

I. OVERVIEW OF THE FUNDING OPPORTUNITY

Program Announcement for the Department of Defense

Defense Health Program

Congressionally Directed Medical Research Programs

Chronic Pain Management Research Program

Investigator-Initiated Research Award

Announcement Type: Initial

Funding Opportunity Number: HT9425-23-CPMRP-IIRA

**Assistance Listing Number: 12.420 Military Medical
Research and Development**

SUBMISSION AND REVIEW DATES AND TIMES

- **Pre-Application Submission Deadline:** 5:00 p.m. Eastern time (ET), August 21 2023
- **Invitation to Submit an Application:** September 25 2023
- **Application Submission Deadline:** 11:59 p.m. ET, November 9, 2023
- **End of Application Verification Period:** 5:00 p.m. ET, November 14, 2023
- **Peer Review:** January 2024
- **Programmatic Review:** March 2024

This program announcement must be read in conjunction with the General Application Instructions, version 803. The General Application Instructions document is available for downloading from the Grants.gov funding opportunity announcement by selecting the “Package” tab, clicking “Preview,” and then selecting “Download Instructions.”

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II. DETAILED INFORMATION ABOUT THE FUNDING OPPORTUNITY

II.A. Program Description

Applications to the Fiscal Year 2023 (FY23) Chronic Pain Management Research Program (CPMRP) are being solicited by the U.S. Army Medical Research Acquisition Activity (USAMRAA) using delegated authority provided by United States Code, Title 10, Section 4001 (10 USC 4001). The execution management agent for this program announcement is the Congressionally Directed Medical Research Programs (CDMRP) at the U.S. Army Medical Research and Development Command (USAMRDC). The CPMRP was initiated in 2019 to provide support for research of exceptional scientific merit with the potential to make a significant impact on improving the health and quality of life of those living with chronic pain. Appropriations for the CPMRP from FY19 through FY22 totaled \$55 million (M). The FY23 appropriation is \$15M.

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

Congressional language for the CPMRP defines chronic pain as pain that occurs on at least half the days for 6 months or more, and which can be caused by issues including, but not limited to, combat- and training-related physical or mental stress and trauma, migraines and chronic headaches, traumatic brain injury (TBI), arthritis, muscular-skeletal conditions, neurological disease, tick and vector-borne disease, other insect-transmitted or tropical disease, and cancer. Congressional intent for the program emphasizes collaboration with non-military research entities and the CPMRP encourages alignment of research projects with the [Federal Pain Research Strategy](#) for maximizing the impact of chronic pain research outcomes. Applications from investigators within the military Services and applications involving multidisciplinary collaborations among academia, industry, the military Services, the U.S. Department of Veterans Affairs (VA), and other federal government agencies are highly encouraged.

II.A.1. FY23 CPMRP Investigator-Initiated Research Award (IIRA) Focus Areas

To meet the intent of the award mechanism, ***applications must address at least one of the FY23 CPMRP IIRA Focus Areas.*** Selection of the appropriate focus area is the responsibility of the applicant.

- Chronification of pain
 - Understanding mechanisms of, and developing models for studying, the transition from acute to chronic pain.
 - Development of therapies to prevent and treat chronification
 - Identifying risk or protective factors or biomarkers for treatment response or patient susceptibility to chronification.

- Investigating relationships between pain and its comorbidities that can contribute to the development/progression of chronic pain
- Development of non-opioid therapies and methods for the treatment of chronic pain
 - Novel non-mu-opioid pharmacological therapies
 - Devices or procedures that treat chronic pain directly
 - Devices or procedures that improve the administration of non-opioid analgesics

II.A.2. Award History

The CPMRP IIRA mechanism was first offered in FY19. Since then, 201 IIRA applications have been received, and 26 have been recommended for funding for a 12.9% funding rate.

II.B. Award Information

The intent of the FY22 CPMRP IIRA is to support studies that have the potential to make significant advances in the research, patient care, and/or quality of life in the [FY23 CPMRP IIRA Focus Areas](#). IIRA applications may involve basic, translational, and clinically oriented research, including studies in animal models, research with human anatomical substances, and research with human subjects, as well as correlative studies associated with an existing clinical trial; *however, this award may not be used to conduct clinical trials*. Multidisciplinary collaborations and innovative approaches are encouraged. *Studies seeking to advance new and novel opioid-based therapeutic interventions do not meet the intent of the award mechanism and will not be selected for funding. Studies seeking to understand and reduce opioid utilization in chronic pain management within the context of current prescribing practices are acceptable.*

Important aspects of this award mechanism include:

- **Impact:** Applications should articulate both the short- and long-term impact of the proposed research. The proposed research project should significantly impact the understanding of one or more of the [FY23 CPMRP IIRA Focus Areas](#) and, if successful, make important contributions toward the goals of advancing chronic pain research, patient care, and/or improving quality of life for those living with chronic pain.
- **Innovation:** The proposed research should be innovative. Innovative research may introduce new insights, technologies, or paradigms; challenge existing paradigms; look at existing problems from new perspectives; and/or exhibit other highly creative qualities. Incremental advances upon published data or the next logical step are not considered innovative.
- **Preliminary Data:** Observations that drive a research idea may be derived from laboratory discovery, population-based studies, a clinician's first-hand knowledge of patients, or anecdotal data. Applications must include preliminary and/or published data that are relevant

to the mission of the CPMRP and support the proposed research project. Any unpublished preliminary data provided should originate from the laboratory of the Principal Investigator (PI) or a member(s) of the research team.

- **Multidisciplinary Collaborations:** Applications are encouraged to form multidisciplinary teams of investigators who bring specific skills that contribute to the successful completion of the project. This is expected to include both intellectual input and research resources (e.g., supplies, reagents, equipment, personnel, services, tissue samples, access to patients or populations).
- **Correlative Studies:** The FY23 CPMRP IIRA supports innovative, hypothesis-based, correlative studies that derive from ongoing or completed clinical trials supported by other funding sources. Successful studies will have the potential to significantly inform treatment strategies, support personalized medicine approaches, provide increased understanding of biological changes resulting from the intervention in chronic pain management, or provide other insight that will significantly enhance management of chronic pain.
- **Relevance to Military Health:** The CPMRP seeks to support research that is relevant to the health care needs of military Service Members, Veterans, and/or their families. Relevance may arise by addressing high incidence rates within a population of interest, or significant debilitating effects on focused subpopulations. The application must articulate the potential impact the proposed project will have on Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain. *Investigators are encouraged* to consider the following characteristics as examples of how a project may demonstrate relevance to military health:
 - Use of military or Veteran populations, biospecimens, or data/databases in the proposed research.
 - Collaborations that include the Department of Defense (DOD) Military Health System (MHS), Military Treatment Facilities (MTFs), and/or VA investigators and facilities.
 - Research projects that integrate and/or align with DOD and/or VA research laboratories and programs. A list of websites that may be useful in identifying additional information about ongoing DOD and VA areas of research interest or potential opportunities for collaboration can be found in [Appendix 2](#).
 - Research projects that integrate techniques/approaches/pathways that fill an unmet requirement in patient care and are feasible for deployment within the existing Defense Health Agency (DHA) or Veterans Health Administration (VHA) health care systems.
 - Explanation of how the project addresses an aspect of chronic pain management that has direct relevance to military Service Members, Veterans, or other MHS beneficiaries.

Applicants seeking to conduct research on patient specimens and/or patient-reported outcomes collected within the MHS are encouraged to explore and consider the Pain Registry Biobank (PRB) resource of the Defense & Veterans Center for Integrative Pain Management (DVCIPM) of the Uniformed Services University (USU) and the Henry M.

Jackson Foundation (HJF).¹ The PRB collects blood samples (plasma, serum, DNA and RNA), medical history data, and patient-reported outcomes using the Pain Assessment Screening Tool and Outcomes Registry (PASTOR)² from patients enrolled at MTFs, primarily pain clinics. Information about the PRB is being provided to improve awareness of this resource supporting military medical research. Review of applications to the FY23 CPMRP IIRA applications funding opportunity and study proposals submitted to the PRB are conducted separately and do not influence each other. Favorable review of FY23 CPMRP IIRA applications does not guarantee access to Biobank specimens; ***access to PRB data and specimens does not guarantee funding under the FY23 CPMRP IIRA mechanism.***

- **Stakeholder Engagement:** Applicants are strongly encouraged to consider the views, opinions, and priorities of stakeholders at various ecological levels of patient care. Input from those living with or providing care for chronic pain conditions can help identify relevant research questions and shape study designs and objectives across the continuum of basic to clinical research. ***For the FY23 CPMRP IIRA, studies performing prospective human subject recruitment should consider patient experiences and perspectives and must include two key stakeholders (e.g., patients, immediate caregivers [not medical providers], patient advocates, and community leaders) as part of the research team participating in the development of the research question, study design, oversight, and evaluation. Key stakeholder engagement is encouraged for all other studies not involving prospective human subject enrollment, but is not required.*** Across all studies broader stakeholder engagements with clinicians, hospital/health system administrators, and health care policy and decision makers are also encouraged.

Applicants seeking information regarding considerations for stakeholder inclusion in participatory research and current practices for patient engagement during research planning and execution are encouraged to review resources available from the following websites:

- [U.S. Food and Drug Administration \(FDA\) Patient Engagement Advisory Committee](#)
- [Patient-Centered Outcomes Research Institute \(PCORI\)](#)

Clinical studies conducted in DOD MTFs have distinct stakeholders whose support is critical for project success. Onsite collaborators and co-investigators play an essential role in helping extramural partners navigate the unique considerations required when performing research in the MHS and facilitating stakeholder engagement with local commanders, senior military leaders, and potential study participants. Applicants are encouraged to consider the challenges for clinical research in military settings described in Rhon, et al., 2021³.

- **Research Representation of Military-Relevant Populations:** The CPMRP is dedicated to ensuring clinical studies are consistent with federal efforts for population diversity in

¹ Researchers seeking information on sample and data availability should contact the DVCIPM PRB at BiobankWR@usuhs.edu.

² <https://www.dvcipm.org/clinical-resources/pain-assessment-screening-tool-and-outcomes-registry-pastor/>

³ Rhon DI, Oh RC, and Teyhen DS. 2022. Challenges with engaging military stakeholders for clinical research at the point of care in the U.S. Military Health System. *Mil Med* 187(7-8):209-214. doi: 10.1093/milmed/usab494.

research outcomes. Further, the CPMRP seeks to ensure outcomes from funded research appropriately reflect and address health care needs of and disparities in chronic pain management in, particularly, the Service member and Veteran communities.

