

# **Program Announcement**

**for the**

**Department of Defense**

**Defense Health Program**

**Congressionally Directed Medical Research Programs**

## **Breast Cancer Research Program**

### **Breakthrough Award Levels 3 and 4**

**Funding Opportunity Number: W81XWH-16-BCRP- BREAKTHROUGH2\_FL34**

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

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

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), September 14, 2016
- **Invitation to Submit an Application:** October 20, 2016
- **Application Submission Deadline:** 11:59 p.m. ET, December 8, 2016
- **End of Application Verification Period:** 5:00 p.m. ET, December 13, 2016
- **Peer Review:** January 2017
- **Programmatic Review:** March 2017
- **Invitation for Oral Presentation (Funding Level 4 only):** March 2017
- **Programmatic Review, Stage 2 (Funding Level 4 only):** May 1, 2017

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

## TABLE OF CONTENTS

<b>I. Funding Opportunity Description.....</b>	<b>3</b>
A. Program Description .....	3
B. The Breast Cancer Landscape.....	3
C. FY16 BCRP Overarching Challenges .....	3
D. Award Information.....	4
E. Eligibility Information .....	6
F. Funding .....	7
<b>II. Submission Information .....</b>	<b>8</b>
A. Where to Obtain the Grants.gov Application Package .....	10
B. Pre-Application Submission Content.....	10
C. Full Application Submission Content.....	13
D. Applicant Verification of Grants.gov Submission in eBRAP .....	24
E. Submission Dates and Times .....	25
F. Other Submission Requirements.....	25
<b>III. Application Review Information .....</b>	<b>25</b>
A. Application Review and Selection Process.....	25
B. Application Review Process .....	26
C. Recipient Qualification .....	30
D. Application Review Dates .....	31
E. Notification of Application Review Results .....	31
<b>IV. Administrative Actions.....</b>	<b>31</b>
A. Rejection .....	31
B. Modification.....	31
C. Withdrawal.....	31
D. Withhold .....	32
<b>V. Award Administration Information.....</b>	<b>32</b>
A. Award Notice .....	32
B. Administrative Requirements .....	33
C. National Policy Requirements .....	33
D. Reporting.....	33
E. Award Transfers.....	33
<b>VI. Version Codes and Agency Contacts.....</b>	<b>34</b>
A. Program Announcement/Funding Opportunity and General Application Instructions Version.....	34
B. CDMRP Help Desk.....	34
C. Grants.gov Contact Center.....	34
<b>VII. Application Submission Checklist.....</b>	<b>35</b>

## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Program Description

Applications to the Fiscal Year 2016 (FY16) Breast Cancer Research Program (BCRP) are being solicited for the Defense Health Agency, Research, Development, and Acquisition (DHA RDA) Directorate, by the U.S. Army Medical Research Acquisition Activity (USAMRAA). As directed by the Office of the Assistant Secretary of Defense for Health Affairs (OASD[HA]), the DHA RDA Directorate manages the Defense Health Program (DHP) Research, Development, Test, and Evaluation (RDT&E) appropriation. The managing agent for this Program Announcement/Funding Opportunity is the Congressionally Directed Medical Research Programs (CDMRP). The BCRP was initiated in FY92 to support innovative, high-impact research focused on ending breast cancer. Appropriations for the BCRP from FY92 through FY15 totaled \$3.12 billion. The FY16 appropriation is \$120 million (M).

The BCRP challenges the scientific community to design research that will address the urgency of ending breast cancer. Specifically, the BCRP seeks to accelerate high-impact research with clinical relevance, encourage innovation and stimulate creativity, and facilitate productive collaborations.

### B. The Breast Cancer Landscape

The BCRP has prepared a brief overview, *The Breast Cancer Landscape*, that describes what is currently known about the most pertinent topics that are consistent with the BCRP's vision of ending breast cancer. ***Applicants are strongly urged to read and consider The Breast Cancer Landscape before preparing their applications.*** The *Landscape* may be found at [http://cdmrp.army.mil/bcrp/pdfs/bc\\_landscape.pdf](http://cdmrp.army.mil/bcrp/pdfs/bc_landscape.pdf).

### C. FY16 BCRP Overarching Challenges

Considering the current [breast cancer landscape](#) and the BCRP's vision to end breast cancer, each FY16 BCRP Breakthrough Award application must address at least one of the following overarching challenges. Alternatively, with adequate justification, applications may identify and address another overarching challenge related to the breast cancer landscape. Justification must be provided in the pre-application.

- Prevent breast cancer (primary prevention)
- Identify determinants of breast cancer initiation, risk, or susceptibility
- Distinguish deadly from indolent breast cancers
- Conquer the problems of overdiagnosis and overtreatment
- Identify what drives breast cancer growth; determine how to stop it
- Identify why some breast cancers become metastatic
- Determine why/how breast cancer cells lie dormant for years and then re-emerge (recurrence); determine how to prevent recurrence

- Revolutionize treatment regimens by replacing them with ones that are more effective and less toxic
- Eliminate the mortality associated with metastatic breast cancer

#### **D. Award Information**

The intent of the Breakthrough Award is to support promising research that has high potential to lead to or make breakthroughs in breast cancer. The critical components of this award mechanism are:

**Impact:** Research supported by the Breakthrough Award will have the potential for a major impact and accelerate progress toward ending breast cancer. The impact may be near-term or long-term, but must be significant and move beyond an incremental advancement. Applications must articulate the pathway to making a clinical impact for individuals with, or at risk for, breast cancer, even if clinical impact is not an immediate outcome.

**Research Scope:** Research proposed under this award mechanism may be small- to large-scale projects, at different stages of idea and research development. Two additional funding levels, Funding Levels 1 and 2, are available under a different Program Announcement/Funding Opportunity (W81XWH-16-BCRP-BREAKTHROUGH2\_FL12). *It is the responsibility of the Principal Investigator (PI) to select the funding level that is most appropriate for the research proposed. The funding level should be selected based on the scope of the research project, rather than the amount of the budget.*

The following are general descriptions, although not all-inclusive, of the scope of research projects that would be appropriate to propose under each funding level:

- **Funding Level 3:** Advanced translational studies that have potential for near-term clinical investigation. Small-scale clinical trials may apply.
- **Funding Level 4:** Large-scale projects that will transform and revolutionize the clinical management and/or prevention of breast cancer. Near-term clinical impact is expected. PIs are expected to have experience in successfully leading large-scale projects.

