

**General Application Instructions**

**Version 001**

**Department of Defense**

**Deployed Warfighter Protection (DWFP) Program**

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*This General Application Instructions document must be read in conjunction with the program announcement for this funding opportunity, which is available for downloading from Grants.gov and eBRAP.org.*

## I. HELPFUL INFORMATION

### A. Tips for Success



This symbol marks helpful hints throughout this document.



This symbol refers the reader to the program announcement for specific instructions.

### B. Applicant Organizations

Applications may be submitted by extramural organizations and intramural Department of Defense (DOD) organizations, defined as follows:

***Extramural Organization:*** An eligible non-DOD organization. Examples of extramural organizations include academia, biotechnology companies, foundations, government, and research institutes. ***Extramural Submission:*** *Application submitted by a non-DOD organization to Grants.gov.*

***Intramural DOD Organization:*** A DOD laboratory, DOD Military Treatment Facility, and/or DOD activity embedded within a civilian medical center. ***Intramural Submission:*** *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.*

Applications from an intramural DOD organization or from an extramural non-DOD federal organization may be submitted through a research foundation.

### C. Pre-Application and Full Application Portal Systems

The electronic Biomedical Research Application Portal (eBRAP) <https://ebrap.org>, is a secure web-based system that allows Principal Investigators (PIs) to submit their pre-applications, view and verify extramural full applications submitted to Grants.gov, receive communications from the Deployed Warfighter Protection (DWFP) Program at the Armed Forces Pest Management Board (AFPMB), 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.

The eBRAP platform allows an organization's representatives and PIs to view and modify certain components of the full application submissions associated with them. It 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. It is the applicant's responsibility to review all application components for accuracy and to ensure proper ordering as specified in the program announcement.

Grants.gov (<https://grants.gov>) is a federal system required to be utilized by agencies to receive and process extramural grant applications. **Extramural organizations** submit full applications to Grants.gov only **after** submission of a pre-application through eBRAP.

## D. Current Funding Opportunities

All funding opportunities currently offered through the DWFP Program at AFPMB may be viewed at <https://grants.gov>; users should enter Assistance Listing (AL) Number 12.355 when searching for AFPMB funding opportunities on Grants.gov. Information about funding opportunities may also be found on the eBRAP website at <https://ebrap.org/eBRAP/public/Program.htm>. Applicants who subscribe to program-specific news and updates under “Email Subscriptions” on eBRAP’s home page (<https://ebrap.org/eBRAP/programSubscription/Subscribe.htm>) will receive email notification of DWFP Program funding opportunity releases. Email notifications of funding opportunities are sent as a courtesy; applicants should subscribe on Grants.gov to receive notifications of updates and new grant opportunity postings (<https://grants.gov/web/grants/manage-subscriptions.html>).



To ensure accurate referencing, please verify that the three-digit (numeric) version number on the General Application Instructions matches the version number of the program announcement found in Section II.H.1, “Program Announcement and General Application Instructions Versions,” of the program announcement.

## E. Receiving Emails from AFPMB, eBRAP, and Grants.gov

To help ensure that all email correspondence is delivered correctly and is not treated as spam, keep your email address up to date in eBRAP (intramural and extramural applicants) and/or Grants.gov (extramural applicants), and place the following domains into your safelist: army.mil, us.army.mil, \*.mail.mil, health.mil, eBRAP.org, and Grants.gov. Use the same email address when submitting both the pre-application and the full application.

The applicant is responsible for using the latest version of the full application package. It is incumbent upon the applicant to check for published updates to the funding opportunity and the application package prior to submission. Applications submitted without the required components of the full application package may be rejected. Applicants are encouraged to sign up to receive notifications of changes to the funding opportunity (<https://grants.gov/>) through either (1) the “Send me change notification emails” link on the Synopsis page for the specific program announcement or (2) by responding to the Grants.gov prompt *when first downloading the Grants.gov application package* (extramural applicants only).

## F. Agency Contacts

1. **eBRAP Help Desk:** Questions related to program announcement content or submission requirements, as well as questions related to submission of pre-applications (extramural and intramural submissions) or full applications (intramural submissions only) 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. Eastern time (closed on most U.S.

federal holidays). Response times may vary depending on the volume of inquiries. The eBRAP Help Desk will not provide Grants.gov submission assistance.

Phone: 301-682-5507 (Monday through Friday, 8:00 a.m. to 5:00 p.m.)

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

- 2. Extramural Submissions – Grants.gov Contact Center:** Questions related to application submission through the Grants.gov portal should be directed to the Grants.gov Contact Center, which is available 24 hours a day, 7 days a week (closed on U.S. federal holidays).

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

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

## G. Application Submission Overview

Application submission is a two-step process.

**STEP 1. Pre-application submission:** All pre-applications for both extramural and intramural organizations *must* be submitted through eBRAP (<https://eBRAP.org/>).

**STEP 2. Full application submission:** Full applications must be submitted through the online portals as described below.

***Extramural Application Submissions:*** Full applications from extramural organizations *must* be submitted through Grants.gov Workspace (refer to [Section III, Application Submission for Extramural Organizations](#)). Applications submitted by extramural organizations (e.g., research foundations) on behalf of intramural DOD or other federal organizations or investigators are considered extramural submissions. Full applications from extramural organizations, including non-DOD federal organizations, received through eBRAP will be withdrawn.

***Intramural Application Submissions:*** Intramural DOD organizations may submit full applications to either eBRAP or Grants.gov. Intramural organizations that are unable to submit to Grants.gov should submit through eBRAP (refer to [Section IV](#)). Intramural organizations with the capability to submit through Grants.gov may submit following the instructions for extramural submissions through Grants.gov or may submit to eBRAP.

All pre-application and application components must be submitted by the deadlines stipulated on the first page of the program announcement. Failure to meet any of the deadlines will result in application rejection.



***Submission of applications from U.S. federal agencies and those proposing collaborations with military facilities have unique requirements.*** Budget requirements and restrictions apply. See [Section III.A.5, Research & Related Budget](#) and [Section III.A.8, Suggested DOD Collaborating Military Facility Budget Format](#).

## II. eBRAP REGISTRATION AND PRE-APPLICATION SUBMISSION

General eBRAP registration information is provided below (Section II.A). For detailed instructions, refer to the eBRAP User Guide (<https://ebrap.org/eBRAP/public/UserGuide.pdf>) for eBRAP registration and <https://grants.gov> for Grants.gov registration.

### A. Registration Requirements (All Applicants)

#### eBRAP Registration

All PIs must register in eBRAP to submit a pre-application.

**PIs are encouraged to start the registration process for eBRAP early to ensure sufficient time for completion prior to the submission deadline. There is no grace period.**

During eBRAP registration, the PI must request to be affiliated with their organization from the list of organizations already registered with eBRAP. If the PI's organization is not already registered with eBRAP, the PI must invite an Authorized Organizational Representative (AOR) to register the organization. The AOR does not need to complete the organization registration in eBRAP prior to the pre-application submission deadline in order for the pre-application to be submitted. *However, the organization's eBRAP registration must be completed before the full application submission deadline to allow for processing, viewing, and modifying select components of the full application package.*

Specific information must be identical between the pre-application and the full application for eBRAP to process an application. The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-application and application submission process. Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP.

***Extramural Submissions:*** Application submitted by a non-DOD organization to Grants.gov. Applicants should ensure that their name and email address are the same as the name and email address on the **Standard Form 424 Research and Related** (SF424 Research & Related) Form of the Grants.gov application package submitted through Grants.gov Workspace.

***Intramural Submissions:*** Application submitted by a DOD organization for an intramural investigator who is a DOD military or civilian employee working within a DOD laboratory or other DOD agency or DOD activity. Applicants should ensure that their name and email address are the same as the name and email address that will be provided within the full application package through eBRAP for intramural applicants.

### B. Content and Form of Pre-Application Submission



***For specific instructions regarding content of the pre-application submission components, refer to the program announcement.***



All pre-application components must be submitted through eBRAP (<https://eBRAP.org/>) by the deadline specified in the program announcement. Click on “Submit” and “Confirm Submission” to complete the pre-application submission.

During pre-application submission, the PI must identify a Business Official from the list of Business Officials registered with eBRAP. If the PI’s Business Official is not already registered with eBRAP, the PI must invite the Business Official to register. ***This invitation to register must be sent prior to the pre-application deadline. The Business Official’s registration must be completed prior to the full application deadline to allow the Business Official to view, modify, and verify the application in eBRAP after submission.***

During pre-application submission, the PI must select the performing organization (site at which the PI will perform the proposed work) and contracting organization (organization submitting on behalf of the PI) and click on “Add Organizations to this Pre-application.” The organization(s) must be either selected from the eBRAP drop-down list or invited to allow submission of the pre-application.