Disparities in medical research, health care delivery, access, and quality, and health outcomes are apparent in the Service members and Veteran populations.^{4,5} Chronic pain affects over 20% of the U.S. adult population, with even higher rates of occurrence observed among active-duty Service Members, ranging from 31% to 44%. The scope of chronic pain across social, economic, gender, racial, and cultural demographics may be significantly impacted by availability and access to effective treatments.⁶ Promising approaches to pain management should demonstrate equity in efficacy, acceptance, and implementation across population demographics.

Applications to the CPMRP are expected to include recruitment strategies in accordance with the [CDMRP policy on inclusion of women and minorities](#) in clinical research that strives for appropriate levels of representation among human subject participants. For example, female Service Members represent 18.8% of the total DOD military force and 10% of the Veteran population, but traditionally women are underrepresented in research.^{7,8} Similarly, minority and other populations are underrepresented in research outcomes. Applications seeking to eliminate health disparities and improve chronic pain outcomes for at-risk, vulnerable, and underserved populations must identify the community that is the focus of their investigation. Additionally, applications must articulate the medical burden the named population faces compared to the greater public, and if applicable, describe the barriers that may be eliminated or circumvented by the proposed research to establish more equitable pain management access and care.

- **Partnering PI Option:** The FY23 CPMRP IIRA encourages applications that include meaningful and productive collaborations between two investigators. Electing to submit to the Partnering PI Option does not influence the total direct cost limit as outlined in [Section II.D.5, Funding Restrictions](#). 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 a Partnering PI. Both PIs should contribute significantly to the development of the proposed research project, including the Project Narrative, Statement of Work (SOW), 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. The application should clearly demonstrate that both PIs have equal intellectual input into the design of the project and will devote similar and appropriate levels of effort to the conduct of the project. It is expected that funding will be balanced between both PIs unless appropriately justified. New partnerships are encouraged, but not required. The application is expected to describe how the PIs' unique expertise combined as a partnership will better address the research question, how the unique expertise

⁴ <https://www.dol.gov/agencies/vets/womenveterans>

⁵ Mancuso JD et al. 2023. Advancing health equity in the US military. *J Health Dispar Res Pract* 16(1):Article 3.

⁶ Dahlhamer J et al. 2018. Centers for Disease Control and Prevention *Morbidity and Mortality Weekly Report* 67(36).

⁷ <https://demographics.militaryonesource.mil/>

⁸ https://www.va.gov/vetdata/veteran_population.asp

that each individual brings to the application is critical for the research strategy and completion of the SOW, how each PI's expertise complements each other, and 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 being named as a Partnering PI on multiple applications unless they are clearly addressing distinct research questions. Applications in which a mentor and their current postdoctoral fellow or junior investigator are named as Initiating and Partnering PIs do not meet the intent of the Partnering PI Option.*** If recommended for funding, each PI will be named to an individual award within the recipient organization. For individual submission requirements for the Initiating and Partnering PIs, refer to [Section II.D.2, Content and Form of the Application Submission](#).

The types of awards made under the program announcement will be assistance agreements. An assistance agreement is appropriate when the federal government transfers a "thing of value" to a "state, local government," or "other recipient" to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring property or service for the direct benefit and use of the U.S. government. An assistance agreement can take the form of a grant or cooperative agreement. The level of involvement on the part of the DOD during project performance is the key factor in determining whether to award a grant or cooperative agreement. If "no substantial involvement" on the part of the funding agency is anticipated, a grant award will be made (31 USC 6304). Conversely, if substantial involvement on the part of the funding agency is anticipated, a cooperative agreement will be made (31 USC 6305), and the award will identify the specific substantial involvement. Substantial involvement may include, but is not limited to, collaboration, participation, or intervention in the research to be performed under the award. The award type, along with the start date, will be determined during the negotiation process.

The anticipated direct costs budgeted for the entire period of performance for an FY23 CPMRP Investigator-Initiated Research Award should not exceed **\$900,000**. Refer to [Section II.D.5, Funding Restrictions](#), for detailed funding information.

Awards will be made no later than September 30, 2024. For additional information refer to [Section II.F.1, Federal Award Notices](#).

The CDMRP expects to allot approximately \$8.64M to fund approximately six Investigator-Initiated Research Award applications. Funding of applications received is contingent upon the availability of federal funds for this program as well as the number of applications received, the quality and merit of the applications as evaluated by scientific and programmatic review, and the requirements of the government. Funds to be obligated on any award resulting from this funding opportunity will be available for use for a limited time period based on the fiscal year of the funds. It is anticipated that awards made from this FY23 funding opportunity will be funded with FY23 funds, which will expire for use on September 30, 2029.

Research Involving Human Data, Human Anatomical Substances, Human Subjects, or Human Cadavers: All DOD-funded research involving new and ongoing research with human data, human anatomical substances, human subjects, or human cadavers must be reviewed and approved by the USAMRDC Office of Human and Animal Research Oversight (OHARO),

Office of Human Research Oversight (OHRO), 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 application submission is **not** required; however, local IRB/EC approval is necessary prior to OHRO review. Allow up to 3 months to complete the OHRO regulatory review and approval process following submission of **all required and complete** documents to the OHRO. Refer to the General Application Instructions, Appendix 1, and the OHARO web page https://mrhc.health.mil/index.cfm/collaborate/research_protections/hrpo for additional information.

As of January 20, 2020, U.S. institutions engaged in non-exempt cooperative research **must** rely on a single IRB to review and approve the portion of the research conducted at domestic sites in accordance with Code of Federal Regulations, Title 45, Part 46.114(b) (45 CFR 46.114[b]). If the proposed, non-exempt research involves more than one U.S.-based institution, a written plan for single IRB review arrangements must be provided at the time of application submission or award negotiation. The lead institution responsible for developing the master protocol and master consent form should be identified and should be the single point of contact for regulatory submissions and requirements.

Clinical trials will not be supported by the FY23 CPMRP IIRA. A clinical trial is defined as a research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include a placebo or another control) to evaluate the effects of the interventions on biomedical or behavioral health-related outcomes.

Studies that do not seek to measure safety, effectiveness, and/or efficacy outcome(s) of an intervention are not considered clinical trials.

Clinical research encompasses research with patient samples, data, and interaction with patients that may or may not be considered a clinical trial. ***For the purposes of this funding opportunity, research that meets the definition of a clinical trial is distinct from clinical research.*** Clinical research is observational in nature and includes: (1) Research that does not seek to evaluate the effects of interventions. Research conducted with human subjects (or on material of human origin such as data, tissues, specimens, and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects, but does not seek to assess the effects of an intervention, qualifies as clinical research. Patient-oriented research may include but is not limited to: (a) mechanisms of human disease, (b) diagnostic or detection studies (e.g., biomarker or imaging), (c) health disparity studies, and (d) development of new technologies. (2) Epidemiologic and behavioral studies that do not seek to study the safety, effectiveness, and/or efficacy outcomes of an intervention. (3) Outcomes research and health services research that do not fit under the definition of clinical trial. Excluded from the definition of clinical research are in vitro studies that utilize human tissues that cannot be linked to a living individual. ***Note:*** Studies that meet the requirements for exemption under [§46.104\(d\)\(4\) of the Common Rule](#) are not considered clinical research as defined by CDMRP. Exemption category 4 refers to secondary research for which consent is not required.

Use of DOD or VA Resources: If the proposed research involves access to active-duty military and/or VA patient populations and/or DOD or VA resources or databases, the application must

describe the access at the time of submission and include a plan for maintaining access as needed throughout the proposed research. Refer to [Section II.D.2.b.ii, Full Application Submission Components](#), for detailed information. Refer to the General Application Instructions, Appendix 1, for additional information.

Rigor of Experimental Design: All projects should adhere to a core set of standards for rigorous study design and reporting to maximize the reproducibility and translational potential of preclinical research. The standards are described in SC Landis et al., 2012, A call for transparent reporting to optimize the predictive value of preclinical research, *Nature* 490:187-191 (www.nature.com/nature/journal/v490/n7419/full/nature11556.html). While these standards are written for preclinical studies, the basic principles of randomization, blinding, sample-size estimation, and data handling derive from well-established best practices in clinical studies. Projects that include research on animal models are required to submit Attachment 11, Animal Research Plan, as part of the application package to describe how these standards will be addressed. Applicants should consult the ARRIVE guidelines 2.0 (Animal Research: Reporting *In Vivo* Experiments) to ensure relevant aspects of rigorous animal research are adequately planned for and, ultimately, reported. The ARRIVE guidelines 2.0 can be found at <https://arriveguidelines.org/arrive-guidelines>.

Research Involving Animals: All research funded by the FY23 CPMRP IIRA involving new and ongoing research with animals must be reviewed and approved by the USAMRDC OHARO Animal Care and Use Review Office (ACURO), in addition to the local Institutional Animal Care and Use Committee (IACUC) of record. IACUC approval at the time of submission is *not* required. *Allow at least 3 to 4 months for ACURO regulatory review and approval processes for animal studies.* Refer to the General Application Instructions, Appendix 1, for additional information.

Prospective Human Studies and the Federal Interagency Traumatic Brain Injury Research (FITBIR) Informatics System: The DOD requires that awardees make any traumatic brain injury (TBI) focused research data generated by this award mechanism available to the research community through the FITBIR Informatics System. The FITBIR Informatics System is a free resource designed to accelerate research progress by allowing the storage, reanalysis, integration, and rigorous comparison of multiple datasets. Currently, FITBIR-eligible research includes all studies generating prospectively collected human TBI subject data (e.g., clinical, demographic, phenotypic, imaging and genetic). Consult the FITBIR website at <https://fitbir.nih.gov> for additional information. Elements that must be included in the proposed research can be found in [Appendix 3](#).

II.C. Eligibility Information

II.C.1. Eligible Applicants

II.C.1.a. Organization: All organizations, including foreign organizations, foreign public entities, and international organizations, are eligible to apply.

Government Agencies Within the United States: Local, state, and federal government agencies are eligible to the extent that applications do not overlap with their fully funded internal

programs. Such agencies are required to explain how their applications do not overlap with their internal programs.

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

Extramural Organization: An eligible non-DOD organization. Examples of extramural organizations include academic institutions, biotechnology companies, foundations, federal government organizations other than the DOD, and research institutes.

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

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

II.C.1.b. Principal Investigator

Independent Investigators at all levels may be named by the organization as the PI on the application.

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

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

II.C.2. Cost Sharing

Cost sharing/matching is not an eligibility requirement.

II.C.3. Other

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

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

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

II.D. Application and Submission Information

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

Inclusion of classified research data within the application and/or proposing research of which the anticipated outcomes may be classified or deemed sensitive to national security concerns may result in application withdrawal. Refer to the General Application Instructions Appendix 2, Section E.