**Note:** An *invited* oral presentation is a requirement for application review of Funding Level 4 projects, as described in [Section II.C., Full Application Submission Content](#).

**Partnering PI Option:** The Breakthrough Award encourages applications that include meaningful and productive collaborations between investigators. The Partnering PI Option is structured to accommodate two PIs, referred to as the Initiating PI and the Partnering PI, each of whom will receive a separate award. The Initiating and Partnering PIs have different submission requirements; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, Statement of Work, and other required components. The PIs may have expertise in similar or disparate scientific disciplines, but each PI is expected to bring distinct contributions to the application. New collaborations are encouraged, but not required. It is the responsibility of the PIs to describe how their combined expertise will better address the research question and explain why the work should be done

together rather than through separate efforts. *To meet the intent of the Partnering PI Option, applicants are discouraged from submitting as a Partnering PI on multiple applications unless they are clearly addressing distinct research questions. Applications submitted by a mentor and his/her current postdoctoral fellow or junior investigator as Initiating and Partnering PIs do not meet the intent of the Partnering PI Option.*

**Personnel:** PIs are expected to engage and assemble an appropriate and robust research team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.

**Consumer Advocates:** Applications are required to include consumer advocate involvement. The research team must include *two or more* breast cancer consumer advocates who will be integral throughout the planning and implementation of the research project. Consumer advocates should be involved in the development of the research question, project design, oversight, recruitment, and evaluation, as well as other significant aspects of the proposed project. Interactions with other team members should be well integrated and ongoing, not limited to attending seminars and semi-annual meetings. As lay representatives, the consumer advocates must be individuals who have been diagnosed with breast cancer, and they should be active in a breast cancer advocacy organization. Their role in the project should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. Their role should be focused on providing objective input on the research and its potential impact for individuals with, or at risk for, breast cancer. The consumer advocates should have a high level of knowledge of current breast cancer issues and the necessary background or training in breast cancer research to contribute to the project.

**Research Involving Human Anatomical Substances, Human Subjects, or Human Cadavers:** All Department of Defense (DoD)-funded research involving new and ongoing research with human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the U.S. Army Medical Research and Materiel Command (USAMRMC) Office of Research Protections (ORP), Human Research Protection Office (HRPO) prior to research implementation. This administrative review requirement is in addition to the local Institutional Review Board (IRB) or Ethics Committee (EC) review. Local IRB/EC approval at the time of submission is *not* required. The HRPO is mandated to comply with specific laws and requirements governing all research involving human anatomical substances, human subjects, or human cadavers that is supported by the DoD. These laws and requirements will necessitate information in addition to that supplied to the IRB/EC. *Allow a minimum of 2 to 3 months for HRPO regulatory review and approval processes.* Refer to the General Application Instructions, Appendix 6, and the Human Subject Resource Document available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) for additional information.

**Research Involving Animals:** All DoD-funded research involving new and ongoing research with animals must be reviewed and approved by the USAMRMC ORP Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is not required. Specific documents relating to the use of animals in the proposed research will be requested **if the application is selected for funding**. The ACURO must review and approve all animal use prior

to the start of working with animals, including amendments to ongoing projects. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled “Research Involving Animals.” ***Allow at least 2 to 3 months for ACURO regulatory review and approval processes for animal studies.*** Refer to General Application Instructions, Appendix 6, for additional information.

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

## **E. Eligibility Information**

- Independent investigators at all academic levels (or equivalent) are eligible to submit an application.
- Investigators who were invited to submit an application under Funding Opportunity W81XWH-16-BCRP-BREAKTHROUGH\_FL34 are not eligible to submit a pre-application for the same research project under the current Funding Opportunity.
- Each individual may submit only one pre-application as a PI or Initiating PI.
- There are no limitations on the number of applications for which an investigator may be named as a Partnering PI. To meet the intent of the Partnering PI Option, applicants are discouraged from submitting as a Partnering PI on multiple applications unless they are clearly unique, meaningful collaborations addressing distinct research questions. PIs will be required to provide a brief description of all their applications submitted as a PI or Initiating PI, Partnering PI, or collaborator, under this Breakthrough Award Levels 3 and 4 Program Announcement/Funding Opportunity.
- Cost sharing/matching is not an eligibility requirement.
- Eligible investigators must apply through an organization. Organizations eligible to apply include Federal agencies, national, international, for-profit, nonprofit, public, and private organizations.
- An intramural investigator is defined as a DoD military or civilian employee working within a DoD laboratory or medical treatment facility, or working in a DoD activity embedded within a civilian medical center. Submissions from intramural (DoD) organizations are allowed and encouraged for this Program Announcement/Funding Opportunity. Applicants submitting through their intramural organizations are reminded to coordinate receipt and commitment of funds through their respective resource managers. ***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.***
- Refer to the General Application Instructions, Appendix 1, for general eligibility information.

## **F. Funding**

*The requested funding level should be appropriate for the scope of research proposed.*

### **Funding Level 3:**

- The maximum period of performance is **4** years.
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$2.5M**. Indirect costs are to be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$2.5M** direct costs or using an indirect rate exceeding the organization's negotiated rate.

### **Funding Level 3 with Partnering PI Option:**

- The maximum period of performance is **4** years.
- The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI's and the Partnering PI's applications will not exceed **\$4M**. The combined total direct costs of the Initiating PI's and the Partnering PI's awards will not exceed **\$4M** direct costs. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$4M** or use an indirect rate exceeding each organization's negotiated rate.

### **Funding Level 4:**

Applications with a single PI or Partnering PI Option have the same funding limits.

- The maximum period of performance is **4** years.
- The anticipated direct costs budgeted for the entire period of performance will not exceed **\$10M**. Associated indirect costs can be budgeted in accordance with the organization's negotiated rate. No budget will be approved by the Government exceeding **\$10M** direct costs or using an indirect rate exceeding the organization's negotiated rate.
- Research milestones to be accomplished by the end of each year in the period of performance must be clearly defined in the project Statement of Work and will be finalized during award negotiations. The PI(s) will be required to present an update on progress toward accomplishing research milestones and goals of the project at an annual Milestone Meeting to be held in the National Capital Region. Annual Milestone Meetings will be held at the conclusion of Year 2 and every subsequent year in the period of performance and will be attended by members of the BCRP Programmatic Panel, CDMRP staff, and the USAMRAA Grants Officer.

### **For both Funding Levels:**

- The applicant(s) must submit a comprehensive budget, broken down by year, that details the projected funding needed for the entire period of performance.
- 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 4 years.
- **Partnering PI Option:** The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI's and the Partnering PI's applications will not exceed the maximum allowable direct costs for the selected funding level. A separate award will be made to each PI's organization.