The pre-application consists of the following components, organized in eBRAP by separate tabs:

**Tab 1 – Application Information:** Enter the application information as described in eBRAP before continuing the pre-application. Submission of application information includes assignment of primary and secondary research classification codes, which can 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. Click on “Save.”

**Tab 2 – Application Contacts:** Enter contact information for the PI. Enter the name of the organization’s Business Official responsible for sponsored program administration. Depending on screen resolution, scrolling horizontally may be necessary to locate the box to “Invite an AOR” to register the performing and/or contracting organizations. Click on “Add Organizations to this Pre-application.” The Business Official must be either selected from the eBRAP list or invited to allow the pre-application to be submitted. **If the Business Official cannot be found in eBRAP, an invitation must be sent to them to register in eBRAP.**

**Tab 3 – Collaborators and Key Personnel:** Enter the name, organization, and role of all collaborators and key personnel associated with the application. Click on “Save.”

***The DWFP Program does not follow National Institutes of Health (NIH) guidelines for role designation of project participants. Unless otherwise noted in the program announcement (e.g., Partnering PIs), applicants should assign the role of each participant in accordance with the participant’s respective involvement in the project.***

No member of the Programmatic Panel may be named as being involved in the research proposed or found to have assisted in the pre-application or application processes.

If formal collaboration with DOD personnel is planned (i.e., included in the application in performance of the research), those DOD personnel are prohibited from being involved in the review process and/or with making funding recommendations.

**Tab 4 – Conflicts of Interest:** To avoid conflicts of interest during the screening and review processes, list all individuals, other than collaborators and key personnel, who may have a conflict of interest in the review of the application (including those with whom the PI has a personal or professional relationship). Click on “Save.”

**Tab 5 – Pre-Application Files:** Upload all documents as PDF as specified in the program announcement. Documents should conform to the formatting guidelines outlined in [Appendix 4](#). Click on “Upload.”

- eBRAP will truncate characters exceeding the limit specified for each data field as specified in the program announcement.
- eBRAP will not allow a document to be uploaded in the “Required Files” tab if the number of pages exceeds the limits specified in the program announcement.

**Tab 6 – Submit Pre-Application:** Enter eBRAP password and click the “Submit” button. Click the “Confirm Submission” button to complete the pre-application submission. *This finalizes the pre-application process.*



*The pre-application is not submitted until Tab 6 is complete. Pre-applications not completed remain in DRAFT status.*

Following completion of pre-application submission, the status of the pre-application in eBRAP will change from “DRAFT” to “SUBMITTED” and a confirmation email will be sent to the PI and named Business Official. *An applicant with a pre-application in DRAFT status after the pre-application submission deadline is ineligible to submit an application. Check the status of the pre-application. There is no grace period.*

### III. APPLICATION SUBMISSION FOR EXTRAMURAL ORGANIZATIONS

To apply through Grants.gov, an organization must first complete the Grants.gov registration process. ***Allow up to 8 weeks for the completion of the Grants.gov registration process.*** Registering early is advised.

Foreign organizations doing business outside of the United States are also required to complete the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the U.S. government.

If business is conducted with the federal government on a continuing basis, it is likely that some of the required actions have already been completed. Detailed information, links, automated tools, and checklists are available at <https://grants.gov/web/grants/applicants/organization-registration.html>.

**The following steps are required as part of the Grants.gov registration process:**

#### 1. 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 must use the UEI generated by SAM.gov.***

SAM validates organization information and electronically shares the secure and encrypted data with federal agencies’ finance offices to facilitate paperless payments through electronic funds transfer. An organization must identify an Accounts Receivable point of contact (POC), an electronic business (E-Biz) POC, and a government business POC during the SAM registration process. ***Entity registrations in SAM have an annual expiration. Verify the status of your organization’s Entity registration in SAM well in advance of the application submission deadline.*** An organization can register in SAM online at <https://www.sam.gov/SAM/>. If your organization does not have either an Employer Identification Number (EIN) or Tax Identification Number (TIN), allow at least 2 weeks to receive this information from the U.S. Internal Revenue Service. Allow several weeks to complete the entire SAM registration process. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination to direct the federal award to a qualified applicant.

***Additional information and step-by-step registration directions are detailed in the SAM User Guide and other GSA training materials in the Help area at <https://www.sam.gov/SAM/>.***

***Applications will be rejected by Grants.gov if (1) the organization’s Entity registration in SAM is not active or (2) during the SAM registration process, the organization did not answer “Yes” when asked “Do you want to be eligible for grants and other federal assistance?”***

#### 2. Commercial and Government Entity (CAGE) Code

The applicant organization must have a CAGE code. The Defense Logistics Information Service in Battle Creek, Michigan, is the only authorized source of CAGE codes. CAGE codes will be



assigned to registrants as their SAM registration advances through the validation process.

Foreign registrants in SAM must be assigned a North Atlantic Treaty Organization CAGE code (NCAGE). An NCAGE code can be obtained by contacting the National Codification Bureau of the country where the organization is located or by visiting the website (<https://cage.dla.mil/Home/UsageAgree>). On average, CAGE code or NCAGE code validation in SAM occurs within 3 business days after the TIN is validated.

### **3. Authorized Organizational Representative**

Each organization must have an AOR who is registered with Grants.gov (individual PIs do not register with Grants.gov). An AOR must be a member of the Grants.gov Workspace grant team as the Business Official authorized to submit the completed Workspace application package. An organization's E-Biz POC must authorize an AOR. An individual may serve as both the E-Biz POC and the AOR. Before application submission, the AOR must be registered to submit on behalf of the organization at Grants.gov ([Organization Registration | GRANTS.GOV](#)).

An AOR must first register with the Grants.gov credential provider at [Organization Registration | GRANTS.GOV](#) to obtain a username and password. Once an AOR has completed the Grants.gov registration process, Grants.gov will notify the E-Biz POC of the registration. The E-Biz POC will then log in to Grants.gov and assign and authorize the appropriate roles, which may include the AOR role, thereby giving the AOR permission to complete and submit applications on behalf of the organization. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.

At the time of application submission to Grants.gov, the AOR is certifying to the best of their knowledge that all information provided in the application is current, accurate, and complete.

For applications submitted through Grants.gov, the name of the AOR submitting the application is inserted into the application's signature line, serving as the electronic signature.



Individuals who make legally binding commitments on behalf of an organization must be authorized as AORs by the E-Biz POC. This step, often overlooked by applicants, is crucial for valid and timely submissions.

### **4. Grants.gov Workspace**

Applicants must create a Grants.gov Workspace, which allows the application components to be completed online and routed through the applicant organization for review prior to submission. Once the Workspace has been created, participants (grant team members) can be added and the required forms can be completed and reviewed before submitting.

Each application submission must include the completed Grants.gov application package of forms associated with the specific program announcement in Grants.gov (<https://grants.gov/>).

Applicants who prepare the application outside Workspace must download the individual PDF forms from Grants.gov, complete and save the forms, and upload them to Workspace. A compatible and identical version of Adobe Reader must be used to view, complete, and submit an application package consisting of PDF forms if more than one person accesses the application package. Using different versions of Adobe Reader may cause submission and/or

save errors – even if each version is individually compatible with Grants.gov. ***Grants.gov will reject an application package that is opened at any time by an individual with an incompatible version of Adobe Reader.*** Rejected applications must be resubmitted using a new Grants.gov application package and a supported version of Adobe Reader prior to the application submission deadline. It is the applicant’s responsibility to verify their Adobe Reader’s compatibility with Grants.gov: <https://grants.gov/web/grants/applicants/adobe-software-compatibility.html>. A no-cost compatible version of Adobe Reader can be downloaded at <https://get.adobe.com/reader/otherversions/>. All contributors to the application must use matching compatible versions of Adobe software when editing and preparing application components outside Workspace. The use of different software versions will result in corruption of the submitted file.

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

***Any modifications to the Project Narrative or Budget Form require submission of a changed/corrected Grants.gov application package to Grants.gov prior to the application submission deadline. The Project Narrative and Research & Related Budget Form cannot be modified during the application verification period.***

The application submission deadline and the end of the application verification period in eBRAP are stated on the first page of the respective program announcement. [See Section III.C, Applicant Verification of Grants.gov Submission in eBRAP](#), for additional details.