II.D.1. eBRAP and Grants.gov

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

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

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

Extramural Submission:

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

Intramural DOD Submission:

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

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

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

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

submission guidelines differ for extramural (Grants.gov) and intramural (eBRAP.org) organizations (refer to [Table 1, Full Application Guidelines](#)).

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

Partnering PI Option: 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 the notification email to associate the partnering pre-application with their eBRAP account. After associating the pre-application to their eBRAP account, the Partnering PI should email the eBRAP Help Desk (help@eBRAP.org) to have the desired contact information associated to their pre-application. The email should include the pre-application log number, the name of the Business Official, the name(s) of the Performing/Contracting Organization(s), and the submission-type for the pre-application (extramural or intramural).*** 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. Applicants are urged to complete these steps as soon as possible. If they are not completed, the Partnering PI will not be able to view and modify their application during the verification period in eBRAP. If these steps are not completed, an intramural partner will not be able to submit the Partnering PI's required full application package components to eBRAP.

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

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

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

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

All pre-application components must be submitted by the 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.

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

When starting the pre-application, PIs should ensure they have selected the appropriate mechanism option in eBRAP:

- IIRA – Single PI Option
- IIRA – Prospective Human Subjects Research – Single PI Option
- IIRA – Partnering PI Option
- IIRA – Prospective Human Subjects Research – Partnering PI Option

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

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

- **Tab 1 – Application Information**

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

- **Tab 2 – Application Contacts**

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

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

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

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

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

If the research team will include [key stakeholders](#) (e.g., patients, immediate caregivers [not medical providers], patient advocates, community leaders) provide their identity along with any relevant details regarding their experience with chronic pain conditions and/or organizational/advocacy affiliations. ***At least two key stakeholders must be included in studies conducting prospective human subjects research.*** The key stakeholders' roles in the project should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. Service Members can support studies conducted within the DOD, provided their role in the project is different from their current duty assignment. *(For administrative purposes, please use the label "Consumer" when assigning the community partners' roles in eBRAP.)*

[FY23 CPMRP Programmatic Panel members](#) should not be involved in any pre-application or application. For questions related to panel members and pre-applications or applications, refer to [Section II.H.2.c, Withdrawal](#), or contact the eBRAP Help Desk at help@eBRAP.org or 301-682-5507.

For the Partnering PI Option, the Initiating PI must enter the contact information for each Partnering PI in the Partnering PI section.

- **Tab 4 – Conflicts of Interest**

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

- **Tab 5 – Pre-Application Files**

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

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

The Preproposal Narrative should include the following:

- **Alignment to CPMRP Intent:** Explain how the proposed research meets the intent of the FY23 CPMRP IIRA as described in [Section II.B, Award Information](#), including adherence to restrictions on allowable and prohibited research categories. State the [FY23 CPMRP IIRA Focus Area\(s\)](#) the study seeks to address.
- **Scientific Rationale and Approach:** State the background and scientific rationale on which the proposed project is based. Relevant literature citations must be included. Preliminary data is encouraged at the pre-application stage and will be

required for invited full applications. Concisely state the project's specific aims and describe the scientific approach.

- **Impact:** Explain the potential impact of the proposed research project and how it will make important advances in chronic pain research, patient care, and/or improve the quality of life of Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain.
- **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 the following:
 - **References Cited (one-page limit):** List the references cited (including URLs if available) in the Preproposal Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, reference title, and reference source, including volume, chapter, page numbers, and publisher, as appropriate).
 - **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols used in the Preproposal Narrative.
 - **Key Personnel Biographical Sketches (six-page limit per individual):** *All biographical sketches should be uploaded as a single combined file.* Biographical sketches should be used to demonstrate background and expertise through education, positions, publications, and previous work accomplished.

- **Tab 6 – Submit Pre-Application**

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

Pre-Application Screening

- **Pre-Application Screening Criteria**

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

- **Alignment to CPMRP Intent:** How well the proposed research meets the intent of the FY23 CPMRP IIRA. Whether the proposed research adheres to research restrictions and does not include prohibited studies. Whether the proposed research addresses one or more of the [FY23 CPMRP IIRA Focus Area\(s\)](#).
- **Scientific Rationale and Approach:** How well the background, scientific rationale, relevant literature citations, and preliminary data (if provided) demonstrate sufficient evidence to support the proposed research project. Whether specific aims are reasonable and address the research problem. How well the scientific approach supports of the specific aims proposed.

- **Impact:** Whether the research will impact the field of the chronic pain management. Whether the proposed project will make important advances in chronic pain research, patient care, and/or improves the quality of life of Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain.

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

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

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

Applications will not be accepted unless notification of invitation has been received by the Initiating PI.

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

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

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

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

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

Table 1. Full Application Submission Guidelines

Extramural Submissions	Intramural DOD Submissions
Application Package Location	
<p>Download application package components for HT9425-23-CPMRP-IIRA from Grants.gov (https://grants.gov) and create a Grants.gov Workspace. Workspace allows online completion of the application components and routing of the application package through the applicant organization for review prior to submission.</p>	<p>Download application package components for HT9425-23-CPMRP-IIRA from eBRAP (https://ebrap.org).</p>
Full Application Package Components	
<p>SF424 Research & Related Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1, for detailed information.</p>	<p>Tab 1 – Summary: Provide a summary of the application information.</p> <p>Tab 2 – Application Contacts: This tab will be pre-populated by eBRAP; add Authorized Organizational Representative.</p>
<p>Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Research & Related Personal Data • Research & Related Senior/Key Person Profile (Expanded) • Research & Related Budget • Project/Performance Site Location(s) Form • Research & Related Subaward Budget Attachment(s) Form 	<p>Tab 3 – Full Application Files: Upload files under each Application Component in eBRAP. Descriptions of each required file can be found under Full Application Submission Components:</p> <ul style="list-style-type: none"> • Attachments • Key Personnel • Budget • Performance Sites <p>Tab 4 – Application and Budget Data: Review and edit proposed project start date, proposed end date, and budget data pre-populated from the Budget Form.</p>
Application Package Submission	
<p>Create a Grants.gov Workspace. Add participants (investigators and Business Officials) to Workspace, complete all required forms, and check for errors before submission.</p> <p>Submit a Grants.gov Workspace Package. An application may be submitted through Workspace by clicking the “Sign and Submit” button on the “Manage Workspace” page, under the “Forms” tab. Grants.gov recommends submission of the application package at least 24-48 hours prior to the close date to allow time</p>	<p>Submit package components to eBRAP (https://ebrap.org).</p> <p>Tab 5 – Submit/Request Approval Full Application: After all components are uploaded and prior to the full application submission deadline, enter your password in the space provided next to “Enter Your Password Here” and press the “Submit Full Application” button. eBRAP will notify your Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official by email. <i>Do not password</i></p>

Extramural Submissions	Intramural DOD Submissions
<p>to correct any potential technical issues that may disrupt the application submission.</p> <p>Note: If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID <i>prior to</i> the application submission deadline. Do not password protect any files of the application package, including the Project Narrative.</p>	<p><i>protect any files of the application package, including the Project Narrative.</i></p>
<u>Application Verification Period</u>	
<p>The full application package submitted to Grants.gov may be viewed and modified in eBRAP until the end of the application verification period. During the application verification period, the full application package may be modified <i>with the exception of the Project Narrative and Research & Related Budget Form.</i></p>	<p>After eBRAP has processed the full application, the organizational Resource Manager/Comptroller/ Task Area Manager or equivalent Business Official and PI(s) will receive email notification of this status and will be able to view and modify application components in eBRAP. During the application verification period, the full application package may be modified <i>with the exception of the Project Narrative and Research & Related Budget Form.</i> Your Resource Manager/ Comptroller/Task Area Manager or equivalent Business Official should log into eBRAP to review and to approve prior to the application verification deadline.</p>
Further Information	
<p>Tracking a Grants.gov Workspace Package. After successfully submitting a Workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the “Confirmation” page that is generated after submission.</p> <p>Refer to the General Application Instructions, Section III, for further information regarding Grants.gov requirements.</p>	<p>Refer to the General Application Instructions, Section IV, for further information regarding eBRAP requirements.</p>

Partnering PI Option: The CDMRP requires separate full application package submissions for the Initiating PI and 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 full application package must be submitted using the unique eBRAP log number. **Note: All**

associated applications (the Initiating PI's and the Partnering PI's) must be submitted by the full application submission deadline.

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

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

- **Extramural Applications Only**

SF424 Research & Related Application for Federal Assistance Form: Refer to the General Application Instructions, Section III.A.1, for detailed information.

- **Extramural and Intramural Applications**

Attachments:

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

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

- **Attachment 1: Project Narrative (12-page limit): Upload as “ProjectNarrative.pdf”.** The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, diagrams, chemical structures, drawings) used to describe the project. Inclusion of URLs (uniform resource locators) that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

Describe the proposed project in detail using the outline below.

- **Background/Rationale:** Present the scientific rationale behind the proposed research project, and clearly demonstrate that there is sufficient scientific evidence to support the proposed stage of research, including preliminary, published and/or unpublished data. Cite relevant literature. Describe any stakeholder engagement that was performed and how it helped to formulate the hypothesis/objective and research strategy, if applicable.
- **Objective or Hypothesis:** State the objective(s) to be reached or hypothesis(es) to be tested.

- **FY23 CPMRP IIRA Focus Area:** State the [FY23 CPMRP IIRA Focus Area\(s\)](#) to be addressed by the proposed research.
- **Specific Aims:** Concisely explain the project’s specific aims. The aims should agree with the primary aims and associated tasks described in [Attachment 5: Statement of Work](#). If the proposed research project is part of a larger study, present only tasks that this CPMRP award would fund.
- **Research Strategy and Feasibility:**
 - Describe the experimental design, methods, and analyses, including appropriate controls, in sufficient detail for analysis as appropriate for the proposed research.
 - Address potential problem areas and pitfalls, and present alternative methods and approaches.
 - If proposing a correlative study, specify how the proposed project complements the existing research efforts and provides additional relevant insight beyond the initial study design.
 - If applicable, briefly describe the relevance of the chosen animal model to human chronic pain research; full details will be required in [Attachment 11: Animal Research Plan](#).
 - If human subjects, anatomical samples, or data will be used, include a detailed plan for the recruitment of subjects or the acquisition of samples or data. Describe the statistical model and data analysis plan with respect to the study objectives. Include a complete power analysis to demonstrate that the sample size is appropriate to meet the objectives of the study. Ensure sufficient information is provided to allow thorough evaluation of all statistical calculations during review of the application. Describe the strategy for the inclusion of women and minorities appropriate to the objectives of the study, including a description of the composition of the proposed study population in terms of sex/gender, racial, and ethnic group, and an accompanying rationale for the selection of subjects. The inclusion strategy should agree with the enrollment table(s) provided in [Attachment 2: Supporting Documents – Inclusion Enrollment Report](#).
 - If proposing a study seeking to address health disparities related to chronic pain, articulate the additional medical burden and challenges Service Member and/or Veteran populations, to include vulnerable, at-risk, or underserved communities, face compared to the general public. If applicable, describe how the work will overcome barriers related to equitable levels of pain management access and care.
 - If conducting research not involving prospective human subjects research, describe any stakeholder engagement activities that will be performed during the course of the proposed research study. ***Studies submitting under a Prospective Human Subjects Research Option should describe stakeholder engagement activities in [Attachment 12: Stakeholder Engagement Plan](#).***

- Describe how data will be reported.
- If the research will support therapeutic development, describe how the data will be appropriately reported and documented to support a regulatory filing with the FDA. *This award cannot be used to conduct clinical trials.*
- **Attachment 2: Supporting Documentation: Combine and upload as a single file named “Support.pdf”.** Start each document on a new page. If documents are scanned to PDF, the lowest resolution (100 to 150 dpi) should be used. The Supporting Documentation attachment should not include additional information such as figures, tables, graphs, photographs, diagrams, chemical structures, or drawings. These items should be included in the Project Narrative.

