and the mentor’s current/pending support.*

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 PRCRP 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:

- **Principal Investigator**

- To what degree the PI's record of accomplishments demonstrates his/her potential for advancement as an independent investigator in cancer research.
- How well the PI's career goals are consistent with a commitment to pursuing and sustaining a career as a cancer researcher in at least one of the FY12 PRCRP Topic Areas.

- **Mentor**

- How well the mentor's background, research experience, and funding history support the PI's career advancement needs.
- Whether the designated mentor is an independent, established researcher in at least one of the FY12 PRCRP Topic Areas as demonstrated by publications, patents, and/or funding history.
- To what degree the mentor's track record in preparing investigators for careers in cancer research indicates the potential for successful mentorship and advancement of the PI as an independent investigator.

- **Career Development Plan**

- How well the PI has outlined an individualized career development plan that augments his/her expertise.
- How well the training will advance the PI's independent career in at least one of the FY12 PRCRP Topic Areas.
- To what degree the mentor will be involved in guidance and intellectual collaboration and support of the PI.

- **Research Project, Strategy, and Feasibility**

- How the scientific rationale supports the research project and its feasibility as demonstrated by a review and analysis of the literature and relevant preliminary data (if applicable).

- How well the hypotheses or objectives, experimental design, methods, and analyses are developed and support completion of the aims.
- How the research project is appropriate for advancing the PI's career in cancer research and/or clinical medicine.
- To what degree the levels of effort are appropriate for successful conduct of the proposed work.
- How well the PI acknowledges potential problems and addresses alternative approaches.
- **Innovation**
  - To what extent the proposed research is novel, challenges existing paradigms, presents new ideas, research methods or technologies.
  - How well the proposed research represents more than an incremental advance to published data.
- **Impact**
  - To what degree the expected results of the project will contribute to the goal of advancing research in at least one of the indicated FY12 PRCRP Topic Areas.
  - How the research is relevant to military beneficiaries.

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

- **Environment**
  - Whether there is a clear organizational commitment to allow protection of at least 50% of the PI's time for the proposed research.
  - How the quality and extent of other organizational support is 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 PRCRP, 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
- Program portfolio composition with consideration of relevance to military beneficiaries
- Ratings and evaluations of the peer reviewers
- Relative innovation and impact
- Responsiveness to FY12 PRCRP Topic Areas

### **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:

- 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.
- Submission of an application for which a letter of invitation was not received.

## **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 PRCRP 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 PRCRP IP members can be found at <http://cdmrp.army.mil/prcrp/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.
- Submission of the same research project to different funding opportunities within the same program and fiscal year.

- The PI and/or mentor do not meet the eligibility criteria as described in this Program Announcement/Funding Opportunity.
- The failure to address one of the required FY12 PRCRP Topic Areas.
- The pre-application or application proposes breast, prostate, lung (excluding mesothelioma) or ovarian cancer research.
- The proposed research is a clinical trial.

#### **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 not allowed, except under extenuating circumstances that 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](mailto: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](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/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.	
	Upload Letter from Mentor (MentorLetter.pdf) as Attachment 8.	
	Upload Relevance to Military Beneficiaries Statement (MilBen.pdf) as Attachment 9.	
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.	