## **A. Grants.gov Application Package Components**

### **1. SF424 (Research & Related), Application for Federal Assistance Form**

***All appropriate information must be entered into this form*** to allow for auto-population of subsequent forms in the Grants.gov application package.

- **Block 1 – Type of Submission.** For original submissions, select the “Application” box. For changes that must be made after the original submission, the complete Grants.gov application package must be resubmitted with the “Changed/Corrected Application” box selected.
- **Block 2 – Date Submitted.** Enter the date the application is submitted.

**Applicant Identifier.** Enter the submitting organization’s Control Number, if applicable. If there is no Organization Control Number, leave this field blank.

- **Block 3 – Date Received by State and State Application Identifier.** Not applicable.
- **Block 4a – Federal Identifier Box.** Enter in the eBRAP log number assigned during pre-application submission.

Figure 1. Enter the eBRAP log number in Block 4a.

4. a. Federal Identifier

b. Agency Routing Identifier

c. Previous Grants.gov Tracking ID

- **Block 4b – Agency Routing Identifier.** Not applicable.
- **Block 4c – Previous Grants.gov Tracking ID.** For changed/correct applications, enter the Grants.gov Tracking Number for the original application.
- **Block 5 – Applicant Information.** Enter the information for the applicant organization. “Person to be contacted on matters involving this application” is the Business Official.
- **Block 6 – Employer Identification.** Enter the EIN or TIN as assigned by the Internal Revenue Service. If applying from an organization outside the United States, enter 44-4444444.
- **Block 7 – Type of Applicant.** Enter the information for the applicant organization.
- **Block 8 – Type of Application.** Select “New” for all submissions.
- **Block 9 – Name of Federal Agency.** Populated by Grants.gov.
- **Block 10 – Catalog of Federal Domestic Assistance Number.** Populated by Grants.gov.
- **Block 11 – Descriptive Title of Applicant’s Project.** Enter the same project title as used for the pre-application.
- **Block 12 – Proposed Project.** Enter the estimated start and end dates for the project. Actual start and end dates will be determined during negotiations if the application is recommended for funding.
- **Block 13 – Congressional District of Applicant.** If the applicant organization is outside the United States, enter 00-000.
- **Block 14 – Project Director/Principal Investigator Contact Information.** Enter information for the individual PI responsible for the overall scientific and technical direction of the application. If outside the United States, select the appropriate country from the drop-down menu.
- **Block 15 – Estimated Project Funding.** Enter the total funds (direct + indirect costs) requested for the entire performance period of the project. These figures should match those provided in the Research & Related Budget.

- **Block 16 – Is Application Subject to Review by State Executive Order 12372 Process?** Select option b., “NO, program is not covered by E.O. 12372.”
- **Block 17 – Complete Certification.** Select the “I agree” box to provide the required certifications and assurances. *By checking “I Agree” on the SF424 (R&R) block 17 you agree to abide by the following statement: “By signing this application, I certify the proposing entity is in compliance with Section 223(a) of the William M. (Mac) Thornberry National Defense Authorization Act for Fiscal Year 2021 which requires that: (a) the PI and other key personnel certify that the current and pending support provided on the proposal is current, accurate and complete; (B) 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 (c) the PI and other key personnel have been made aware of the requirements under Section 223(a)(1) of this Act. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.” (U.S. Code, Title 18, Section 1001). Checking “I agree” confirms compliance with the National Policy Requirements, Appendix 5.*
- **Block 18 – SFLLL (Disclosure of Lobbying Activities) or Other Explanatory Documentation.** If applicable, complete and attach Standard Form LLL (SFLLL) to disclose lobbying activities pursuant to Title 31 of United States Code, Section 1352 (31 USC 1352).
- **Block 19 – Authorized Representative.** Enter the contact information for the applicant organization’s authorized representative. The “Signature of Authorized Representative” is automatically completed upon submission of the Grants.gov application package.
- **Block 20 – Pre-Application.** Not applicable.
- **Block 21 – Cover Letter Attachment.** Not applicable.

*If a revised Project Narrative or Research & Related Budget Form document is needed, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID found in Block 4.c. of the SF424 Research & Related Form prior to the full application submission deadline.*

## 2. Attachments Form

***Grants.gov does not validate for the presence of attachments on the Attachments Form.***

Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to view, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific program announcement requirements, and discrepancies will be noted in both the email and in the Full Application Files tab. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all application components and ensure proper ordering as

specified in the program announcement. See [Section III.C, Applicant Verification of Grants.gov Submission in eBRAP](#), for additional details.

Each attachment in the Attachments Form must be uploaded as an individual PDF file in accordance with the formatting guidelines listed in [Appendix 4](#). For all attachments, ensure that the file names are consistent with the guidance listed in the program announcement and below. Grants.gov will reject attachments with file names longer than 50 characters or incompatible file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period. In addition, Grants.gov has file size limits that may apply in some circumstances. Individual attachments may not exceed 20 megabytes (MB), and the file size for the entire Grants.gov application package may not exceed 200 MB. Applicants must contact the Grants.gov Contact Center ([support@grants.gov](mailto:support@grants.gov)) for written confirmation that a file exceeding the maximum size will be accepted.



***For specific instructions regarding content and page limits of the Project Narrative, Supporting Documentation, and all other attachments to this Grants.gov form, refer to the program announcement.***



All documents that require signatures must be signed. Both electronic and hand signatures will be accepted. Any document that is signed by hand should be scanned at a resolution of 100-150 dots per inch (dpi).

The following must be included as attachments:

**Attachment 1: Project Narrative: Attach as a PDF file named “ProjectNarrative.pdf”.**

The Project Narrative is the main body of the application. 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, *i.e.* web addresses) 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.

***Submission of a Project Narrative that exceeds the 12-page limit will result in administrative rejection of the application.***

**Attachment 2: Supporting Documentation: Combine and attach as a single PDF file named “Support.pdf”.** Include only supporting documentation required by the program announcement. 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.

Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the application may be administratively withdrawn. ***All applications are provided fair and thorough reviews. Letters of support not requested in the program announcement, such as those from members of Congress, will be removed from the application package.***



*For a list and descriptions of required supporting documents, refer to the program announcement.*

**Attachment 3: Technical Abstract: Attach as a PDF file named “TechAbs.pdf”.**

Abstracts of all funded research projects will be posted publicly on the Defense Technical Information Center (DTIC) website at <https://discover.dtic.mil/> for public viewing. **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.

**Attachment 4: Statement of Work (SOW): Attach as a PDF file named “SOW.pdf”.**

The SOW is an outline of specific aims of the proposed research project that establishes the project milestones during the performance period of the award. The SOW should contain sufficient detail to be informative as a stand-alone document. There is no limit to the number of specific aims, tasks, or subtasks that are described within the SOW page limit.



*For specific instructions regarding SOW content, refer to the program announcement.*

**SOW Format:** PIs are strongly encouraged to use the suggested SOW format stated in the program announcement. Templates for SOW formats are available on the eBRAP “Program Announcement & Forms” page (<https://ebrap.org/eBRAP/public/Program.htm>). The SOW must be in PDF format prior to attaching.

**Attachment 5: Study Personnel and Organization: Attach as a PDF file named “Personnel.pdf”.** For specific instructions regarding content, refer to the program announcement. This file is limited to one page.

**Attachment 6: Transition Plan: Upload as a PDF file named “Transition.pdf”.** Include the methods and strategies proposed to move the intervention to the next phase of development (e.g., EPA registration, commercialization, and/or delivery to the civilian or military market) after successful completion of the award. For additional instructions regarding content, refer to the program announcement. This file is limited to three pages.

**Attachment 7 (if applicable): Use “Suggested Collaborating DOD Military Facility Budget Format”: Upload as “MFBudget.pdf”.** This is only used when a military (DOD) facility will be a collaborator in the performance of the project. Download the file “Suggested Collaborating DOD Military Facility Budget Format” on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>). Include a budget justification for each military facility. Refer to Section III.A.8, for detailed information.

For non-DOD collaborators (if applicable), please see Section III.A.7 with instructions for submitting the “**Research & Related Subaward Budget Attachment(s) Form.**”

### **3. Research & Related Personal Data**

This form will be used by DOD as the source of demographic information, such as gender, race, ethnicity, and disability information, for the Project Director (PD)/PI and all other persons identified as Co-PD(s)/Co-PI(s).

Each application must include this form with the name fields of the PD/PI and any Co-PD(s)/Co-PI(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-PD/Co-PI can be added by selecting the “Next Person” button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to reviewers. Applicants who do not wish to provide some or all of the information should check or select the “Do not wish to provide” option.