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

- **References Cited:** List the references cited (including URLs, if available) in the Project Narrative using a standard reference format that includes the full citation (i.e., author[s], year published, title of reference, source of reference, volume, chapter, page numbers, and publisher, as appropriate).
- **List of Abbreviations, Acronyms, and Symbols:** Provide a list of abbreviations, acronyms, and symbols.
- **Facilities, Existing Equipment, and Other Resources:** Describe the facilities and equipment available for performance of the proposed project and any additional facilities or equipment proposed for acquisition at no cost to the award. Indicate whether government-furnished facilities or equipment are proposed for use. If so, reference should be made to the original or present government award under which the facilities or equipment items are now accountable. There is no form for this information.
- **Publications and/or Patents:** Include a list of relevant publication URLs and/or patent abstracts. If articles are not publicly available, then copies of up to five published manuscripts may be included in Attachment 2. Extra items will not be reviewed.
- **Chronic Pain Community Key Stakeholder Letters of Commitment (if applicable):** Provide a letter signed by each [key stakeholder](#) from the chronic pain community confirming their role and commitment to participate on the research team.
- **Letters of Organizational Support:** Provide a letter (or letters, if applicable) signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. Letters of support not requested in the program announcement, such as those from members of Congress, do not impact application review or funding decisions.

- **Letters of Collaboration (if applicable):** Provide a signed letter from each collaborating individual or organization demonstrating that the PI has the support or resources necessary for the proposed work. If an investigator at an intramural organization is named as a collaborator on an application submitted through an extramural organization, the application must include a letter from the collaborator’s Commander or Commanding Officer at the intramural organization that authorizes the collaborator’s involvement.
- **Intellectual Property:** Information can be found in the 2 CFR 200.315, “Intangible Property.”
 - **Intellectual and Material Property Plan (if applicable):** Provide a plan for resolving intellectual and material property issues among participating organizations.
 - **Commercialization Strategy (if applicable):** Describe the commercialization plan. The plan should include intellectual property, market size, financial analysis, strengths and weaknesses, barriers to the market, competitors, and management team. Discuss the significance of this development effort, when it can be anticipated, and the potential commercial use for the technology being developed.
- **Data and Research Resources Sharing Plan:** Describe how data and resources generated during the performance of the project will be shared with the research community. Refer to the General Application Instructions, Appendix 2, Section K, for more information about the CDMRP expectations for making data and research resources publicly available.
- **Data Management Plan (two-page limit):** Describe the data management plan in accordance with Section 3.c, Enclosure 3, [DoD Instruction 3200.12](#).
 - For Extramural Applications: Refer to General Application Instructions, Section III.A.2, Attachments Form, Attachment 2, Supporting Documentation, for more detailed information.
 - For Intramural Applications: Refer to General Application Instructions, Section IV.A.1, Application Component – Attachments, Attachment 2, Supporting Documentation, for more detailed information.
- **Quad Chart:** Provide a Quad Chart for the proposed project. The format for the quad chart is available on the eBRAP “Funding Opportunities & Forms” web page at (<https://ebrap.org/eBRAP/public/Program.htm>).
- **Use of DOD Resources (if applicable):** Provide a letter of support signed by the lowest-ranking person with approval authority confirming access to active-duty military populations and/or DOD resources or databases.

- **Use of VA Resources (if applicable):** Provide a signed letter of support from the VA Facility Director(s) or individual designated by the VA Facility Director(s), such as the Associate Chief of Staff for Research and Development (ACOS/R&D) or Clinical Service Chief, confirming access to VA patients, resources, and/or VA research space. For VA PIs, if the VA non-profit corporation is not identified as the applicant institution for administering the funds, include a signed letter from the VA ACOS/R&D confirming this arrangement and identifying the institution that will administer the funds associated with the proposed research.
- **Inclusion Enrollment Report:** If proposing research involving human subjects, provide an anticipated enrollment table(s) for the inclusion of women and minorities appropriate to the objectives of the study with the proposed enrollment distributed on the basis of sex/gender, race, and ethnicity. Studies utilizing human biospecimens or datasets that cannot be linked to a specific individual, gender, ethnicity, or race (typically classified as exempt from IRB review) are exempt from this requirement. The Public Health Service (PHS) Inclusion Enrollment Report is a three-page fillable PDF form, which can be downloaded from eBRAP at <https://ebrap.org/eBRAP/public/Program.htm>.”
- **Attachment 3: Technical Abstract (one-page limit): Upload as “TechAbs.pdf”.** The technical abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. ***Do not include proprietary or confidential information.*** Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Technical abstracts should be written using the outline below. The technical abstract should provide an appropriate description of the project’s key aspects; clarity and completeness within the space limits of the technical abstract are highly important.

- **Background/Rationale:** Present the scientific rationale behind the proposed research project, including sufficient scientific evidence to support the proposed stage of research.
- **Objective/Hypothesis:** State the objective(s) to be reached or the hypothesis(es) to be tested.
- **Specific Aims:** State the specific aims of the proposed research project.
- **Study Design:** Briefly describe the experimental design, including appropriate controls.
- **Impact:** Briefly describe how the proposed research project will impact the addressed [FY23 CPMRP IIRA Focus Area\(s\)](#) and will make important contributions toward the goals of advancing chronic pain research, patient care, and/or improving quality of life for those living with chronic pain.

- **Relevance to Military Health:** Briefly describe the relevance of the proposed research project to military Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain.
- **Attachment 4: Lay Abstract (one-page limit): Upload as “LayAbs.pdf”.** The lay abstract is used by all reviewers. Abstracts of all funded research projects will be posted publicly. *Do not include proprietary or confidential information. Do not duplicate the technical abstract.* Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.

Lay abstracts should be written using the outline below. Minimize use of acronyms and abbreviations, where appropriate. The lay abstract is an important component of the application review process because it addresses issues of particular interest to the consumer community.

- State the [FY23 CPMRP IIRA Focus Area\(s\)](#) to be addressed by the proposed research.
- Describe the objectives and rationale for the proposed research in a manner that will be *readily understood by readers without a background in science or medicine*.
 - Describe the ultimate applicability of the research.
 - What persons with chronic pain 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 person-related outcome?
- If the research is too basic for immediate clinical applicability, then describe the interim outcomes.
- What are the likely contributions of the proposed research project to advancing the field of chronic pain research, patient care, and/or quality of life for those managing chronic pain?
- **Attachment 5: Statement of Work (five-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>). Recommended strategies for assembling the SOW can be found at <https://ebrap.org/eBRAP/public/Program.htm>.

For the FY23 CPMRP IIRA, refer to either the *“Suggested SOW Strategy for Clinical Research_Clinical Trial”* or *“Suggested SOW Strategy Generic Research”*, whichever format is most appropriate for the proposed effort, and use the blank SOW format titled “Suggested SOW Format”. The SOW must be in PDF format prior to attaching.

- For FITBIR-eligible (human prospective TBI studies) research, also include:
 - FITBIR investigator and study registration within the first 30 days of the award
 - Sharing of draft data collection forms with FITBIR
 - Annual FITBIR data submissions
- **Partnering PI Option:** *Each PI must submit an identical copy of a jointly created SOW. The contributions of the Initiating PI and the Partnering PI should be noted for each task.*
- **Attachment 6: Impact Statement (one-page limit): Upload as “Impact.pdf”.**
 - Describe how the proposed research project will impact our understanding of the addressed [FY23 CPMRP IIRA Focus Area\(s\)](#) and will make important contributions toward the goals of advancing chronic pain research, patient care, and/or improving quality of life.
 - Describe the short-term impact: Detail the anticipated outcome(s)/product(s) (intellectual and/or tangible) that will directly result from the proposed research and explain how the outcomes will drive the chronic pain management field forward and support new avenues for research or clinical care.
 - Describe the long-term impact: Explain the potential long-term impact of this study on the field of chronic pain research, patient care, and/or quality of life.
- **Attachment 7: Innovation Statement (one-page limit): Upload as “Innovation.pdf”.** Describe how the proposed research is innovative. For example, state how the research will provide new insights, examine a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or introduce new technologies and/or applications with the potential to impact the field of chronic pain management. Describe how the proposed research represents more than an incremental advance upon published data or more than the next logical step in a research project.
- **Attachment 8: Research Team Statement (one-page limit): Upload as “Team.pdf”.** (*Attachment 8 is only applicable and required for applications submitted under the Single PI Option.*) Discuss the qualifications of the research team and each individual’s specific contributions to the project, including how the appropriate experience is incorporated to address the research question and enable the success of the proposed project. Clearly state if key personnel are not receiving salary from the award. If applicable, provide assurances/letters of commitment that the unpaid personnel will contribute the required level of effort to complete the project. If including [key stakeholders](#) as members of the research team, identify the individual(s) and any relevant organizational affiliation(s). Describe the PI’s record of accomplishment and their ability to lead the research team to accomplish the proposed research project. Describe previous experience most pertinent to this project.

- **Attachment 9: Partnership Statement (one-page limit): Upload as “Partnership.pdf”.** (*Attachment 9 is only applicable and required for applications submitted under the Partnering PI Option.*) Describe the partnership and combined expertise of the Initiating and Partnering PIs that are critical for the research strategy and completion of the SOW. Describe how the complementary efforts of each PI can better address the research question and why the work should be done together rather than through separate individual efforts. Explain how both PIs have equal intellectual input into the design of the project and will devote similar and appropriate levels of effort to the conduct of the project. Explain how funding will be balanced between both PIs or otherwise provide appropriate justification. Identify any other key personnel, beyond the Initiated and Partnering PI, that participating in the collaborative study and describe their contributions. If other key personnel are not receiving salary from the award, provide assurances/letters of commitment that the unpaid personnel will contribute the required level of effort to complete the project, as applicable. If including [key stakeholders](#) as members of the research team, identify the individual(s) and any relevant organizational affiliation(s).