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

- **Funding Level 4 only:** Travel for the PI(s) to attend three annual Milestone Meetings in the National Capital Region. Costs associated with travel to these meetings should be included in Years 2, 3, and 4 of the budget. These travel costs are in addition to those allowed for scientific/technical meetings.

May be requested for (not all-inclusive):

- Salary
- Research supplies
- Equipment
- Clinical research costs
- Travel between collaborating organizations
- Travel costs for up to three investigators to travel to one scientific/technical meeting per year.

Awards to extramural organizations will consist solely of assistance agreements (Cooperative Agreements and Grants). Awards to intramural (DoD) agencies and other Federal agencies may be managed through a direct fund transfer (e.g., the Military Interdepartmental Purchase Request [MIPR]; Funding Authorization Document [FAD] process; or DD Form 1144 Support Agreement). Direct transfer of funds from the recipient to a DoD agency is not allowed except under very limited circumstances. Refer to the General Application Instructions, Section II.C.4., for budget regulations and instructions for the Research & Related Budget. ***For Federal agencies or organizations collaborating with Federal agencies, budget restrictions apply as are noted in Section II.C.4. of the General Application Instructions.***

***The CDMRP expects to allot approximately \$24.8M of the \$120M FY16 BCRP appropriation to fund approximately three Breakthrough Levels 3 and 4 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 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).***



Submission is a two-step process requiring both (1) pre-application submission through the electronic Biomedical Research Application Portal (eBRAP) (<https://eBRAP.org/>) and (2) application submission through Grants.gov (<http://www.grants.gov/>). Refer to the General Application Instructions, Section II.A., for registration and submission requirements for eBRAP and Grants.gov.

The pre-application and application submission process should be started early to avoid missing deadlines. There are no grace periods. Federal applicants must be familiar with Grants.gov requirements, including the need for an active System for Award Management (SAM) registration and a Data Universal Numbering System (DUNS) number. Refer to Appendix 3 of the General Application Instructions for further information regarding Grants.gov requirements.

eBRAP is a multifunctional web-based system that allows PIs to submit their pre-applications electronically through a secure connection, to view and edit the content of their pre-applications and full applications, to receive communications from the CDMRP, and to submit documentation during award negotiations and period of performance. A key feature of eBRAP is the ability of an organization's representatives and PIs to view and modify the Grants.gov application submissions associated with them. eBRAP will validate Grants.gov application files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in an email to the PI and in the Full Application Files tab in eBRAP. It is the applicant's responsibility to review all application components for accuracy as well as ensure proper ordering as specified in this Program Announcement/Funding Opportunity.

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

Application viewing, modification, and verification in eBRAP is strongly recommended, but not required. ***The Project Narrative and Budget cannot be changed after the application submission deadline.*** Prior to the full application deadline, a corrected or modified full application package may be submitted. Other application components may be changed until the end of the [application verification period](#). After the end of the application verification period, the full application cannot be modified.

The Partnering PI Option is structured to accommodate two PIs. One PI will be identified as the Initiating PI and will be responsible for the majority of the administrative tasks associated with application submission. The other PI will be identified as the Partnering PI. Initiating and Partnering PIs each have different submission requirements; however, both PIs should contribute significantly to the development of the proposed research project including the Project Narrative, Statement of Work, and other required components. The Initiating PI must complete the pre-application submission process and submit the contact information for the Partnering PI. The Partnering PI will then be notified of the pre-application submission separately by email. ***The Partnering PI must follow the link in this email in order to associate his/her Grants.gov application package with that of the Initiating PI.*** If not previously registered, the Partnering

PI must register in eBRAP. A new pre-application based on this research project should not be initiated by the Partnering PI. Do not delay completing these steps. If they are not completed, the Partnering PI will not be able to view and modify his/her application during the verification period in eBRAP.

#### **A. Where to Obtain the Grants.gov Application Package**

To obtain the Grants.gov application package, including all required forms, perform a basic search using the Funding Opportunity Number W81XWH-16-BCRP-BREAKTHROUGH2\_FL34 in Grants.gov (<http://www.grants.gov/>).

#### **B. Pre-Application Submission Content**

***The pre-application process should be started early to avoid missing deadlines. There are no grace periods. During the pre-application process, each submission is assigned a unique log number by eBRAP. This unique eBRAP log number will be needed during the application process on Grants.gov.***

All pre-application components must be submitted by the PI or Initiating 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.

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

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**
- **Tab 2 – Application Contacts**
  - Enter contact information for the PI. Enter the organization’s Business Official responsible for sponsored program administration (the “person to be contacted on matters involving this application” in Block 5 of the Grants.gov SF424 (R&R) Form). The Business Official must either be selected from the eBRAP list or invited in order for the pre-application to be submitted.
  - Select the performing organization (site at which the PI will perform the proposed work) and the contracting organization (organization submitting on behalf of the PI, which corresponds to Block 5 on the Grants.gov SF424 (R&R) Form), and click on “Add Organizations to this Pre-application.” The organization(s) must either be 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.
- FY16 BCRP [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 IV.C., Withdrawal](#), or contact the CDMRP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org) or 301-682-5507.
- **Partnering PI Option:** The Initiating PI must enter the contact information for the Partnering PI in the Partnering PI section.
- 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 application preparation, research, or other duties for submitted applications. For FY16, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess.shtml>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage conflicts of interest (COIs) are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, for detailed information.

- **Tab 4 – Conflicts of Interest**

- List all individuals other than collaborators and key personnel who may have a COI in the review of the application (including those with whom the PI has a personal or professional relationship). Refer to Appendix 1, Section C of the General Application Instructions for further information regarding COIs.

- **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:** Provide responses in the appropriate data fields for the following:

1. What BCRP overarching challenge(s) will the proposed research address? If “other,” state the overarching challenge and provide justification within the context of the [breast cancer landscape](#). (200-character limit)
2. How will the proposed research lead to a solution for the overarching challenge(s)? (2,000-character limit)
3. What are the major steps in the pathway to making a clinical impact on breast cancer and how will the proposed research fit into that pathway? How will the

proposed research move beyond an incremental advancement? (2,000-character limit)

4. What funding level is requested for the proposed research? Select Funding Level 3 or 4. Briefly state how the funding level is appropriate for the scope of research proposed. (500-character limit)
5. What period of performance is requested? (1-4 years)
6. Will the proposed research include a clinical trial? If yes, briefly state the clinical intervention, subject population(s), and phase of the clinical trial. (500-character limit)

A clinical trial is defined as a prospective accrual of patients in which an intervention (e.g., device, drug, biologic, surgical procedure, rehabilitative modality, behavioral intervention or other) is tested on a human subject for a measurable outcome with respect to exploratory information, safety, effectiveness, and/or efficacy. This outcome represents a direct effect on the subject of that intervention or interaction.