#### 4. Research & Related Senior/Key Person Profile (Expanded)

The Degree Type and Degree Year fields on the Research & Related Senior/Key Person Profile (Expanded) form will be used by DOD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/PI or Co-PD/Co-PI on the form. Additional senior/key persons can be added by selecting the “Next Person” button.

Include the requested information for each person who will contribute significantly to the proposed research project.

In the “PROFILE – Project Director/Principal Investigator” section, enter the PI’s User Name provided by eBRAP into the data field labeled “Credential, e.g., agency login” (Figure 2).

**Figure 2. PI’s eBRAP User Name**

The image shows a screenshot of a web form titled "PROFILE - Project Director/Principal Investigator". The form has several input fields, many of which are highlighted in yellow. At the bottom of the form, there is a field labeled "Credential, e.g., agency login" which contains the text "Enter PI’s eBRAP User Name here". This field is circled in blue, and a red arrow points to it from the right side of the form.

**Biographical Sketch Suggested Format:** The suggested biographical sketch format is available in a Microsoft Word document on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. Use of this document is optional. The NIH Biographical Sketch may also be used. Each biographical sketch must be in PDF format prior to attachment. Page limitations will be specified in the program announcement.

- **PI Biographical Sketch:** This file must be titled “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.
- **PI Previous/Current/Pending Support:** This file must be titled “Support\_LastName.pdf” where “LastName” is the last name of the PI.

***For all previous (award period of performance ending within the past 5 years), current, and pending (includes period of time awaiting funding status and/or period of time awaiting start date) research support,*** include the title, time commitments, supporting agency, name and address of the funding agency's procuring Contracting/Grants Officer, performance period, level of funding, brief description of the project's goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.

List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Report all resources and other support for all individuals designated in an application as senior/key personnel – including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, whether such support is provided through the applicant organization, through another domestic or foreign organization, or is directly provided to an individual who supports the senior/key personnel's research efforts.

Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign "talents" or similar-type program, or other foreign or domestic support must be reported.

Consistent with National Security Presidential Memoranda-33, individuals are required to disclose grants and contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if individuals receive direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government sponsored or affiliated activity. ***Foreign government-sponsored talent recruitment program" is defined as an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position).***

Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.



If there is no previous, current, or pending support, enter “None.” An updated previous, current, and pending support document will be required if an award is recommended for funding.

- **Key Personnel Biographical Sketches:** Each file must be titled “Biosketch\_LastName.pdf” where “LastName” is the last name of the respective individual.
- **Key Personnel Previous/Current/Pending Support:** Each file must be titled “Support\_LastName.pdf” where “LastName” is the last name of the respective individual. Refer to content requirements under “PI Previous/Current/Pending Support” listed above.

**Note:** Other support includes all resources made available to a researcher in support of and/or related to all of their research endeavors, regardless of monetary value and/or where they are based. This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, financial support for laboratory personnel, and provision of high-value materials that are not freely available (biologics, chemical, model systems, technology, etc.).

**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 (U.S. Code, Title 18, Section 1001).

## **5. Research & Related Budget**

An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must be submitted on the Grants.gov Research & Related Budget Form. For limits on funding amounts, types of costs, and period of performance, refer to the program announcement. The budget and budget justification should include sufficient detail for the government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research. ***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.*** At the time of application submission to Grants.gov, the AOR is certifying to the best of their knowledge that all costs are current, accurate, and complete.

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

No budget will be approved by the government exceeding the cost limit stated in the specific program announcement or using an indirect rate exceeding the organization’s negotiated rate.

**Budget Regulations and Restrictions:**

- **Administrative and Cost Principles:** Recipients will be required to comply with the following, as applicable:
  - Code of Federal Regulations, Title 2, Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (2 CFR 200), as implemented by Chapter XI of Title 2 CFR
  - Provisions of Chapter I, Subchapter C of Title 32, CFR, “DOD Grant and Agreement Regulations,” Parts 26, 28, 34, 37, and Title 2, CFR Part 1125
  - Federal Acquisition Regulation (FAR) Part 31
- **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 if such costs (1) are necessary to conduct the project and (2) would be allowable under the award, if awarded. If specific expenditures would otherwise require prior approval, the recipient must obtain the Grants Officer’s approval before incurring the cost. Government prior approval is required for any costs to be incurred more than 90 days before the beginning date of the initial budget period of a new award.

The incurrence of pre-award costs in anticipation of an award imposes no obligation on the government either to make the award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred or in the absence of appropriations. The government expects the recipient to be fully aware that pre-award costs result in borrowing against future support and that such borrowing must not impair the organization’s ability to accomplish the project objectives within the approved timeframe or in any way adversely affect the conduct of the project.

- **Cost of Preparing Applications:** The cost of preparing applications in response to a program announcement is not considered an allowable direct charge to any resultant award. However, the cost of preparing applications may be an allowable cost that can be included in the indirect/facilities and administrative cost as specified in the organization’s applicable cost principles.
- **Currency:** All costs must be entered in U.S. dollars. Recipients performing research outside of the United States should include the cost in local currency, the rate used for converting to U.S. dollars, and justification/basis for the conversion rate used. Foreign currency exchange rates for recipients performing research outside of the United States

will be determined at the time of application submission.



***Submit a detailed budget and justification that covers the entire period of performance (not just the first year).*** The government reserves the right to request a revised budget and budget justification and/or additional information.

**Budget Instructions:** Complete the Research & Related Budget Form following the instructions below. Begin by entering the organizational UEI number, Budget Type, Name of Organization, and anticipated start and end dates. ***Ensure that the UEI number is entered accurately or Grants.gov will reject the application.***



***For all federal agencies or organizations collaborating with federal agencies applying to the program announcement, special restrictions apply to the budget and are described below.***

**For Federal Agencies:** An application from a federal agency must include in the budget justification a **Federal Financial Plan (Plan)**. The Plan must address how all funds will be obligated before their period for obligation expires and how funds will be available to cover research costs over the entire award period. The Plan must include the funding mechanism(s) that will be used to carry over funds between fiscal years.

**For Collaborating Military Facilities:** An application from an organization that includes collaboration with a DOD agency or other DOD facility must submit a DOD Military Budget as instructed in [Section 8, Suggested Collaborating DOD Military Facility Budget Format](#), below. The costs per year should be included on the Grants.gov Research & Related Budget form under subaward costs.

### **Section A: Senior/Key Person**

- **Prefix; First, Middle, and Last Name; and Suffix:** Beginning with the PI, list all senior/key persons from the applicant organization who will be involved in the proposed research project, whether or not salaries are requested. Include all investigators, research associates, etc. If applicable, all investigators outside the applicant organization should be included on the Research & Related Subaward Budget Attachment(s) Form. Consultant costs should be listed under Section F.3 of the Research & Related Budget Form (Other Direct Costs, Consultant Services).
- **Base Salary:** Enter the current annual base salary (based on a full-time appointment) for each individual listed for the proposed research project. Establish labor costs using current labor rates or salaries. Labor rates or salaries may not be increased as a result of receiving an award. Identify and explain in the budget justification any proposed adjustments to rates or salaries. Any proposed increases in rates or salaries over the period of the award must be consistent with the applicable cost principles and organization's estimating procedures. ***For most federal agencies, funding cannot be applied toward federal salaries and therefore these salaries should not be included in the requested budget.***
- **Level of Effort (Calendar, Academic, and Summer Months):** For each senior/key person, including unpaid personnel, demonstrate the level of effort by listing the number

of months to be devoted to the proposed research project in the appropriate box.

- **Requested Salary:** Enter the amount of salary requested for this budget period.
- **Fringe Benefits:** Enter the fringe benefits requested for each individual in accordance with organizational guidelines. If the application is recommended for funding, the organization will be required to provide documentation to support the fringe benefits (e.g., the current Department of Health and Human Services [DHHS] Rate Agreement, other federally approved rate agreement, or other policy document).
- **Funds Requested:** Enter the total funds requested for each senior/key person listed for the proposed research project.
- **Project Role:** Identify the role of each senior/key person listed. Describe their specific functions in the budget justification.