- **Attachment 10: Relevance to Military Health Statement (one-page limit): Upload as “Military.pdf”.** Demonstrate how the proposed research project is applicable to the health care needs and quality of life of military Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain. Provide evidence that the chronic pain condition under investigation is either prevalent in military or Veteran general populations or presents a significant health care burden on at risk, vulnerable, or underrepresented subpopulation(s). If active-duty military, Veteran, or military family member population(s) will be used in the proposed research project, describe the population(s), the appropriateness of the population(s) for the proposed research, and the feasibility of using the population. Identify any collaborations within the military Services and the proposed use of the MHS or an MTF. If applicable, discuss how the research study will fill an unmet need in patient care within the DHA and/or VHA and is feasible for deployment within the existing health care systems. If a non-military population will be used for the proposed research project, explain how the population simulates the targeted population (i.e., Service Members or Veterans).

- **Attachment 11: Animal Research Plan (if applicable; required for all studies utilizing animals; three-page limit): Upload as “AnimalResPlan.pdf”.** When the proposed study involves animals, a summary describing the animal research that will be conducted must be included in the application. The Animal Research Plan may not be an exact replica of the protocol(s) submitted to the IACUC. The Animal Research Plan should address the following points for each proposed animal study:
 - Briefly describe the research objective(s) of the animal study. Explain how and why the animal species, strain, and model(s) being used can address the scientific objectives and, where appropriate, how well the animal model reproduces the human disease. Be specific as to why the animal chronic pain model was chosen over other models and how it is optimal for addressing the study aims and is relevant to human chronic pain.

- Summarize the procedures to be conducted. Describe how the study will be controlled.
- Describe the randomization and blinding procedures for the study, and any other measures to be taken to minimize the effects of subjective bias during animal treatment and assessment of results. If randomization and/or blinding will not be utilized, provide justification.
- Provide a sample size estimate for each study arm and the method by which it was derived, including power analysis calculations.
- Describe how data will be handled, including rules for stopping data collection, criteria for inclusion and exclusion of data, how outliers will be defined and handled, statistical methods for data analysis, and identification of the primary endpoint(s).
- **Attachment 12: Stakeholder Engagement Plan (three-page limit): Upload as “Stakeholder.pdf”.** (*Attachment 12 is only applicable and required for applications submitting under a Prospective Human Subjects Research Option.*) Describe the plan that will be pursued to perform meaningful stakeholder engagement that will help shape and inform the research study.
 - Provide the names of at least two [key stakeholders](#) from the chronic pain community that will participate as members of the research team and their affiliation (if applicable) with a relevant organization(s). Formal letters of commitment from the key stakeholders should be provided in [Attachment 2: Supporting Documents – Chronic Pain Community Key Stakeholder Letters of Commitment](#). The key stakeholders’ role in the project should be independent of their employment, and they cannot be employees of any of the organizations participating in the application. Service Members can support studies conducted within the DOD, provided their role in the project is different from their current duty assignment.
 - Describe how the stakeholders’ personal experience is relevant to the study’s target patient profile, and will provide insight into that group’s opinions and priorities.
 - Describe the benefits the stakeholders hope to obtain from participation on the study team. Explain the benefits of engaging with the chronic pain community (e.g., enhanced study recruitment and retention, foster stronger partnerships, develop a better appreciation of the views, perspectives, and priorities of the patient population).
 - Describe any stakeholder engagement activities that occurred prior to application that helped to formulate the research question, study hypothesis, or project objectives.
 - Describe the roles that the [key stakeholders](#) will play in the planning, design, implementation, and evaluation of the research. Describe how the stakeholders will be integrated into the research team.
 - Provide details on any orientation or training that has occurred or is planned to prepare the stakeholders for their roles on the research team. Explain the overall

- engagement structure including scheduled meetings and frequency, and methods of communication and information sharing. Explain how the stakeholders' perspectives and input will be captured and integrated into the research project. Describe any metrics or methods that will be used to assess the effectiveness and benefit of the engagement activities.
- Describe any broader engagements that will occur with individuals outside of the research team, including clinicians, hospital/health system administrators, and health care policymaking stakeholders.
 - **Attachment 13: Representations, if applicable (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
 - **Attachment 14: Suggested Collaborating DOD Military Facility Budget Format, if applicable: Upload as “MFBudget.pdf”.** If a military facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DOD activity embedded with a civilian medical center) will be a collaborator in performance of the project, complete a separate budget, using “Suggested Collaborating DOD Military Facility Budget Format”, available for download on the eBRAP “Funding Opportunities & Forms” web page <https://ebrap.org/eBRAP/public/Program.htm>, including a budget justification, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.
- **Extramural and Intramural Applications**

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

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

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

 - **PI Biographical Sketch (six-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 (NIH) Biographical Sketch may also be used. All biographical sketches should be submitted in uneditable PDF format.

- PI Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf”.
 - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
 - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- Key Personnel Biographical Sketches (six-page limit each): Upload as “Biosketch_LastName.pdf”.
- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf”.
 - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
 - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.

Research & Related Budget: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.5, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.4, for detailed information.

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

Initiating and Partnering PIs must have a separate budget and justification specific to their distinct portions of the effort that the applicant organization will submit as separate Grants.gov or eBRAP application packages. The Initiating PI should not include budget information for the Partnering PI even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.

Project/Performance Site Location(s) Form: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.6, and for intramural submissions (via eBRAP), refer to the General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

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

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.) Verify subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period.
- **Intramural DOD Collaborator(s):** Complete the “Suggested Collaborating DOD Military Facility Budget Format” and upload to Grants.gov attachment form as [Attachment 14](#). (Refer to the General Application Instructions, Section IV.A.4, for detailed information.) Each Intramural DOD Collaborator should include costs per year on the Grants.gov Research & Related Budget Form under subaward costs.

Suggested DOD Military Budget Format: A military facility collaborating in the performance of the project (but not participating as a Partnering PI) should be treated as a subaward for budget purposes. *Note:* Applicants should complete a separate military budget using “Suggested Collaborating DOD Military Facility Budget Format” (available for download on the eBRAP “Funding Opportunities & Forms” web page [<https://ebrap.org/eBRAP/public/Program.htm>]) ([Attachment 14](#)) to show all direct and indirect costs. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs. Refer to the General Application Instructions, Section III.A.8, for detailed information.

Application Components for the Partnering PI, if applying under the Partnering PI Option

The Partnering PI must follow the link in the email from eBRAP and, if not registered in eBRAP, must complete the registration process prior to the application submission deadline in order to associate their full application package with that of the Initiating PI.

For the Partnering PI, the Initiating PI must identify if the Partnering PI will be named on an extramural or intramural application (in accordance with the guidelines in [Section II.C.1.a, Organization](#)) and the appropriate mode of submission (Grants.gov for extramural and eBRAP for intramural). The Partnering PI must verify their contact information and mode of submission within eBRAP to ensure proper submission of their application.

The application submission process for the Partnering PI uses an abbreviated full application package that includes:

- **Extramural and Intramural Applications**

Attachments:

- **Attachment 5: Statement of Work (five-page limit): Upload as “SOW.pdf”.** Refer to the General Application Instructions, Section III.A.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 the Partnering PI should be noted for each task.

- **Attachment 13: Representations (extramural submissions only): Upload as “RequiredReps.pdf”.** All extramural applicants must complete and submit the Required Representations template available on eBRAP (<https://ebrap.org/eBRAP/public/Program.htm>). For more information, see the General Application Instructions, Appendix 5, Section B, Representations.
- **Attachment 14: Suggested Collaborating DOD Military Facility Budget Format: Upload as “MFBudget.pdf”.** Refer to the General Application Instructions, Section IV.A.4, for detailed information. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs.

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

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

- **PI Biographical Sketch (six-page limit):** Upload as “Biosketch_LastName.pdf”. The suggested biographical sketch format is available on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. The NIH Biographical Sketch may also be used. All biographical sketches should be submitted in the PDF format that is not editable.
- **PI Previous/Current/Pending Support (no page limit):** Upload as “Support_LastName.pdf”.
 - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
 - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.
- **Key Personnel Biographical Sketches (six-page limit each):** Upload as “Biosketch_LastName.pdf”.

- Key Personnel Previous/Current/Pending Support (no page limit): Upload as “Support_LastName.pdf”.
 - For extramural submissions, refer to the General Application Instructions, Section III.A.4, for detailed information.
 - For intramural submissions, refer to the General Application Instructions, Section IV.A.3, for detailed information.

Research & Related Budget: For extramural submissions, refer to the General Application Instructions, Section III.A.5, and for intramural submissions, refer to the General Application Instructions, Section IV.A.4, for detailed information.

Budget Justification (no page limit): Upload as “BudgetJustification.pdf”.

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 or eBRAP application packages. The Research & Related Budget for the Partnering PI should not include budget information for the Initiating PI, even if they are located within the same organization. Refer to [Section II.D.5, Funding Restrictions](#), for detailed information.

Project/Performance Site Location(s) Form: For extramural submissions (via Grants.gov), refer to the General Application Instructions, Section III.A.6, and for intramural submissions (via eBRAP), refer to General Application Instructions, Section IV.A.5, for detailed information.

- **Extramural Applications Only**

Research & Related Subaward Budget Attachment(s) Form:

- **Extramural Subaward:** Complete the Research & Related Subaward Budget Form through Grants.gov. (Refer to the General Application Instructions, Section III.A.7, for detailed information.)
- **Intramural DOD Collaborator(s):** Complete a separate DOD military budget, using Suggested Collaborating DOD Military Facility Budget Format (available for download on the eBRAP “Funding Opportunities & Forms” web page [\[https://ebrap.org/eBRAP/public/Program.htm\]](https://ebrap.org/eBRAP/public/Program.htm)), and upload to Grants.gov attachment form as [Attachment 14](#). (Refer to the General Application Instructions, Section III.A.8, for detailed information.)

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

The applicant organization must be registered as an entity in SAM (<https://www.sam.gov/SAM/>) and receive confirmation of an “Active” status before submitting an application through Grants.gov. *As of April 2022, all federal awards including, but not limited to, contracts, grants, and cooperative agreements will use the UEI generated through SAM.gov.* Refer to the

General Application Instructions, Section III, for further information regarding Grants.gov requirements.