**Pre-Application Supporting Documentation:** The items to be included as supporting documentation for the pre-application *must be uploaded as individual files* and are limited to:

- One page for additional information that the PI can use, at his/her discretion, to provide supporting data or rationale for the pre-application.
- If applicable, one page to provide a list of multiple Breakthrough Award Levels 3 and 4 pre-applications being submitted as a PI or Initiating PI, Partnering PI, or collaborator. Include the CDMRP log number; Funding Level; role on the project; project title; specific aims; and a brief description of how each pre-application will address distinct research questions.

*Each individual may submit only one pre-application as a PI or Initiating PI. If an individual exceeds this submission limit, only the first pre-application that was received will be accepted; additional pre-applications will be administratively rejected.*

- **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 DHP and the BCRP, pre-applications will be screened based on the following criteria:

- Whether the pre-application addresses at least one overarching challenge that meets the program's goals.

- To what degree the pre-application proposes research that will lead to a solution for the overarching challenge.
- To what degree the pre-application moves beyond an incremental advancement.
- To what degree the requested funding level is appropriate.

***NOTE: The scope of research proposed in pre-applications in response to this Program Announcement/Funding Opportunity must be appropriate for the research proposed. Two additional funding levels, Funding Levels 1 and 2, are available under a different Program Announcement/Funding Opportunity (W81XWH-16-BCRP-BREAKTHROUGH2\_FL12). It is the responsibility of the PI to select the funding level that is most appropriate for the research proposed. PIs whose pre-applications request a funding level that is not deemed appropriate for the scope of research proposed will not be invited to submit an application.***

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

Following the pre-application screening, PIs and Initiating 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 on the [title page](#) of this Program Announcement/Funding Opportunity. Invitations to submit a full application are based on the Pre-Application Screening Criteria as published above.

### **C. Full Application Submission Content**

The application process should be started early on Grants.gov to avoid missing deadlines. There are no grace periods. Verify the status of the applicant's organization's Entity registration in SAM well in advance of the application submission deadline. Allow 3 to 4 weeks to complete the entire SAM registration process. Refer to the General Application Instructions, Section II, for additional information.

***Applications will not be accepted unless the PI or Initiating PI has received notification of invitation.***

***All contributors and administrators to the application must use matching compatible versions of Adobe software when editing and preparing application components. The use of different software versions will result in corruption of the submitted file. See Section II.C. of the General Application Instructions for details on compatible Adobe software.***

***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 Grants.gov application package for this Program Announcement/Funding Opportunity. The Grants.gov application package is submitted by the Authorized Organizational Representative through the Grants.gov portal

(<http://www.grants.gov/>). For the Breakthrough Award Levels 3 and 4, additional application components are also required and should be submitted as directed below.

**Note: *The Project Narrative and Budget Form cannot be changed after the application submission deadline.***

If either the Project Narrative or the budget fails eBRAP validation or if the Project Narrative or Budget Form needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID **prior to the application submission deadline.**

**Partnering PI Option:** The CDMRP requires separate Grants.gov application package submissions for the Initiating PI and the Partnering PI, even if the PIs are located within the same organization. Initiating and Partnering PIs will each be assigned a unique eBRAP log number. Each Grants.gov application package must be submitted using the unique eBRAP log number. **Note: *Both associated applications (Initiating PI and Partnering PI) must be submitted by the Grants.gov deadline.***

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

<b>Application Components for Single PIs or for the Initiating PI under the Partnering PI Option:</b>
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**Grants.gov application package components:** For the Breakthrough Award Levels 3 and 4, 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. SF424 (R&R) Application for Federal Assistance Form: Refer to the General Application Instructions, Section II.C., for detailed information.**
- 2. Attachments Form**

Each attachment to the Grants.gov application forms must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in Appendix 2 of the General Application Instructions. For all attachments, ensure that the file names are consistent with the guidance. Grants.gov will reject attachments with file names longer than 50 characters or incorrect file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances. Individual attachments may not exceed 20 MB and the file size for the entire Grants.gov application package may not exceed 200 MB.

- Attachment 1: Project Narrative (page limit varies by funding level, see below): Upload as “ProjectNarrative.pdf.”** The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the

project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

- **Page Limit:** Page limits for the project narrative are correlated with the application's Funding Level:
  - **Funding Level 3:** 15-page limit
  - **Funding Level 4:** 25-page limit
- **Outline for Project Narrative:** Describe the project in detail using *one* of the two outlines below, depending on whether or not a clinical trial is proposed.

***Outline for projects without a clinical trial:***

- **Overarching Challenge:** State explicitly which overarching challenge(s) the proposed research will address.
- **Background:** Briefly describe the ideas and reasoning on which the proposed work is based. Provide sufficient preliminary data to support the feasibility of work proposed. The PI must demonstrate logical reasoning and provide a sound scientific rationale for the proposed project as established through a critical review and analysis of published literature. If proposing translational or clinical research, it is important to describe the studies showing proof of concept and, if applicable, efficacy in an in vivo system.
- **Hypothesis or Objective:** State the hypothesis to be tested or the objective to be reached.
- **Specific Aims:** Concisely explain the project's specific aims to be funded by this award.
- **Research Strategy:** Describe the experimental design, methods, and analyses including appropriate controls in sufficient detail for evaluation. Explain how this research strategy will meet the research goals and milestones. Describe the statistical plan in detail including power analysis, as appropriate, for the research proposed. Address potential pitfalls and problem areas and present alternative methods and approaches. If proposing translational research, provide a well-developed, well-integrated, and detailed research plan that supports the translational feasibility and promise of the approach. If the methodology is new or unusual, provide sufficient details for evaluation.
- **Research Team:** Describe how the combined backgrounds and breast cancer-related expertise of the research team will enable successful conduct of the project. For Funding Level 4 applications, describe how the PI(s) has/have experience in successfully leading large, focused efforts.