### **Section B: Other Personnel**

- **Number of Personnel:** For each project role category, indicate the number of personnel for the proposed research project, including unpaid personnel.
- **Project Role:** Identify each project role category. Within the budget justification, describe the specific functions of the personnel in each project role.
- **Level of Effort (Calendar, Academic, and Summer Months):** For each project role category, demonstrate the level of effort by listing the number of months to be devoted to the proposed research project in the appropriate box.
- **Requested Salary:** Enter the amount of salary requested for this budget period. *For most federal agencies, funding cannot be applied toward federal salaries and therefore these salaries should not be included in the requested budget.*
- **Fringe Benefits:** Enter the fringe benefits requested for each project role category in accordance with organizational guidelines. If the application is recommended for funding, the organization will be required to provide documentation to support the fringe benefits (e.g., the current DHHS Rate Agreement, other federally approved rate agreement, or other policy document).
- **Funds Requested:** Enter the total funds requested for each project role category listed for the proposed research project.

**Section C: Equipment Description.** Equipment is tangible personal property (including information technology systems) having a useful life of more than 1 year and a per unit acquisition cost that equals or exceeds the lesser of (a) \$5,000 or (b) the recipient's or the subrecipient's capitalization threshold for financial statement purposes. Applicant organizations are encouraged to provide all equipment necessary to conduct the proposed research project. If equipment is requested, provide a detailed list showing the cost of each item. The budget justification for any requested equipment must describe, as applicable:

- Special test equipment to be fabricated for specific research purposes and its cost.

- Standard equipment to be acquired and modified to meet specific requirements, including acquisition and modification costs; list separately.
- Existing equipment to be modified to meet specific research requirements, including modification costs. Do not include as special test equipment those items of equipment that, if purchased by the recipient with recipient funds, would be capitalized for federal income tax purposes.

In addition, requests for equipment must include a rationale for estimated costs.

**Section D: Travel.** Travel costs may include:

- Costs to attend scientific/technical meetings per year as specified in the program announcement: Include the meeting name, purpose, location, and date, if known, in the budget justification. International travel may be requested but must be justified with additional documentation and is subject to approval by the Grants Officer.
- Costs to attend required meetings (if applicable): Include the meeting name if identified in the program announcement and a statement in the budget justification confirming that the PI will attend the required meeting.
- Costs for travel associated with the execution of the proposed work (if applicable): Reasonable costs for travel between collaborating organizations should be included. International travel may be requested but must be justified with additional documentation and is subject to approval by the Grants Officer.
- Funds to an extramural organization may not be used to cover travel costs for DOD military and civilian employees. All approved travel costs for DOD military and civilian employees will be paid by AFPMB directly to the DOD collaborator. Proposed travel costs for DOD military and civilian employees should be included on the DOD Military Budget (Suggested DOD Military Budget Format).

**Section E: Participant/Trainee Support Costs.** Enter the funds requested for tuition/fees, health insurance, stipends, travel, subsistence, and other costs.

**Section F: Other Direct Costs**

- **Materials and Supplies:** “Materials and Supplies” means all tangible property, including a computing device, acquired under an award that does not meet the definition of equipment. The budget justification for supporting material and supply (consumable) costs should include a general description of expendable material and supplies for each year. If animals are to be purchased, state the species, strain (if applicable), number to be used, cost per animal and total costs, proposed vendor, and a copy of the animal per diem cost/rate agreement. If human cell lines are to be purchased, state the source, cost, and description.
  - If a computer/software purchase is requested, include the following in the budget justification:
    - Detailed explanation for why purchase of computer/software is required to complete the proposed research project.

- Statement verifying that the requested computer/software is not currently available for use.
- **Publication Costs:** Estimate the costs of publishing and reporting research results, including direct charges for clerical preparation, illustrations, reprints, and distribution.
- **Consultant Services:** Whether or not funds are requested, include in the budget justification the names and organizational affiliations of all consultants, and include the daily consultant fee, travel expenses, nature of the consulting effort, and why consultants are required for the proposed research project.
- **Automated Data Processing/Computer Services:** Include the cost of computer services, including computer-based retrieval of scientific, technical, and education information. Include in the budget justification the provider’s computer service rates. See the “Materials and Supplies” bullet above regarding the purchase of computers.
- **Subaward/Consortium/Contractual Costs:** Include the total funds requested for (1) all subaward/consortium organization(s) proposed for the research project and (2) any other contractual costs proposed for the research project. This amount should be supported in the subaward/consortium/contractual costs provided in the Research & Related Subaward Budget Attachment(s) Form.

If a DOD agency or other DOD facility will be a collaborator in performance of the project, complete a **Suggested DOD Collaborating Military Facility Budget Format**, available for download on the eBRAP “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>), including the Justification section, for each military facility as instructed. The costs per year should be included on the Grants.gov Research & Related Budget Form under subaward costs.



***All direct and indirect costs of any subaward must be included in the direct costs of the primary award. No budget will be approved by the government exceeding the cost limit stated in the specific program announcement or using an indirect rate exceeding the organization’s negotiated rate.***

- **Equipment or Facility Rental/User Fees:** List proposed equipment or facility rental/user fees. Include appropriate information (hours and rates) in the budget justification.
- **Alterations and Renovations:** Alteration and renovation (A&R) costs can be requested if the costs are essential to accomplish the objectives of the research project and are a minor portion of the overall budget. A description of the existing facility and detailed description of the requested changes, along with a cost estimate, must be included in the budget justification. ***Costs for the construction of facilities are not allowable.***
- **Other Expenses:** Itemize other anticipated direct costs such as communication costs and organizationally provided services. These items should be described in detail and clearly justified in the budget justification. Organizationally provided services should be supported by the organization’s current cost/rate schedule.

Include itemized research-related subject costs for the proposed research project. These costs are strictly limited to expenses specifically associated with the proposed research project.

**Section G: Direct Costs.** Include the total direct costs (A-F).

**Section H: Indirect Costs.** The indirect costs category may include Facilities and Administrative (F&A) costs, overhead, General and Administrative (G&A), and other. The most recent federal agency approved rate(s) should be applied. If the rate(s) has been approved by other than a federal agency, indicate the source of the approval.

In accordance with 2 CFR 200.414(f), a non-federal entity that that does not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 10% of modified total direct costs. Costs must be consistently charged as either indirect or direct costs, but may not be double-charged or inconsistently charged as both. If this methodology is chosen, it must be used consistently for all federal awards until such time as the non-federal entity chooses to negotiate for a rate.

Provide details of the direct cost base (modified total direct costs, salary and wage, or other). Identify any costs that have been excluded from the base, e.g. in accordance with the approved rate agreement or costs that will be paid directly by AFPMB to a DOD collaborator. Also indicate if the rate(s) is an on-site or off-site rate(s). If more than one rate is applicable, provide a breakdown of the calculation.

Organizations can also visit the DHHS (<https://www.hhs.gov/about/agencies/asa/psc/indirect-cost-negotiations/index.html>), the Office of Naval Research (<https://www.onr.navy.mil/Contracts-Grants/manage-grant/indirect-cost-proposal.aspx>), and the Defense Contract Audit Agency (<https://www.dcaa.mil/>) for additional information on indirect rates.

**Section I: Total Direct and Indirect Costs.** Include total costs for the proposed research project. Total costs per 12-month period may not exceed \$325,000.

**Section J: Fee.** It is prohibited to charge a fee or profit to an assistance agreement, either by the recipient/awardee or subrecipient/subawardee.

**Section K: Budget Justification.** Provide a clear budget justification for each item in the budget over the entire period of performance and attach as a single PDF file to Section K of the Research & Related Budget.



***Organizations must provide sufficient detail and justification so the government can determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort. Additionally, applications that propose consultant, subaward, consortium, or contractual arrangements with foreign organizations or foreign collaborators will be required to provide additional scientific justification explaining why the foreign organization or foreign individual can carry out the scope of work more effectively than a U.S organization or U.S individual.***

## 6. Project/Performance Site Location(s) Form

Indicate the primary site where the work will be performed. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location in the data fields provided. Add more sites as necessary using the “Next Site” button. If more than eight performance site locations are proposed, provide the requested information in a separate file and attach it to the Project/Performance Site Location(s) form. Each additional research site requesting funds will require a subaward budget.

## 7. Research & Related Subaward Budget Attachment(s) Form (if applicable)

Complete a separate detailed Research & Related Budget including a budget justification for each subaward (subgrant or contract) in accordance with the instructions listed above. Title each individual subaward, “Research & Related Budget,” with the name of the subawardee/subrecipient organization, and attach to the Research & Related Subaward Budget Attachment(s) Form.



***All direct and indirect costs of any subaward must be included in the direct costs of the primary award. The primary award (including the direct and indirect costs of any subawardees) will not exceed the cost limit stated in the program announcement.***

A description of services or materials that are to be provided under the subaward is required. Organizations must provide sufficient detail and justification so that the government can determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort. This form should not be used when a military facility will be a collaborator

## 8. Suggested DOD Collaborating Military Facility Budget Format (if applicable)

This section addresses requirements and procedures when a military facility will be a collaborator in performance of an extramural project.