II.D.4. Submission Dates and Times

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

Applicant Verification of Full Application Submission in eBRAP

For Both Extramural and Intramural Applicants: eBRAP allows an organization’s representatives and PIs to view and modify the full application submissions associated with them. Following retrieval and processing of the full application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the full application submission. eBRAP will validate full application files against the specific program announcement requirements, and discrepancies will be noted in an email to the PI and in the “Full Application Files” tab in eBRAP. eBRAP does not confirm the accuracy of file content. Application viewing, modification, and verification in eBRAP are strongly recommended, but not required. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the program announcement. ***If either the Project Narrative or the budget fails eBRAP validation or needs to be modified, an updated full application package must be submitted prior to the application submission deadline. The Project Narrative and Research & Related Budget Form cannot be changed after the application submission deadline.*** Other application components may be changed until the end of the application verification period. Verify that subaward budget(s) and budget justification forms are present in eBRAP during the application verification period. If these components are missing, upload them to eBRAP before the end of the application verification period. After the end of the application verification period, the full application cannot be modified.

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

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

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

II.D.5. Funding Restrictions

Single PI Option

The maximum period of performance is **4** years.

The application's direct costs budgeted for the entire period of performance should not exceed **\$900,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate.

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

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 maximum period of performance is **4** years.

The applications' combined direct costs budgeted for the entire period of performance in the applications of the Initiating PI and the Partnering PI should not exceed **\$900,000**. If indirect cost rates have been negotiated, indirect costs are to be budgeted in accordance with the organization's negotiated rate. Collaborating organizations should budget associated indirect costs in accordance with each organization's negotiated rate.

A separate award will be made to each PI's organization.

The PIs are expected to be partners in the research, and direct cost funding should be divided accordingly unless otherwise warranted and clearly justified.

The applicants may request the entire maximum funding amount for a project that may have a period of performance less than the maximum **4** years. The duration of the period of performance for the Initiating PI and Partnering PI should be the same.

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

- Travel in support of multidisciplinary collaborations.
- Costs for the PI(s) to present project information or disseminate project results at two DOD-sponsored meetings (e.g., MHS Research Symposium) during the lifetime or the award. For budget purposes, it is suggested that these costs be included in year 2 of the award.

- Costs for investigator(s) to travel to one scientific/technical meeting per year in addition to the meetings described above. The intent of travel costs to scientific/technical meeting(s) is to present project information or disseminate project results of the FY23 CPMRP IIRA.
- Costs for stakeholder engagement activities or consultations.

Must not be requested for:

- Clinical trial costs

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

Refer to the General Application Instructions, Section III.A.5, for budget regulations and instructions for the Research & Related Budget. *For federal agencies or organizations collaborating with federal agencies, budget restrictions apply as are noted in the General Application Instructions, Section III.A.5.*

II.D.6. Other Submission Requirements

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

II.E. Application Review Information

II.E.1. Criteria

II.E.1.a. Peer Review

To determine technical merit, all applications will be evaluated according to the following **scored criteria**, which are listed in decreasing order of importance:

- **Research Strategy and Feasibility**
 - How clearly the scientific rationale behind the proposed research project demonstrates sufficient scientific evidence, including preliminary data, to support moving into the proposed stage of research.
 - To what extent stakeholder engagement activities were performed and to what degree it helped formulate the hypothesis/objective and research strategy, if applicable.
 - How well developed and how feasible the objectives or hypothesis, specific aims, experimental design, methods, and analyses are.

- How well statistical analysis plans, including power analysis, as appropriate, have been described to obtain meaningful results from the proposed research.
 - How thoroughly the application acknowledges potential problems or pitfalls and addresses alternative approaches.
 - If applicable, how well the proposed correlative study complements an existing research effort and to what degree it will provide additional relevant insight beyond the initial study design.
 - If applicable, how well designed each animal study is to achieve the objectives, including the endpoints to be used, and how well the selected animal model reproduces the human disease or condition.
 - If applicable, how well established the human subject recruitment, data, or sample acquisition plans are to achieve the study objectives.
 - If applicable, the degree to which the study addresses health disparities, increased medical burden and or challenges for Service Member and/or Veteran populations, to include at-risk, vulnerable, or underserved communities. Whether existing barriers to equitable levels of pain management access and care have been identified and how well the work will overcome such barriers.
 - If conducting research not including prospective human subject enrollment, to what degree stakeholder engagement will be performed during the course of the proposed study. (*Stakeholder engagement activities associated with prospective human subjects research should be evaluated under the separate evaluation criteria*).
 - If applicable, whether data will be appropriately reported and documented to support a regulatory filing with the FDA.
- **Impact and Relevance to Military Health**
 - How well the research project will impact our understanding of one or more of the [FY23 CPMRP IIRA Focus Area\(s\)](#) and will make important contributions toward the goals of advancing chronic pain research, patient care, and/or improving quality of life.
 - To what degree the anticipated short-term outcome(s)/product(s) (intellectual and/or tangible) will drive the chronic pain management field forward and support new avenues for research or clinical care.
 - How well the anticipated long-term gains from this research will yield relevant results for chronic pain management research, patient care, and/or quality of life.
 - Whether the proposed research addresses health care needs and quality of life for Service Members, Veterans, and/or their family members or beneficiaries living with chronic pain.

- To what degree the research is expected to fill an unmet need in patient care within the DHA and/or VHA.
- **Innovation**
 - To what extent the proposed research will provide new insights, examine a new paradigm, challenge existing paradigms, look at existing problems from new perspectives, or introduce new technologies and/or applications with the potential to impact the field of chronic pain management.
 - To what extent the proposed research represents more than an incremental advance upon published data or more than the next logical step in a research project.
- **Personnel**
 - **Single PI Option Only – Research Team**
 - How qualified the research team is to conduct the proposed research, including how well each member’s experience is incorporated into the project to address the research question and ensure success. To what extent the background and experience of the PI and key personnel are appropriate to accomplish the proposed research project.
 - To what extent the levels of effort by the PI and key personnel are appropriate to ensure the success of this project.
 - How well the PI’s record of accomplishments demonstrates their ability to lead the research team to accomplish the proposed research project.
 - **Partnering PI Option Only – Partnership**
 - How well the partnership and combined expertise of the Initiating and Partnering PIs contribute to the research strategy and completion of the SOW.
 - To what degree the complementary efforts of each PI will better address the research question together rather than through separate individual efforts.
 - How well the application reflects both PIs’ equal intellectual input into the design of the project and their commitment to devoting similar and appropriate levels of effort to the conduct of the project.
 - Whether funding will be balanced between both PIs or is otherwise appropriately justified.
 - To what extent the levels of effort by other key personnel are appropriate to ensure the success of this project.

- **Stakeholder Engagement – Prospective Human Subjects Research Options Only**
 - The degree to which the stakeholders’ personal experience is relevant to the study’s target patient profile and can provide meaningful insight into that group’s opinions and priorities.
 - How well the anticipated benefits of engagement are articulated for the study team and the stakeholder participants.
 - The degree to which the stakeholder role is described and appropriate in the planning, design, implementation, and evaluation phases of the research project.
 - The degree to which the stakeholders have been integrated into the research team.
 - Whether a reasonable engagement structure is present that facilitates information sharing and integration of the stakeholders’ input and perspectives into the research project.
 - If applicable, the degree to which broader stakeholder engagement is planned, including outreach to clinicians, hospital/health system administrators, and health care policymaking stakeholders.

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

- **Environment**
 - To what degree the scientific environment is appropriate for the proposed research.
 - To what degree the quality and extent of organizational support are appropriate.
 - If applicable, to what degree the intellectual and material property plan is appropriate,
- **Budget**
 - Whether the **direct** costs exceed the allowable direct costs as published in the program announcement.
 - Whether the budget is appropriate for the proposed research.
- **Application Presentation**
 - To what extent the writing, clarity, and presentation of the application components influence the review.

II.E.1.b. Programmatic Review

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

- Ratings and evaluations of the peer reviewers
- Relevance to the mission of the DHP and FY23 CPMRP, as evidenced by the following:
 - Adherence to the intent of the award mechanism
 - Program portfolio composition
 - Relative impact
 - Relative innovation
 - Relevance to military health

II.E.2. Application Review and Selection Process

All applications are evaluated by scientists, clinicians, and consumers in a two-tier review process. The first tier is **peer review**, the evaluation of applications against established criteria to determine technical merit, where each application is assessed for its own merit, independent of other applications. The second tier is **programmatic review**, a comparison-based process in which applications with high scientific and technical merit are further evaluated for programmatic relevance. Final recommendations for funding are made to the Commanding General, USAMRDC. *The highest-scoring applications from the first tier of review are not automatically recommended for funding. Funding recommendations depend on various factors as described in [Section II.E.1.b, Programmatic Review](#).* Additional information about the two-tier process used by the CDMRP can be found at <https://cdmrp.health.mil/about/2tierRevProcess>. An information paper describing the funding recommendations and review process for the award mechanisms for the FY23 CPMRP will be provided to the PI(s) and posted on the CDMRP website.

All CDMRP review processes are conducted confidentially to maintain the integrity of the merit-based selection process. Panel members sign a statement declaring that application and evaluation information will not be disclosed outside the panel. Violations of confidentiality can result in the dissolving of a panel(s) and other corrective actions. In addition, personnel at the applicant or collaborating organizations are prohibited from contacting persons involved in the review and approval process to gain protected evaluation information or to influence the evaluation process. Violations of these prohibitions will result in the administrative withdrawal of the organization's application. Violations by panel members or applicants that compromise the confidentiality of the review and approval process may also result in suspension or debarment from federal awards. Furthermore, the unauthorized disclosure of confidential information of one party to another third party is a crime in accordance with 18 USC 1905.

II.E.3. Integrity and Performance Information

Prior to making an assistance agreement award where the federal share is expected to exceed the simplified acquisition threshold, as defined in 2 CFR 200.1, over the period of performance, the federal awarding agency is required to review and consider any information about the applicant

that is available in the Federal Awardee Performance and Integrity Information System (FAPIIS).

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

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

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

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

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

II.F. Federal Award Administration Information

II.F.1. Federal Award Notices

Awards supported with FY23 funds are anticipated to be made no later than September 30, 2024. Refer to the General Application Instructions, Appendix 2, for additional award administration information.

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

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

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

Federal Government Organizations: Funding made to federal government organizations (to include intramural DOD organizations) will be executed through the Military Interdepartmental Purchase Request (MIPR) or Funding Authorization Document (FAD) process. Transfer of

funds is contingent upon appropriate safety and administrative approvals. Intramural applicants and collaborators are reminded to coordinate receipt and commitment of funds through their respective Resource Manager/Task Area Manager/Comptroller or equivalent Business Official.