***Outline for projects with a clinical trial as allowable under Funding Level 3 or 4 (Note: The Project Narrative is not the formal clinical trial protocol. If recommended for funding, the clinical trial protocol will be requested.):***

- **Overarching Challenge:** State explicitly which overarching challenge(s) the proposed research will address.
- **Background:** Describe in detail the rationale for the study and include a literature review, preliminary studies, and/or preclinical data that led to the development of the proposed clinical trial. Importantly, describe the studies showing proof of concept and efficacy in in vivo system(s) that led to the current proposed work. Provide a summary of relevant clinical trials and distinguish how the proposed study differs from other relevant or recently completed clinical trials. Include a discussion of any current clinical use of the intervention under investigation, and/or details of its study in clinical trials for other indications (as applicable). The background section should clearly support the choice of study variables and should explain the basis for the study questions and/or study hypotheses. This section should establish the relevance of the study and explain the applicability of the proposed findings.

If the proposed clinical trial was initiated using other funding prior to this application, explain the history and background of the clinical trial and declare the source of prior funding. Specifically identify the portions of the study that will be supported with funds from this award.

- **Objectives/Specific Aims/Hypotheses:** Provide a description of the purpose and objectives of the study with detailed specific aims and/or study questions/hypotheses.
- **Research Strategy (include only if laboratory research studies are proposed as a component of the application):** Describe the laboratory research studies that will be performed through this award and how they are *clearly linked* to the clinical trial. Describe the experimental design and methodology, including reagents, assay validation, statistical analysis, potential pitfalls, and alternative approaches. Provide a well-developed, well-integrated research strategy that supports the feasibility of the approach. If the methodology is new or unusual, provide sufficient details for evaluation.
- **Clinical Trial:** Provide detailed plans for initiating and conducting the clinical trial during the course of this award. As appropriate, outline a plan for applying for and obtaining Investigational New Drug/Investigational Device Exemption (IND/IDE) status (or other Food and Drug Administration [FDA] approvals). 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. Describe potential challenges and alternative strategies where appropriate.



- 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.
  - 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).
- **Statistical Plan and Data Analysis:** Describe the statistical model and data analysis plan with respect to the study objectives. Specify the number of human subjects that will be enrolled. If multiple study sites are involved, state the approximate number to be enrolled at each site. Include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study.
  - **Clinical Team:** Describe the composition of the clinical trial team. Provide details on how the team (including investigator(s), study coordinator, statistician) possesses the appropriate expertise in conducting clinical trials. For Funding Level 4 applications, describe how the PI(s) has/have experience in successfully leading large, focused efforts.
- **Attachment 2: Supporting Documentation.** Start each document on a new page. Combine and upload as a single file named “Support.pdf.” If documents are scanned to pdf, the lowest resolution (100 to 150 dpi) should be used. ***There are no page limits for any of these components unless otherwise noted. Include only those components described below; inclusion of items not requested will result in the removal of those items or may result in administrative withdrawal of the application.***
    - **References Cited:** List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
    - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols.
    - **Facilities, Existing Equipment, and Other Resources:** Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate

whether or not Government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present Government award under which the facilities or equipment items are now accountable. There is no form for this information.

- Publications and/or Patents: Include a list of relevant publication URLs and/or patent abstracts. If publications are not publically 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/Funding Opportunity, such as those from members of Congress, do not impact application review or funding decisions.
- Letters of Collaboration (if applicable): Provide a signed letter from each collaborating individual or organization that will demonstrate that the PI has the support or resources necessary for the proposed work, including but not limited to:
  - Availability of, access to, and quality control for all critical reagents.
  - Availability of and access to the appropriate patient population(s).
- Consumer Advocate Letters of Commitment: Provide a letter signed by each consumer advocate confirming her/his commitment to participate on the research team.
- Good Manufacturing Practice (GMP) (if applicable): Provide information regarding the resources available to aid in the development of sufficient quantities of the reagent under GMP. If the reagent is to be provided from industrial sources, evidence of a cost-sharing plan must also be provided.
- Intellectual Property
  - Intangible property acquired, created or developed under this award will be subject to all rights and responsibilities established at 2 CFR 200.315. Should the applicant intend to use, in the performance of this program, pre-existing, legally protected and perfected intangible property and for which no Federal funds had been used in the development of said property, the applicant must:
    - Clearly identify all such property;
    - Identify the cost to the Federal government for use or license of such property, if applicable; or
    - Provide a statement that no property meeting this definition will be used on this project.

- 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 4, Section K for more information about the CDMRP expectations for making data and research resources publically 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 publically. ***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.

Use the outline below.

- Background: Present the ideas and reasoning behind the proposed work.
- Overarching Challenge(s): State the overarching challenge(s) that will be addressed.
- Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- Specific Aims: State the specific aims of the study.
- Study Design: Briefly describe the study design, including appropriate controls.
- Impact: Briefly describe how the proposed project, if successful, will have an impact and accelerate progress toward ending breast cancer.
- **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 publically. ***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.
  - Clearly describe, in a manner readily understood by lay persons, the rationale, objective, and aims of the application.
    - Do not duplicate the technical abstract.
  - Describe the ultimate applicability of the research.
    - Which overarching challenge(s) does this research address?
    - 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 is the likely impact of this study on ending breast cancer?

- If the research does not have near-term clinical applicability, describe the interim outcomes.
- **Attachment 5: Statement of Work (SOW) (three-page limit): Upload as “SOW.pdf.”** The suggested SOW format and examples specific to different types of research projects are available on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). For the Breakthrough Award Levels 3 and 4 mechanism, use the SOW format example titled “SOW (Statement of Work) Generic Format” if a clinical trial is not proposed or the “SOW for Clinical Research (Including Trials, Special Populations)” if a clinical trial is proposed.” The SOW must be in PDF format prior to attaching. Refer to the General Application Instructions, Section II.C.2., for detailed guidance on creating the SOW.
  - 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.
  - **Partnering PI Option:** Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.
- **Attachment 6: Impact Statement (one-page limit): Upload as “Impact.pdf.”**
  - State which overarching challenge(s) the proposed research will address and explain how the proposed research will lead to a solution for the overarching challenge(s). Describe the major steps in the pathway to making a clinical impact for individuals with, or at risk for, breast cancer, and explain how the proposed research will fit into that pathway. Explain how the proposed research will move beyond an incremental advancement. Articulate how the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.
- **Attachment 7: Partnership Statement (one-page limit): Upload as “Partnership.pdf.”** (*Attachment 7 is only applicable for applications submitted under the Partnering PI Option.*)
  - Describe the expertise of the Initiating and Partnering PIs. Describe the contribution and the time commitment of each PI toward the proposed research project. Describe how the combined effort will better address the research question and explain why the work should be done together rather than through separate efforts.
- **Attachment 8: Submissions Statement (one-page limit): Upload as “Submissions.pdf.”** (*Attachment 8 is only applicable and required for individuals who are submitting multiple Breakthrough Award Levels 3 and 4 applications. Attachment 8 will be available for programmatic review only.*)