**Budget Form:** Complete a separate “Suggested DOD Collaborating Military Facility Budget Format” for each military facility involved in the project, which is available for download on the eBRAP “Funding Opportunities and Forms” web page (<https://eBRAP.org>). Do not complete the Grants.gov Research & Related Subaward Budget Attachment Form.

### Direct Costs:

- **Salaries:** Include the positions/titles/ranks and levels of effort of all DOD civilian and military personnel expected to work on the extramural project, whether or not salaries/fringe benefits are proposed. Salaries/fringe benefits may be reimbursed, either directly by the federal government to the facility or through the extramural award to the facility, but only under certain limited circumstances, which will be discussed during negotiations. Extramural organizations may provide personnel to work at intramural DOD partnering organizations. The extramural personnel costs should not be included here but on each organization’s Research & Related Budget Form (Sections A and B).



- **Travel:** Include costs to be incurred by DOD civilian and military personnel. However, these costs cannot be reimbursed through the extramural award. All approved travel costs of DOD military and civilian employees will be paid directly to the DOD collaborator by AFPMB. Some restrictions apply. Processes will be discussed during award negotiations.
- **Consultants, Equipment, Materials, Supplies, Other, etc.:** Include all anticipated direct costs. The military facility should consider whether the applicant organization can purchase the items/resources and provide them to the facility. The organization may provide resources to the military facility, such as consultants, supplies, equipment, etc., acquired with award funds. If this is feasible, these funds should not be included on the applicant organization's Research & Related Budget Form and should not be included on the Suggested DOD Collaborating Military Facility Budget Format.
- **Rates/Fees (Other than Indirect Cost Rates and Profit):** Where there are no DOD-established reimbursement rates (e.g., Institutional Review Board [IRB] fees, Institutional Animal Care and Use Committee [IACUC] fees), the military facility's Resource Manager (RM)/Comptroller/Task Area Manager or equivalent Business Official must provide details of how the proposed rates/fees were determined. Rates/fees should be included in the Other Direct Costs line of the Research & Related Budget Form (Section F.8-10).
- **Indirect Costs:** If an indirect cost rate is proposed, include documentation to support the rate (i.e., cost pool(s) and what items are included in each pool). The military facility should consult with its RM office (or equivalent) for assistance in determining a rate.
- **Total Costs:** Include the facility's combined direct and indirect costs. Enter the total here and also include it in the Subaward/Consortium/Contractual Costs budget line on the Research & Related Budget Form (Section F.5 of the form.).

**Budget Justification:** Include a budget justification for each year, for each DoD/military facility. A description of services or materials that are to be provided by the collaborating military facility is required. The military facility researcher(s) should coordinate with their local RM office (or equivalent) to prepare a sound budget and justification for the estimated costs. Applicant organizations must provide sufficient detail and justification to enable the federal government to determine that the proposed costs are allowable, allocable, and reasonable for the proposed research effort. In addition, the military facilities' direct and indirect costs to be supported when performing collaborative research with the extramural organization must meet the requirements of the DOD's Financial Management Regulation (FMR) 7000.14-R.

**Direct Fund by Federal Agency:** If possible, AFPMB will "direct fund" (via a Funding Authorization Document [FAD], Military Interdepartmental Purchase Request [MIPR], or other authorized method) the collaborating military facility to support all costs to be incurred in performance of the military facility's portion of the research project. When direct funded, these funds **will not** be included in the award amount to the contractor or recipient.

**Funds Obligated on Extramural Award:** If extraordinary circumstances exist whereby AFPMB is not able to “direct fund” the military facility, the funds may be placed on the award and the contractor or recipient may provide award funds to the military facility. If known at the time of submission, the military facility, in conjunction with the applicant organization, should provide a written justification for this funding method. Suggested areas to address include the research-related activities that will take place at the military facility, and the associated costs; when the activities will take place; why “direct funding” is not possible; why the applicant organization cannot provide the necessary resources and/or services; and the Comptroller’s (or equivalent) ability to accept and process award funds appropriately.

**Technology Transfer:** The military facility researcher(s) should also coordinate with their technology transfer office, when applicable. The facility may require that a cooperative research and development agreement (CRADA) or other instrument (as authorized by law or regulation) be executed between the facility and the contractor or recipient before work between the organizations can begin or funds can be provided to the military facility. The CRADA (or other instrument) is not required at the time of application submission. A timeline for execution of the document will be established during negotiations.

## **B. Submission to Grants.gov**

Grants.gov recommends submitting the application package *at least 24-48 hours prior to the close date* to provide time to correct any potential technical issues that may disrupt the application submission.

All applications must be received by the deadline indicated on the first page of the respective program announcement (Section I, Overview of the Funding Opportunity). Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a Tracking Number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of the application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking Number in an email serving as proof of the application’s timely submission.

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

The full application package submitted to Grants.gov may be viewed in eBRAP until the end of the application verification period identified on the front cover of the program announcement/ funding opportunity announcement.

Specific information must be identical between the pre-application and the full application for eBRAP to process an application. ***The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-application and application submission process.*** Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP.

After eBRAP has processed the full application and prior to the end of the application verification period, select components of the application package submitted to Grants.gov, ***with the exception of the Project Narrative and Research & Related Budget Form,*** may be

modified.

See Page 1 (cover page) of the program announcement (Section I, Overview of the Funding Opportunity) for specific full application submission and application verification deadlines.

Following retrieval and processing of the Grants.gov application, eBRAP will notify the organizational representatives and PI by email to log into eBRAP to review, modify, and verify the Grants.gov application submission. eBRAP will validate retrieved files against the specific program announcement requirements, and discrepancies will be noted in both the email and in the “Full Application Files” tab in eBRAP. eBRAP does not confirm the accuracy of file content. It is the applicant’s responsibility to review all application components and ensure proper ordering as specified in the program announcement.



***eBRAP does not confirm the accuracy of the file content or the application package.***

***If either the Project Narrative or the Research & Related Budget fails eBRAP validation or if the Project Narrative or the Research & Related Budget need to be modified, an updated Grants.gov application package must be submitted via Grants.gov as a “Changed/Corrected Application” with the previous Grants.gov Tracking ID prior to the application submission deadline.*** The Project Narrative and Research & Related Budget Form cannot be changed after the application submission deadline. The full application submission deadline and the end of the application verification period in eBRAP are stated on the first page of the specific program announcement (Section I, Overview of the Funding Opportunity).

#### **D. Application Tracking**

After a Workspace package has been successfully submitted, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission. The submission of a Workspace package can be tracked from the Workspace or by visiting Grants.gov (<https://grants.gov/web/grants/applicants/track-my-application.html>) and entering the Tracking Number.

## IV. APPLICATION SUBMISSION FOR INTRAMURAL ORGANIZATIONS

### A. eBRAP Application Package Components

The eBRAP application package includes the following components, which are organized in eBRAP by separate tabs. **To access these tabs, go to “My Applications” and click on “Start Full Application”** for the log number under which the pre-application was submitted.

- **Tab 1 – Summary:** Provides a summary of the application information.
  - **Tab 2 – Application Contacts:** This tab will be populated by eBRAP. Add the name of the AOR.
  - **Tab 3 – Full Application Files:** Under each Application Component in eBRAP, upload each as an individual PDF file. Refer to [Appendix 4](#) for detailed formatting guidelines.
1. **Application Component – Attachments:** Each attachment must be uploaded as an individual PDF file unless otherwise stated. Specific page limits are noted in the program announcement.

**Attachment 1: Project Narrative: Attach as a single PDF file named “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 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.

*Submission of a Project Narrative that exceeds the 12-page limit will result in administrative rejection of the application.*

**Attachment 2: Supporting Documentation: Combine and attach as a single PDF file named “Support.pdf”.** Include only supporting documentation as indicated in the program announcement. Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the application may be administratively withdrawn.

Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the application may be administratively withdrawn. *All applications are provided fair and thorough reviews. Letters of support not requested in the program announcement, such as those from members of Congress, will be removed from the application package*

*All applications are provided fair and thorough reviews. Letters of support not requested in the program announcement, such as those from members of Congress, will be removed from the application package.*



*For a list and descriptions of required supporting documents, refer to the program announcement.*

**Attachment 3: Technical Abstract: Attach as a single PDF file named “TechAbs.pdf”.** Abstracts of all funded research projects will be posted publicly on the Defense Technical Information Center (DTIC) website at <https://discover.dtic.mil/> for public viewing. 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.