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

An organizational transfer of an award supporting the Initiating PI 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 2, Section B, for general information on organization or PI changes.

II.F.2. Administrative and National Policy Requirements

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

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

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

Refer to full text of the latest [DoD R&D General Terms and Conditions](#) and the [USAMRAA General Research Terms and Conditions: Addendum to the DoD R&D General Terms and Conditions](#) for further information.

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

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

False, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties (18 USC 1001).

II.F.3. Reporting

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

Annual progress reports as well as a final progress reports with quad chart will be required.

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

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

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

Awards resulting from this program announcement may entail additional reporting requirements related to recipient integrity and performance matters. Recipient organizations that have federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10M are required to provide information to FAPIIS about certain civil, criminal, and administrative proceedings that reached final disposition within the most recent 5-year period and that were connected with performance of a federal award. These recipients are required to disclose, semiannually, information about criminal, civil, and administrative proceedings as specified in the applicable Representations (see General Application Instructions, Appendix 5, Section B).

II.G. Federal Awarding Agency Contacts

II.G.1. eBRAP Help Desk

Questions related to program announcement content or submission requirements as well as questions related to the pre-application or intramural application submission through eBRAP should be directed to the eBRAP Help Desk, which is available Monday through Friday from

8:00 a.m. to 5:00 p.m. ET (closed on most U.S. federal holidays). Response times may vary depending upon the volume of inquiries.

Phone: 301-682-5507

Email: help@eBRAP.org

II.G.2. Grants.gov Contact Center

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

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

Email: support@grants.gov

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

II.H. Other Information

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

Questions related to this program announcement should refer to the program name, the program announcement name, and the program announcement version code 803a. The program announcement numeric version code will match the General Application Instructions version code 803.

II.H.2. Administrative Actions

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

II.H.2.a. Rejection

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

- Preproposal Narrative exceeds page limit.
- Preproposal Narrative is missing.

The following will result in administrative rejection of the application:

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

- Project Narrative exceeds page limit.
- Project Narrative is missing.
- Budget is missing.

II.H.2.b. Modification

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

II.H.2.c. Withdrawal

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

- An FY23 CPMRP 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 FY23 CPMRP Programmatic Panel members can be found at <https://cdmrp.health.mil/cpmrp/panels/panels23>.*
- The application fails to conform to this program announcement description.
- Inclusion of URLs, with the exception of links in References Cited and Publication and/or Patent Abstract sections.
- Page size is larger than 8.5 inches x 11.0 inches (approximately 21.59 cm x 27.94 cm).
- To preserve the integrity of its peer and programmatic review processes, the CDMRP discourages inclusion of any employee of its review contractors having any role in the preparation, research or other duties for submitted applications. For FY23, the identities of the peer review contractor and the programmatic review contractor may be found at the CDMRP website (<https://cdmrp.health.mil/about/2tierRevProcess>). Applications that include names of personnel from either of these companies may be administratively withdrawn.
- Personnel from applicant or collaborating organizations are found to have contacted persons involved in the review or approval process to gain protected evaluation information or to influence the evaluation process.
- Applications from extramural organizations, including non-DOD federal agencies, received through eBRAP may be withdrawn.
- Applications submitted by an intramural DOD organization may be withdrawn if the intramural organization cannot coordinate the use of contractual, assistance, or other appropriate agreements to provide funds to extramural collaborators.

- Submission of the same research project to different funding opportunities within the same program and fiscal year.
- The invited application proposes a different research project than that described in the pre-application.
- The application does not address at least one of the [FY23 CPMRP IIRA Focus Areas](#).
- A clinical trial is proposed.
- The application proposes a study seeking to advance a new or novel opioid-based therapeutic intervention.
- The PI(s) do not meet the eligibility criteria.
- Proposals involving animal research: [Attachment 11: Animal Research Plan](#) is missing.
- Application includes classified research data and/or proposes research of which the anticipated outcomes may be classified or deemed sensitive to national security concerns.
- **Prospective Human Subjects Research Options:** At least two [key stakeholders](#) (e.g., patients, immediate caregivers [not medical providers], patient advocates, community leaders) are not included as members of the research team.
- **Prospective Human Subjects Research Options:** [Attachment 12: Stakeholder Engagement Plan](#) is missing.
- **Partnering PI Options:** Failure to submit all associated (Initiating and Partnering PI) applications by the deadline.

II.H.2.d. Withhold

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

II.H.3. Application Submission Checklist

Application Components	Action	Initiating PI Completed	Partnering PI Completed
SF424 Research & Related Application for Federal Assistance (extramural submissions only)	Complete form as instructed		
Summary (Tab 1) and Application Contacts (Tab 2) (intramural submissions only)	Complete tabs as instructed		
Attachments	Project Narrative: Upload as Attachment 1 with file name "ProjectNarrative.pdf"		
	Supporting Documentation: Upload as Attachment 2 with file name "Support.pdf"		
	Technical Abstract: Upload as Attachment 3 with file name "TechAbs.pdf"		
	Lay Abstract: Upload as Attachment 4 with file name "LayAbs.pdf"		
	Statement of Work: Upload as Attachment 5 with file name "SOW.pdf"		
	Impact Statement: Upload as Attachment 6 with file name "Impact.pdf"		
	Innovation Statement: Upload as Attachment 7 with file name "Innovation.pdf"		
	Research Team Statement: Upload as Attachment 8 with file name "Team.pdf" if applicable (required for Single PI Option)		
	Partnership Statement: Upload as Attachment 9 with file name "Partnership.pdf" if applicable (required for Partnering PI Option)		
	Relevance to Military Health Statement: Upload as Attachment 10 with file name "Military.pdf"		
Animal Research Plan: Upload as Attachment 11 with file name "AnimalResPlan.pdf" if applicable			

Application Components	Action	Initiating PI Completed	Partnering PI Completed
	Stakeholder Engagement Plan: Upload as Attachment 12 with file name “Stakeholder.pdf” if applicable		
	Representations (extramural submissions only): Upload as Attachment 13 with file name “RequiredReps.pdf”		
	Suggested Collaborating DOD Military Facility Budget Format: Upload as Attachment 14 with file name “MFBudget.pdf” if applicable		
Research & Related Personal Data	Complete form as instructed		
Research & Related Senior/Key Person Profile (Expanded)	Attach PI Biographical Sketch (Biosketch_LastName.pdf) to the appropriate field		
	Attach PI Previous/Current/Pending Support (Support_LastName.pdf) to the appropriate field		
	Attach Biographical Sketch (Biosketch_LastName.pdf) for each senior/key person to the appropriate field		
	Attach Previous/Current/Pending (Support_LastName.pdf) for each senior/key person to the appropriate field		
Research & Related Budget (extramural submissions only)	Complete as instructed. Attach Budget Justification (BudgetJustification.pdf) to the appropriate field		
Budget (intramural submissions only)	Complete the Suggested DOD Military Budget Format, including justification		
Project/Performance Site Location(s) Form	Complete form as instructed		
Research & Related Subaward Budget Attachment(s) Form	Complete form as instructed		

APPENDIX 1: ACRONYM LIST

ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ARRIVE	Animal Research: Reporting In Vivo Experiments
CDMRP	Congressionally Directed Medical Research Programs
CFR	Code of Federal Regulations
CPMRP	Chronic Pain Management Research Program
DHA	Defense Health Agency
DHP	Defense Health Program
DOD	Department of Defense
DoDGARs	Department of Defense Grant and Agreement Regulations
DVCIPM	Defense & Veterans Center for Integrative Pain Management
eBRAP	Electronic Biomedical Research Application Portal
EC	Ethics Committee
ET	Eastern Time
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Integrity Information System
FDA	U.S. Food and Drug Administration
FITBIR	Federal Interagency Traumatic Brain Injury Research
FY	Fiscal Year
HJF	Henry M. Jackson Foundation
IACUC	Institutional Animal Care and Use Committee
IIRA	Investigator-Initiated Research Award
IRB	Institutional Review Board
M	Million
MB	Megabytes
MHS	Military Health System
MIPR	Military Interdepartmental Purchase Request
MTFs	Military Treatment Facilities
NIH	National Institutes of Health
OHARO	Office of Human and Animal Research Oversight (previously Office of Research Protections)
OHRO	Office of Human Research Oversight (previously Human Research Protection Office)
ORCID	Open Researcher and Contributor ID, Inc.
PASTOR	Pain Assessment Screening Tool and Outcomes Registry
PCORI	Patient-Centered Outcomes Research Institute

PDF	Portable Document Format
PHS	Public Health Service
PI	Principal Investigator
PRB	Pain Registry Biobank
SAM	System for Award Management
SOW	Statement of Work
STEM	Science, Technology, Engineering, and/or Mathematics
TBI	Traumatic Brain Injury
UEI	Unique Entity Identifier
URL	Uniform Resource Locator
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRDC	U.S. Army Medical Research and Development Command
USC	United States Code
USU	Uniformed Services University
VA	U.S. Department of Veterans Affairs
VHA	Veterans Health Administration

APPENDIX 2: DOD AND VA WEBSITES

PIs are encouraged to integrate and/or align their research projects with DOD and/or VA research laboratories and programs. Collaboration with DOD or VA investigators is also encouraged. Below is a list of websites that may be useful in identifying additional information about DOD and VA areas of research interest, ongoing research, or potential opportunities for collaboration.