- Provide the following information for each application being submitted as a PI or Initiating PI, Partnering PI, or collaborator:
    - CDMRP Log Number; Funding Level; role on the project; project title; and specific aims.
    - Brief description of how the application addresses a research question that is distinct from the other application(s).
  - **Attachment 9: Consumer Advocate Statement (one-page limit): Upload as “ConsumerAdvocate.pdf.”**
    - The Consumer Advocate Statement should be written by the PI. Describe the integral roles that consumer advocates will play in the planning, design, implementation, and evaluation of the research. Describe how the consumer advocates’ knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project. Explain how the consumer advocates’ experience and expertise will be integrated into the research project and management of the collaboration.
  - **Attachment 10: Transition Plan (one-page limit): Upload as “Transition.pdf.”**
    - Provide information on potential methods and strategies to move the project’s findings to the next phase of development, clinical trials, and/or delivery to the commercial market after successful completion of the award (e.g., specific potential industry partners; specific funding opportunities to apply for). In addition, provide a plan to distribute the findings or intervention to the breast cancer community.
  - **Attachment 11: Collaborating DoD Military Facility Budget Form(s), if applicable: Upload as “MFBudget.pdf.”** If a Military Facility (military health system facility, research laboratory, treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete the Collaborating DoD Military Facility Budget Form, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including a budget justification, for each Military Facility as instructed. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.
- 3. Research & Related Senior/Key Person Profile (Expanded):** Refer to the General Application Instructions, Section II.C.4., 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 the portable document format (pdf) that is not editable.

Biographical Sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- PI Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
- Key Personnel Biographical Sketches (five-page limit each): Upload as “Biosketch\_LastName.pdf.”
  - Include biographical sketches for team members, including consumer advocates.
  - Include the Partnering PI, if applying under the Partnering PI Option.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support\_LastName.pdf.”
  - Include the Partnering PI, if applying under the Partnering PI Option.

**4. Research & Related Budget:** Refer to the General Application Instructions, Section II.C.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.
- **Partnering PI Option:** Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Initiating PI should not include budget information for Partnering PI, even if they are located within the same organization. The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI’s and the Partnering PI’s applications will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4**. The combined total direct costs of Initiating PI’s and the Partnering PI’s awards will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4** direct costs. If the Initiating PI’s or Partnering PI’s budgets contain a subaward (or multiple subawards), all direct and indirect costs of the subaward(s) must be included in the direct costs of the primary award. Collaborating organizations should budget associated indirect costs in accordance with each organization’s negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4** or using an indirect rate exceeding each organization’s negotiated rate.

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

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

Collaborating DoD Military Facilities Form: A Military Facility collaborating in the performance of the project should be treated as a subaward for budget purposes.

However, do not complete the Grants.Gov R & R Subaward Budget Attachment Form;

instead, complete the Collaborating DoD Military Facility Budget Form (use Attachment 11, Collaborating DoD Military Facility Budget Form) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs. Refer to the General Application Instructions, Section II.C.7., for detailed information.

### **Application Components for the Partnering PI if applying under the Partnering PI Option:**

Each Partnering PI must follow the link in the email from eBRAP and, if not registered in eBRAP, complete the registration process prior to the application submission deadline in order to associate his/her Grants.gov application package with that of the Initiating PI.

The application submission process for Partnering PI(s) uses an abbreviated Grants.gov application package that includes:

- 1. SF424 (R&R) Application for Federal Assistance Form**
- 2. Attachments Form**
  - **Attachment 5: Statement of Work (SOW) (three-page limit):** Upload as “SOW.pdf.” Refer to the General Application Instructions, Section II.C.2., for detailed information on completing the SOW. *Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and Partnering PI should be noted for each task.*
- 3. Research & Related Budget:** Refer to the General Application Instructions, Section II.C.4., for detailed information.
  - Budget Justification (no page limit): Upload as “BudgetJustification.pdf.”
  - **Partnering PI Option:** Initiating and Partnering PIs must each submit a budget and justification specific to their own portion of the efforts as part of their separate Grants.gov application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are at the same organization. The anticipated combined direct costs budgeted for the entire period of performance for the Initiating PI’s and the Partnering PI’s applications will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4**. The combined total direct costs of the Initiating PI’s and the Partnering PI’s awards will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4** direct costs. If the Initiating PI’s or Partnering PI’s budgets contain a subaward (or multiple subawards), all direct and indirect costs of the subaward(s) must be included in the direct costs of the primary award. Collaborating organizations should budget associated indirect costs in accordance with each organization’s negotiated rate. The combined budgeted direct costs approved by the Government will not exceed **\$4M for Funding Level 3** or **\$10M for Funding Level 4** or using an indirect rate exceeding each organization’s negotiated rate.
- 4. Project/Performance Site Location(s) Form:** Refer to the General Application Instructions, Section II.C.5., for detailed information.

5. **R & R Subaward Budget Attachment(s) Form (if applicable):** Refer to the General Application Instructions, Section II.C.5., for detailed information.

Collaborating DoD Military Facilities Form: Refer to the General Application Instructions, Section II.C.7., for detailed information. The costs per year should be included on the Grants.gov Research and Related Budget form under subaward costs.

#### **Additional Application Components for Funding Level 4 Applications:**

In addition to the complete Grants.gov application package, Breakthrough Award applications submitted under Funding Level 4 also require the following components:

**Oral Presentation:** PIs applying for Funding Level 4 whose applications are selected for final consideration in Stage 2 of Programmatic Review will be required to give an oral presentation (see [Section III.B.2., Programmatic Review](#)) that will be held in the National Capital Region area on May 1, 2017. *If applying under the Partnering PI Option, both the Initiating and Partnering PIs will attend and give the oral presentation.*

Each presentation will include a 10-minute talk by the PI(s), followed by a 20- to 30-minute question and answer session with Programmatic Panel members. The following questions will be the topics for discussion during the PI's talk and the question and answer session. PIs who are invited must prepare a presentation consisting of no more than three slides that specifically address these questions:

- Without addressing your specific project, what conceptual or intellectual barriers do you consider the most urgent to overcome in the overarching challenge(s) you selected/identified?
- Without addressing the specific technical/scientific aspects of your project, how do you envision transitioning the breakthrough results from your proposed research into a near-term clinical impact for individuals with, or at risk of, breast cancer?
- Without addressing the specific technical/scientific aspects of your project, what leadership skills will you use in your research team's effort and beyond to transform and revolutionize the clinical management and/or prevention of breast cancer?