**Attachment 4: Statement of Work: Attach as a PDF file named “SOW.pdf”.** The SOW is an outline of specific aims of the proposed research project that establishes the project milestones during the performance period of the award. The SOW should contain sufficient detail to be informative as a stand-alone document. There is no limit to the number of specific aims, tasks, or subtasks that are described within the SOW page limit.



*For specific instructions regarding SOW content, refer to the program announcement.*

**SOW Format:** PIs are strongly encouraged to use the suggested SOW format stated in the program announcement. Templates for SOW formats are available on the eBRAP “Program Announcement & Forms” page (<https://ebrap.org/eBRAP/public/Program.htm>). The SOW must be in PDF format prior to attaching.

**Attachment 5: Study Personnel and Organization: Attach as a PDF file named “Personnel.pdf”.** For specific instructions regarding content and page limits, refer to the program announcement. If applicable, include a research continuation plan for active duty military PIs who might receive Permanent Change of Station (PCS) orders during the project

**Attachment 6: Transition Plan: Upload as a PDF file named “Transition.pdf”.** Include the methods and strategies proposed to move the intervention to the next phase of development (e.g., EPA registration, commercialization, and/or delivery to the civilian or military market) after successful completion of the award. For additional instructions regarding content, refer to the program announcement. This file is limited to three pages.

- 2. Research & Related Personal Data:** This form will be used by DOD as the source of demographic information, such as gender, race, ethnicity, and disability information, for the PD/PI and all other persons identified as Co-PD(s)/Co-PI(s).

Each application must include this form with the name fields of the PD/PI and any Co-PD(s)/Co-PI(s) completed; however, provision of the demographic information in the form is voluntary. If completing the form for multiple individuals, each Co-PD/Co-PI can be added by selecting the “Next Person” button. The demographic information, if provided, will be used for statistical purposes only and will not be made available to merit reviewers. Applicants who do not wish to provide some or all of the information should check or select the “Do not wish to provide” option.

Upload the Research & Related Personal Data Form as “PersonalData\_LastName.pdf” under the Key Personnel Application Components.

- 3. Application Component - Research & Related Senior/Key Person Profile**

Each attachment must be uploaded as an individual PDF file unless otherwise stated. The Biographical Sketches and the Previous/Current/Pending Support for the PI and Key

Personnel may be either attached to the Research & Related Senior/Key Person Profile (Expanded) Form or uploaded as individual files in the “Key Personnel” Application Component.

**Research & Related Senior/Key Person Profile (Expanded):** The Degree Type and Degree Year fields on the Research and Related Senior/Key Person Profile (Expanded) will be used by the DOD as the source for career information. In addition to the required fields on the form, applicants must complete these two fields for all individuals that are identified as having the project role of PD/PI or Co-PD/Co-PI on the form. Additional senior/key persons can be added by selecting the “Next Person” button.

Upload the Research & Related Senior/Key Person Profile (Expanded) as “KeyPersonnel\_LastName.pdf” under the Key Personnel Application Components.

Include the requested information for each person who will contribute significantly to the proposed research project.

**Biographical Sketch Suggested Format:** The suggested biographical sketch format is available in a Microsoft Word document on the “Funding Opportunities & Forms” web page (<https://ebrap.org/eBRAP/public/Program.htm>) in eBRAP. Use of this document is optional. The NIH Biographical Sketch may also be used. Each biographical sketch must be in PDF format prior to attachment. Page limitations will be specified in the program announcement.

- **PI Biographical Sketch:** This file must be titled “Biosketch\_LastName.pdf” where “LastName” is the last name of the PI.
- **PI Previous/Current/Pending Support:** This file must be titled “Support\_LastName.pdf” where “LastName” is the last name of the PI.

*For all previous (award period of performance ending within the past 5 years), current, and pending (includes period of time awaiting funding status and/or period of time awaiting start date) research support, include the title, time commitments, supporting agency, name and address of the funding agency’s procuring Contracting/Grants Officer, performance period, level of funding, brief description of the project’s goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.*

List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).

Report all resources and other support for all individuals designated in an application as senior/key personnel, including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, whether such support is provided through the applicant organization, through another domestic or foreign organization, or is

directly provided to an individual who supports the senior/key personnel's research efforts.

Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign "talents" or similar-type program, or other foreign or domestic support must be reported.

Consistent with National Security Presidential Memoranda-33, individuals are required to disclose grants and contracts associated with participation in programs sponsored by foreign governments, instrumentalities, or entities, including foreign government-sponsored talent recruitment programs. Further, if individuals receive direct or indirect support that is funded by a foreign government-sponsored talent recruitment program, even where the support is provided through an intermediary and does not require membership in the foreign government-sponsored talent recruitment program, that support must be disclosed. Individuals must also report other foreign government sponsored or affiliated activity. ***"Foreign government-sponsored talent recruitment program" is defined as an effort organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position).***

Provide the total award amount for the entire award period covered (including facilities and administrative costs), as well as the number of person-months (or partial person-months) per year to be devoted to the project by the senior/key personnel involved.

If there is no previous, current, or pending support, enter "None." An updated previous, current, and pending support document will be required if an award is recommended for funding.

- **Key Personnel Biographical Sketches:** Each file must be titled "Biosketch\_LastName.pdf" where "LastName" is the last name of the respective individual.
- **Key Personnel Previous/Current/Pending Support:** Each file must be titled "Support\_LastName.pdf" where "LastName" is the last name of the respective individual. Refer to content requirements under "PI Previous/Current/Pending Support" listed above.

4. **Application Component – Budget Form:** Complete the **Suggested DOD Military Budget Format and Justification** section. Begin by entering the PI name, eBRAP Log number, and period of performance fields at the top of the Suggested DOD Military Budget Format. **DOD Civilian and Military Personnel:** Personnel involved in the project should be listed in this section; however, this award is not intended to provide salary support for any federal employee, as those costs were to have been included in infrastructure costs. If salary support is requested, sufficient justification must be provided in the budget justification section.

## **DOD Military Budget Instructions:**

- **Name:** Beginning with the PI, list all participants who will be involved in the project during the initial budget period, whether or not salaries are requested. Include all collaborating investigators, research associates, individuals in training, mentor (if applicable), and support staff.
- **Role on Project:** Identify the role of each participant listed. Describe their specific functions in the proposed research in the budget justification.
- **Type of Appointment (Months):** List the number of months per year reflected in an individual's contractual appointment with the applicant organization. The government assumes that appointments at the applicant organization are full time for each individual. If an appointment is less than full time (e.g., 50%), note this with an asterisk (\*) and provide a full explanation in the budget justification. Individuals may have split appointments (e.g., for an academic period and a summer period). For each type of appointment, identify and enter the number of months on separate lines.
- **Annual Base Salary:** Enter the annual organizational base salary (based on a full-time appointment) for each individual listed for the project.
- **Effort on Project:** List the percentage of each appointment to be spent on this project for all staff members including unpaid personnel.
- **Salary Requested:** Enter the salary for each position for which funds are requested. This is calculated automatically from the data provided. If you do not wish this to be calculated for you, uncheck the small "Calculate Salary" checkbox located in the lower portion of the field. Calculate the salary request by multiplying an individual's organizational base salary by the percentage of effort on the project.
- **Fringe Benefits:** Enter the fringe benefits requested for each individual in accordance with organizational guidelines.
- **Totals:** Calculated automatically from the data provided.
- **Major Equipment:** Provide an itemized list of proposed equipment, showing the cost of each item. Equipment is any article of nonexpendable tangible property having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.
- **Materials, Supplies, and Consumables:** The budget justification for supporting material and supply (consumable) costs should include a general description of expendable material and supplies.
- **Travel Costs:** PIs are responsible for budgeting for all costs associated with travel, including airfare, hotel, etc., associated with the trip. Anticipated travel costs should be built into the budget at current or projected DOD per diem rates. Travel costs may include:



- Travel costs for the PI to visit study sites.
- Travel costs for up to one investigator to travel to one scientific/technical meeting per year.
- Travel costs between collaborating organizations.
- **Research-Related Subject Costs:** Include itemized costs of subject participation in the proposed research. These costs are strictly limited to expenses specifically associated with the proposed research.
- **Other Direct Costs:** Itemize other anticipated direct costs such as publication and report costs, equipment rental (provide hours and rates), communication costs, and organizationally provided services. Unusual or expensive items should be fully explained and justified. Estimate the costs of publishing and reporting research results, including direct charges for clerical services, illustrations, reprints, and distribution. Organizationally provided services should be supported by the organization's current cost/rate schedule. These items should be described in detail and clearly justified.
- **Contract Costs (Partnership/Collaboration Costs):** Should an intramural organization propose collaboration with an extramural entity for part of the research effort, the intramural organization will receive all funds and is responsible for executing all necessary contractual or assistance funding awards to collaborating partners through the agency's procedures. **All direct and indirect costs of any partnership/collaboration costs must be included in the total direct costs of the primary award.** The nature of the partnership/collaboration should be described in the Budget Justification section.
- **Total Direct Costs:** Calculated automatically from the data provided for the initial budget period and for the entire proposed period of support.
- **Total Indirect Costs:** If funds for indirect costs are requested, sufficient justification must be provided in the Justification section. The government reserves the right to disallow any indirect costs not sufficiently justified. All direct and indirect costs of any proposed collaborator must be included in the total direct costs of the primary award. Refer to Section II.D.5, Funding Restrictions, of the program announcement for detailed information.
- **Total Costs:** This section is calculated automatically from the data provided.
- **Fee:** A profit or fixed fee is not allowable on awards or on subawards.