Air Force Office of Scientific Research
<https://www.afrl.af.mil/AFOSR/>

Air Force Research Laboratory
<https://www.afrl.af.mil>

Armed Forces Radiobiology Research Institute
<https://afri.usuhs.edu/home>

Combat Casualty Care Research Program
<https://ccc.amedd.army.mil>

Congressionally Directed Medical Research Programs
<https://cdmrp.health.mil>

Defense Advanced Research Projects Agency
<https://www.darpa.mil/>

Defense Health Agency
<https://health.mil/dha>

Defense Suicide Prevention Office
<https://www.dspo.mil/>

Defense Technical Information Center
<https://www.dtic.mil>

Defense Threat Reduction Agency
<https://www.dtra.mil/>

Military Health System Research Symposium
<https://mhsrs.amedd.army.mil/>

Military Infectious Diseases Research Program
<https://midrp.health.mil>

Military Operational Medicine Research Program
<https://momrp.health.mil>

Navy Bureau of Medicine and Surgery
<https://www.med.navy.mil/>

Naval Health Research Center
<https://www.med.navy.mil/Naval-Medical-Research-Command/R-D-Commands/Naval-Health-Research-Center/med.navy.afpims.mil/Nurse-Corps/>

Navy and Marine Corps Public Health Center
<https://www.med.navy.mil/sites/nmcphc/>

Naval Medical Research Center
<https://www.med.navy.mil/Naval-Medical-Research-Command/>

Office of Naval Research
<https://www.onr.navy.mil/>

Office of the Under Secretary of Defense for Acquisition & Sustainment
<https://www.acq.osd.mil/>

Telemedicine and Advanced Technology Research Center
<https://www.tatrc.org/>

Uniformed Services University of the Health Sciences
<https://www.usuhs.edu>

U.S. Air Force 59th Medical Wing
<https://www.59mdw.af.mil/>

U.S. Army Aeromedical Research Laboratory
<https://www.usaarl.army.mil/>

U.S. Army Combat Capabilities Development Command
<https://www.army.mil/devcom>

U.S. Army Institute of Surgical Research
<https://usaisr.health.mil>

U.S. Army Medical Materiel Development
Activity
<https://usamma.health.mil/>

U.S. Army Medical Research and
Development Command
<https://mrdc.health.mil/>

U.S. Army Medical Research Institute of
Infectious Diseases
<https://usamriid.health.mil/>

U.S. Army Research Institute of
Environmental Medicine
<https://usariem.health.mil/>

U.S. Army Research Laboratory
<https://www.arl.army.mil>

U.S. Army Sharp, Ready, and Resilient
Directorate
<https://www.armyresilience.army.mil/sharp/index.html>

U.S. Department of Defense Blast Injury
Research Program
<https://blastinjuryresearch.health.mil/>

U.S. Department of Veterans Affairs, Office
of Research and Development
<https://www.research.va.gov>

U.S. Naval Research Laboratory
<https://www.nrl.navy.mil>

Walter Reed Army Institute of Research
<https://wrair.health.mil>

APPENDIX 3: FITBIR REQUIREMENTS

In order to share data with FITBIR, three elements *must be included* in the proposed research:

1. Updated informed consent language that includes FITBIR data sharing. Sample consent language is included below.
2. FITBIR Global Unique Identifier (GUID): The FITBIR GUID is a subject ID that allows researchers to share data specific to a study participant without exposing Personally Identifiable Information (PII) and makes it possible to match participants across laboratories and research data repositories. In order to generate a GUID for a subject, the following PII must be collected in the proposed research (this PII is never sent to the FITBIR system):
 - Complete legal given (first) name of subject at birth
 - Complete legal additional name of subject at birth (if subject has a middle name)
 - Complete legal family (last) name of subject at birth
 - Day of birth
 - Month of birth
 - Year of birth
 - Name of city/municipality in which subject was born
 - Country of birth

Note that this PII is never sent to the FITBIR system. PII cannot be extracted from the GUID. Information on GUID compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations can be found at <https://fitbir.nih.gov/content/global-unique-identifier>.

3. National Institute of Neurological Disorders and Stroke (NINDS) TBI CDEs: Research data elements *must be reported* using the NINDS TBI CDEs or entered into the FITBIR data dictionary as new, unique data elements (UDEs). For the most current version of the NINDS TBI CDEs, go to <https://www.commondataelements.ninds.nih.gov>. Assistance will be available to help the researchers map their study variables to specific CDEs and ensure that the formats of the CDEs collected are compatible with the FITBIR Informatics System. Use of the TBI CDEs is required as applicable in an effort to create standardized definitions and guidelines about the kinds of data to collect and the data collection methods that should be used in clinical studies of TBI. Applicants are strongly required to review TBI CDEs and associated form structures during the development of the study collection methods. *If approved CDEs are not incorporated, justification is required and subject to program approval.*

While there is no direct charge to users of the FITBIR Informatics System, a project estimation tool is available to help estimate costs and manpower needs that may be associated with data submission.

Sample Consent Language

Data from this study may be submitted to the Federal Interagency Traumatic Brain Injury (FITBIR) informatics system. FITBIR is a computer system run by the National Institutes of Health that allows researchers studying traumatic brain injury to collect and share information with each other. With an easier way to share, researchers hope to learn new and important things about traumatic brain injury more quickly than before.

During and after the study, the researchers will send information about you or your child's health and behavior and in some cases, you or your child's genetic information, to FITBIR. However, before they send it to FITBIR, they will remove information such as name, date of birth, and city of birth, and replace that information with a code number. Other researchers nationwide can then file an application to obtain access to your study data for research purposes. Experts who know how to protect health and science information will look at every request carefully to minimize risks to your privacy.

You or your child may not benefit directly from allowing your information to be shared with FITBIR. The information provided to FITBIR might help researchers around the world treat future children and adults with traumatic brain injury so that they have better outcomes. FITBIR will report on its website about the different studies that researchers are conducting using FITBIR data; however, FITBIR will not be able to contact you or your child individually about specific studies.

You may decide now or later that you do not want to share you or your child's information using FITBIR. If so, contact the researchers who conducted this study, and they will tell FITBIR, which can stop sharing the research information. However, FITBIR cannot take back information that was shared before you changed your mind. If you would like more information about FITBIR, this is available on-line at <https://fitbir.nih.gov>.

Language to be used to describe certificates of confidentiality (three versions):

1. Language for new studies that will be consenting subjects for the first time or for ongoing studies that will be re-consenting subjects because they are applying for a Certificate of Confidentiality (COC) for the study

To help protect you and/or your child's privacy the investigators of this study [have applied for]/[have obtained] a Certificate of Confidentiality from the National Institutes of Health, part of the U.S. Department of Health and Human Services (DHHS), an agency of the U.S. Government.

With this Certificate, we, the investigators, cannot be forced (e.g., by court subpoena) to disclose information that may identify you in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. Be aware that disclosure of you and/or your child's identity may be found necessary, however, upon request of DHHS for the purpose of audit or evaluation.

You should also understand that a Confidentiality Certificate does not prevent you or a member of your family from **voluntarily** releasing information about your child, yourself, or your involvement in this research. Note however, that if an insurer or employer learns about you and/or your child's participation, and obtains your consent to receive research information, then

the investigator may not use the Certificate of Confidentiality to withhold this information. This means that you and your family must also actively protect your own privacy.

We are also asking your consent to provide research data and related findings to the Federal Interagency Traumatic Brain Injury Research (FITBIR) informatics system. FITBIR is a biomedical informatics system and data repository, created by the Department of Defense and the National Institutes of Health to assist biomedical researchers working to develop a better understanding of traumatic brain injury and/or to develop more effective methods to diagnose, treat and prevent traumatic brain injuries.

Data entered into FITBIR will be kept confidential, with FITBIR being designed for access by qualified researchers only. Data provided to FITBIR as part of you and/or your child's participation in this research study will be de-identified—i.e., you and/or your child's name will be separated from the data. However, since this institution and others submitting data to FITBIR will retain individually identifying information related to the data they provide, NIH has issued a legislatively authorized "Certificate of Confidentiality" that will help FITBIR and participating institutions avoid being forced to disclose information that may identify you as a FITBIR participant in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings.

Finally, you should understand that we, the investigators, are not prevented from taking steps, including reporting to authorities, to prevent serious harm to you, your child, or others. With respect to you and/or your child's participation in FITBIR, we do not plan to make voluntary disclosures except if there were severe threats to the public health or safety.

2. Language for studies that already have a Certificate and will be re-consenting subjects about FITBIR

With your consent, this study will collect and provide research data and related findings to the Federal Interagency Traumatic Brain Injury Research (FITBIR) informatics system. FITBIR is a biomedical informatics system and data repository created by the Department of Defense and National Institutes of Health—part of the U.S. Department of Health and Human Services (DHHS), an agency of the U.S. Government—to assist biomedical researchers working to develop a better understanding of traumatic brain injury and/or to develop more effective methods to diagnose, treat and prevent traumatic brain injury.

Data entered into FITBIR will be kept confidential, with FITBIR being designed for access by researchers only. Data provided to FITBIR as part of you and/or your child's participation in this research study will be de-identified—i.e., you and/or your child's name will be separated from the data. However, since this institution and others submitting data to FITBIR will retain individually identifying information related to the data they provide, NIH has issued a legislatively authorized "Certificate of Confidentiality" to help FITBIR and participating institutions avoid being forced (e.g., by court subpoena) to disclose information that may identify you as an FITBIR participant in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. Be aware that disclosure of you and/or your child's identity may be found necessary, however, upon request of DHHS for the purpose of audit or evaluation.

As you know, we have obtained a Certificate of Confidentiality from NIH that enables us to keep the individually identifiable information that you provide as a research subject private. With this

Certificate, we, the investigators cannot be forced to disclose research information collected in this study that may identify you in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings. This protection will continue to protect you and/or your child's privacy even though we are providing de-identified data to FITBIR.

You should also understand that a Confidentiality Certificate does not prevent you or a member of your family from **voluntarily** releasing information about your child, yourself, or your involvement in this research. Note however, that if an insurer or employer learns about you and/or your child's participation, and obtains your consent to receive research information, then the investigator may not use the Certificate of Confidentiality to withhold this information. This means that you and your family must also actively protect your own privacy.

Finally, as we explained when we told you about this privacy protection before, we, the investigators, are not prevented from taking steps, including reporting to authorities, to prevent serious harm to you and/or your child or others based on information they learn during this study. With respect to you and/or your child's participation in FITBIR, we do not plan to make voluntary disclosures except if there were severe threats to the public health or safety.

3. Language for studies without a Certificate of their own

With your consent, this study will collect and provide research data and related findings to the Federal Interagency Traumatic Brain Injury Research (FITBIR) informatics system. FITBIR is a biomedical informatics system and data repository created by the Department of Defense and the National Institutes of Health—part of the U.S. Department of Health and Human Services (DHHS), an agency of the U.S. Government—to assist biomedical researchers working to develop a better understanding of traumatic brain injury and/or to develop more effective methods to diagnose, treat and prevent traumatic brain injury.

Data entered into FITBIR will be kept confidential, with FITBIR being designed for access by researchers only. Data provided to FITBIR as part of you or your child's participation in this research study will be de-identified—i.e., you and/or your child's name will be separated from the data. However, since this institution and others submitting data to FITBIR will still retain individually identifying information related to the data provided, the NIH has issued a legislatively authorized "Certificate of Confidentiality" to help FITBIR and participating institutions avoid being forced (e.g., by court subpoena) to disclose information that may identify you as an FITBIR participant in any federal, state, or local civil, criminal, administrative, legislative, or other proceedings.

Finally, you should understand that we, the investigators, are also permitted to make voluntary disclosures with respect to information that is submitted to FITBIR, but do not plan to do so except in the event of severe threats to public health or safety. If, as part of your participation in this research study itself, we learn about serious harm to you, your child or someone else, we would take steps to prevent that harm including notifying appropriate authorities like the police or child welfare.