#### **D. Applicant Verification of Grants.gov Submission in eBRAP**

Prior to the end of the application verification period, PIs and organizational representatives can review and modify in eBRAP certain components of an application submitted to Grants.gov. Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific Program Announcement/Funding Opportunity requirements and discrepancies will be noted in both the email and in the Full Application Files tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant's responsibility to review all application components and ensure proper ordering as specified in the Program Announcement/Funding Opportunity. *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 prior to the application submission deadline.** The Project Narrative and Budget Form cannot be changed after the application submission deadline.

#### **E. 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 either of these deadlines will result in submission rejection.

#### **F. Other Submission Requirements**

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

All extramural applications must be submitted through Grants.gov. Applicant organizations and all subrecipient organizations must have a DUNS number to submit applications to Grants.gov. The applicant organization must also be registered in the Entity Management functional area of the SAM with an “Active” status to submit applications through the Grants.gov portal. Refer to the General Application Instructions, Section II.A., for information on Grants.gov registration requirements.

### **III. APPLICATION REVIEW INFORMATION**

#### **A. Application Review and Selection Process**

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is peer review of applications against established criteria for determining technical merit. Each application is evaluated for its own merit, independent of other applications. The second tier is a programmatic review that makes recommendations for funding to the DHA RDA Directorate and the OASD(HA), based on technical merit, the relevance to the mission of the DHP and BCRP, the specific intent of the award mechanism, and to other specified evaluation criteria in the Program Announcement/Funding Opportunity. Programmatic review is a comparison-based process in which applications with scientific and technical merit compete in a common pool. ***The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section III.B.2., Programmatic Review](#).*** Additional information about the two-tier 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. Panel members sign a statement that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations are prohibited from contacting persons involved in the review process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization’s application. Violations by panel members or applicants that compromise the confidentiality of

the review process may also result in suspension or debarment from Federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with Title 18 United States Code 1905.

## **B. Application Review Process**

### **1. Peer Review:**

#### ***For applications without a clinical trial:***

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

- **Impact**
  - How the proposed research could lead to a solution for an overarching challenge in breast cancer.
  - How the proposed research, if successful, will contribute to a pathway toward making a clinical impact for individuals with, or at risk for, breast cancer.
  - How the proposed research moves beyond an incremental advancement.
  - How the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.
- **Research Strategy and Feasibility**
  - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of published literature, logical reasoning, and preliminary data.
  - How well the hypothesis, objectives, specific aims, experimental design, methods, and analyses are developed.
  - Whether an appropriate statistical plan is provided, including power analysis.
  - How well the PI acknowledges potential problems and addresses alternative approaches.
  - How the SOW indicates a feasible plan and timeline to conduct the research and provides clearly defined research milestones to be accomplished by the end of each year in the period of performance.
- **Transition Plan**
  - How the application demonstrates feasible methods and strategies to move the project's findings to the next phase of development, clinical trials, and/or delivery to the commercial market after successful completion of the award.
- **Personnel**
  - How the PI(s) has/have assembled an appropriate and robust research team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.

- How the levels of effort are appropriate for successful conduct of the proposed work.
- Whether two consumer advocates are named in the application.
- How consumer advocates are integrated into the planning, design, implementation, and evaluation of the research.
- How the consumer advocates' knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project.
- **Partnering PI Option:** How the partners' combined expertise will better address the research question.
- **Funding Level 4 Applications:** To what degree the PI(s) is/are experienced in successfully leading large, focused efforts and therefore well-positioned to lead the research team in accomplishing the aims of the proposed project.

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

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

***For applications with a clinical trial:***

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

- **Impact**
  - How the proposed research could lead to a solution for an overarching challenge in breast cancer.
  - How the proposed research, if successful, will contribute to a pathway toward making a clinical impact for individuals with, or at risk for, breast cancer.
  - How the proposed research moves beyond an incremental advancement.
  - How the project, if successful, could lead to or make a breakthrough and accelerate progress toward ending breast cancer.
- **Clinical Strategy**
  - 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 the application demonstrates the availability of and access to the appropriate patient population(s), as well as the ability to accrue a sufficient number of subjects.
  - Whether the clinical trial design, methods, and analysis plan meet the requirements for applying for and obtaining IND/IDE status (or other FDA approvals), if appropriate.
  - Whether potential challenges and alternative strategies are appropriately identified.
  - How the SOW indicates a feasible plan and timeline to conduct the clinical trial and provides clearly defined milestones to be accomplished by the end of each year in the period of performance.
- **Research Strategy and Feasibility (applicable only to applications that include laboratory research studies)**
  - How well the scientific rationale supports the project and its feasibility as demonstrated by a critical review and analysis of published literature, logical reasoning, and preliminary data.
  - How the hypothesis, objectives, specific aims, experimental design, methods, and analyses are developed.
  - How well the PI acknowledges potential problems and addresses alternative approaches.
  - Whether there is documented availability of, access to, and quality control for all critical reagents.
  - Whether there are resources available for the development of sufficient quantities of critical reagents under GMP, if applicable.
  - How the proposed laboratory research studies are *clearly linked* to the clinical trial.

- How the SOW indicates a feasible plan and timeline to conduct the research and provides clearly defined research milestones to be accomplished by the end of each year in the period of performance.
- **Statistical Plan**
  - Whether an appropriate statistical plan is provided, including power analysis.
  - Whether the clinical trial is designed with enough statistical power to lead to meaningful results.
- **Transition Plan**
  - How the application demonstrates feasible methods and strategies to move the clinical trial findings to the next phase of clinical trials and/or delivery to the commercial market after successful completion of the award.
  - Whether the application has a plan to distribute the findings or intervention to the breast cancer community.
- **Personnel**
  - How the PI(s) has/have assembled an appropriate and robust research/clinical team with the combined backgrounds and breast cancer-related expertise to enable successful conduct of the project.
  - How the levels of effort are appropriate for successful conduct of the proposed work.
  - Whether two consumer advocates are named in the application.
  - How consumer advocates are integrated into the planning, design, implementation, and evaluation of the research.
  - How the consumer advocates' knowledge of current breast cancer issues and how their background or training in breast cancer research will contribute to the project.
  - **Partnering PI Option:** How the partners' combined expertise will better address the research question.
  - **Funding Level 4 Applications:** To what degree the PI(s) is/are experienced in successfully leading large, focused efforts and therefore well-positioned to lead the research/clinical team in accomplishing the aims of the proposed project.

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

- **Environment**
  - To what degree the scientific environment, clinical setting, and the accessibility of institutional resources support the clinical trial at each participating center or institution (including collaborative arrangements).
  - Whether there is evidence for appropriate institutional commitment from each participating institution.

- If applicable, how the intellectual and material property plan that is agreed upon by each participating institution is appropriate for the proposed clinical trial.
  - **Budget**
    - Whether the direct maximum costs are equal to or less than the allowable direct maximum costs as published in the Program Announcement/Funding Opportunity.
    - Whether the budget is appropriate for the proposed research and funding level and within the limitations of this Program Announcement/Funding Opportunity.
  - **Application Presentation**
    - To what extent the writing, clarity, and presentation of the application components influence the review.
- 2. 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:
- a. Ratings and evaluations of the peer reviewers**
  - b. Relevance to the mission of the DHP and FY16 BCRP, as evidenced by the following:**
    - Stage 1:** During the first stage of programmatic review, applications will be recommended for funding (Funding Level 3) or selected for Stage 2 (Funding Level 4) using the following equally considered criteria:
      - Adherence to the intent of the award mechanism
      - Program portfolio composition
      - Relative impact
    - Stage 2:** (Funding Level 4): During the second stage of programmatic review, the following criteria will be used:
      - Understanding of barriers to overcome in the overarching challenge selected/identified.
      - Articulation of a realistic vision for transitioning the results of the project into a near-term clinical impact for individuals with, or at risk for, breast cancer.
      - Capability to lead efforts to transform and revolutionize the clinical management and/or prevention of breast cancer.

### **C. Recipient Qualification**

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

## **D. Application Review Dates**

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

## **E. Notification of Application Review Results**

Each PI and organization will receive 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.

## **IV. ADMINISTRATIVE ACTIONS**

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

### **A. Rejection**

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

- Multiple pre-applications are received from the same investigator as a PI or Initiating PI. Only the first pre-application will be accepted; additional pre-applications will be administratively rejected.

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.
- **Partnering PI Option:** Both associated (Initiating PI and Partnering PI) applications are not submitted by the deadline.

### **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.

### **C. Withdrawal**

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

- An FY16 BCRP 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 FY16 BCRP Programmatic Panel members can be found at <http://cdmrp.army.mil/bcrp/panels/panels16.shtml>.*

- The application fails to conform to this Program Announcement/Funding Opportunity description to the extent that appropriate review cannot be conducted.
- 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 FY16, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<http://cdmrp.army.mil/about/2tierRevProcess.shtml>). Applications that include names of personnel from either of these companies will be administratively withdrawn unless plans to manage COIs are provided and deemed appropriate by the Government. Refer to the General Application Instructions, Appendix 1, for detailed information.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review process to gain protected evaluation information or to influence the evaluation process.
- The invited application does not propose the same research project described in the pre-application.

#### **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.

### **V. AWARD ADMINISTRATION INFORMATION**

#### **A. Award Notice**

Awards will be made no later than September 30, 2017. Refer to the General Application Instructions, Appendix 4, for additional award administration information.

Any assistance instrument awarded under this Program Announcement/Funding Opportunity will be governed by the award terms and conditions, which conform to DoD's implementation of the Office of Management and Budget (OMB) circulars applicable to financial assistance. Terms and conditions of new awards made after December 26, 2014 may include revisions to reflect DoD implementation of new OMB guidance in the Code of Federal Regulations, Title 2,



Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (2 CFR part 200).

## **B. Administrative Requirements**

Refer to the General Application Instructions, Appendix 4 for general information regarding administrative requirements.

## **C. National Policy Requirements**

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

## **D. Reporting**

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

Quarterly technical progress reports will be required.

In addition to written progress reports, in-person presentations may be requested.

## **E. 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. An organizational transfer of an award will not be allowed in the last year of the (original) period of performance or any extension thereof.

The organization 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.

An organizational transfer of an award supporting the Initiating or Partnering PI is discouraged and will be evaluated on a case-by-case basis and only allowed 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 4, Section L, for general information on organization or PI changes.

## **VI. VERSION CODES AND AGENCY CONTACTS**

### **A. Program Announcement/Funding Opportunity and General Application Instructions Version**

Questions related to this Program Announcement/Funding Opportunity should refer to the Program name, the Program Announcement/Funding Opportunity name, and the Program Announcement/Funding Opportunity version code 20160210j. The Program Announcement/Funding Opportunity numeric version code will match the General Applications Instructions version code 20160210.

### **B. 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 eBRAP should be directed to the CDMRP Help Desk, which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. ET. Response times may vary depending upon the volume of inquiries.

Phone: 301-682-5507

Email: [help@eBRAP.org](mailto:help@eBRAP.org)

### **C. Grants.gov Contact Center**

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

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

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

***Sign up on Grants.gov for “send me change notification emails” by following the link on the Synopsis page for the Program Announcement/Funding Opportunity 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.***

## VII. APPLICATION SUBMISSION CHECKLIST

Grants.gov Application Components	Upload Order	Action	Initiating PI Completed	Partnering PI Completed
SF424 (R&R) Application for Federal Assistance		Complete form as instructed.		
Attachments Form	1	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf."		
	2	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf."		
	3	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf."		
	4	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf."		
	5	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf."		
	6	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf."		
	7	Partnership Statement: Upload as Attachment 7 with file name "Partnership.pdf," if applicable.		
	8	Submissions Statement: Upload as Attachment 8 with file name "Submissions.pdf," if applicable.		
	9	Consumer Advocate Statement: Upload as Attachment 9 with file name "ConsumerAdvocate.pdf."		
	10	Transition Plan: Upload as Attachment 10 with file name "Transition.pdf."		
	11	Collaborating DoD Military Facility Budget Form(s): Upload as Attachment 11 with file name "MFBudget.pdf," if applicable.		
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.		

<b>Grants.gov Application Components</b>	<b>Upload Order</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
Research & Related Budget		Complete form 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.		
<b>Additional Application Components</b>	<b>Upload Order</b>	<b>Action</b>	<b>Initiating PI Completed</b>	<b>Partnering PI Completed</b>
Oral Presentation (Funding Level 4 only)		Confirm ability to give an oral presentation in the National Capital Region in May 2017 (if selected for Stage 2).		