***Budget Justification Instructions:*** Provide a clear budget justification for each item in the budget over the entire period of performance in the Justification section of the Suggested DOD Military Budget. Itemize direct costs within each budget category for additional years of support requested beyond year one.

## 5. Application Component: Project/Performance Site Location(s) Form

Indicate the primary site where the work will be performed. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location

in the data fields provided. Add more sites as necessary using the “Next Site” button. If more than eight performance site locations are proposed, provide the requested information in a separate file and attach it to this form. Each additional research site requesting funds will require a subaward budget.

- **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.

- **Tab 5 – Submit/Request Approval Full Application**

Once all components have been 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 validate files against the program announcement requirements, and discrepancies will be noted. If no discrepancies are noted, press the “Confirm Submission” button to complete the application submission. eBRAP will notify your RM/Comptroller/Task Area Manager or equivalent Business Official by email to log into eBRAP to review and approve the full application package prior to the approval deadline.

The full application package submitted to eBRAP may be viewed in eBRAP until the end of the application verification period. After eBRAP has processed the full application, PIs will receive an 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, *with the exception of the Project Narrative and Research & Related Budget Form*, may be modified. Modifications to application components may only be made after the Business Official has set the status to “Return to PI” for the PI to make changes, or “Draft” for the Business Official to make changes. See the first page of the program announcement for specific full application submission and application verification deadlines.

Specific information must be identical between the pre-application and the full application for eBRAP to process an application. The application title, eBRAP log number, and all information for the PI, Business Official(s), performing organization, and contracting organization must be consistent for the entire pre-application and application submission process. Inconsistencies may delay application processing and limit or negate the ability to view, modify, and verify the application in eBRAP.

## APPENDIX 1

### REGULATORY REQUIREMENTS

#### A. Safety and Environmental Requirements

Based on changes to DOD compliance requirements (Department of the Army Pamphlet [DA PAM] 385-69, DA PAM 385-10, 32 CFR 651, September 6, 2012), provisions previously required for Safety and Environmental Compliance have been removed. However, in certain instances, compliance review may require submission of additional documentation prior to the awarding of any assistance agreement. Such instances may include use of Army-provided infectious agents or toxins, Biological Select Agents or Toxins, specific chemical agent(s), or pesticides outside of an established laboratory. The USAMRDC Office of Surety and Environment will identify any need for compliance review, and documents must be submitted upon request.

Additional information is available at <https://mrdc.health.mil/>.

#### B. Research Protections Review Requirements

The USAMRDC Office of Human and Animal Research Oversight (OHARO) ensures that research conducted, contracted, sponsored, supported, or managed by the DOD and involving human subjects, human anatomical substances, human data, human cadavers, or animals is conducted in accordance with federal, DOD and international regulatory requirements.

All DOD-funded research 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 IACUC of record. The ACURO must review and approve all animal use prior to the start of working with animals, including amendments to ongoing projects.

All DOD-funded research involving new and ongoing research with human anatomical substances, human subjects, human data, or human cadavers must be reviewed and approved by the USAMRDC OHARO, Office of Human Research Oversight (OHRO), prior to research implementation. This administrative review requirement is in addition to the local IRB or Ethics Committee (EC) review.

PIs and applicant organizations **may not commence performance** of research involving the above, **or expend funding** on such efforts, until regulatory documents are submitted and approved by the USAMRDC OHARO to ensure that DOD regulations are met. All expectations described below are consistent with DOD Instruction (DODI) 3216.01, “Use of Animals in DoD Programs,” and DODI 3216.02, “Protection of Human Subjects and Adherence to Ethical Standards in DoD-Conducted and -Supported Research.”

Additional information is available at [https://mrdc.health.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrdc.health.mil/index.cfm/collaborate/research_protections/hrpo).

## 1. Research Involving Animal Use

The ACURO must review and approve all animal use funded by the award prior to the start of working with animals, including amendments to ongoing projects. IACUC approval at the time of submission is not required. Specific documents relating to the use of animals in the proposed research will be requested if the application is selected for funding. PIs must submit the institutional animal use protocol, IACUC approval of that protocol, and a version of the animal use appendix titled “Research Involving Animals.” For guidance, visit the ACURO website at [https://mrdc.health.mil/index.cfm/collaborate/research\\_protections/acuro](https://mrdc.health.mil/index.cfm/collaborate/research_protections/acuro). ***Allow at least 3 to 4 months for regulatory review and approval processes for animal studies.***

For additional information, send questions via email to ACURO ([usarmy.detrick.medcom-usamrdc.other.acuro@health.mil](mailto:usarmy.detrick.medcom-usamrdc.other.acuro@health.mil)).

## 2. Research Involving Human Subjects

The OHRO ensures that DOD-supported research complies with specific laws, regulations, and requirements governing human subjects research. 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. Studies taking place in international settings may require additional time for completion of OHARO OHRO reviews.



***NOTE: The protocol submitted for OHRO review must include only those activities funded by the DOD, as referenced in the approved SOW. If the DOD-funded activities have been added to an ongoing/existing protocol that is not DOD-funded, OHRO will require the PI to write a stand-alone protocol that is limited to those activities supported under the DOD award.***

Effective 20 January 2020, [The Revised Common Rule](#) (i.e., the 2018 Requirements) at 45 CFR 46.114(b) requires that all institutions located in the United States that are engaged in cooperative research conducted or supported by a Common Rule department or agency rely upon approval by a single IRB for the portion of the research that is conducted in the United States. These provisions apply to DOD-funded research. Applicants must provide a written plan for single IRB review arrangements at the time of application submission or award negotiation.

Questions regarding applicable human subjects protection regulations, policies, and guidance should be directed to the local IRB or the OHARO OHRO ([usarmy.detrick.medcomusamrdc.otherhrpo@health.mil](mailto:usarmy.detrick.medcomusamrdc.otherhrpo@health.mil)). For in-depth information and to access OHRO protocol submission forms, refer to the OHARO OHRO website ([https://mrdc.health.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrdc.health.mil/index.cfm/collaborate/research_protections/hrpo)). Key requirements found in the OHARO OHRO guidance document, “Information for Investigators – Human Subjects Research,” include:

- **Assurance of Compliance:** Each institution engaged in non-exempt human subjects research must have a current DHHS Office for Human Research Protection Federalwide Assurance (FWA) or DOD Assurance.

- **Training:** Personnel involved in human subjects research must have completed appropriate training in the protection of human subjects per institutional requirements. Documentation confirming completion of appropriate training will be required during the OHARO OHRO review process.
- **Informed Consent Form:** The following must appear in the consent form:
  - A statement that the DOD is providing funding for the study.
  - A statement that representatives of the DOD are authorized to review research records.
  - In the event that Health Insurance Portability and Accountability Act (HIPAA) authorization is required, the DOD must be listed as one of the parties to whom private health information may be disclosed.
- **Access to DOD-Affiliated Personnel for Research:** See the guidance document, “A Primer for Conducting Department of Defense (DOD) Funded Human Research With Military Populations,” at [Conducting Research Military Pop DoD May 2021.pdf](#).

### 3. Research Involving the Secondary Use of Data/Specimens

*Research involving the use of human data and/or specimens not otherwise subject to institutional review requires a determination letter (e.g., stating that the project does not constitute “human subjects research” or can be considered “exempt human subjects research”) from the PI’s human subjects protection office as well as a concurrence from the OHARO OHRO.*

All DOD-funded research involving the secondary use of human data, human biospecimens (hereafter referred to as data/specimens) must be reviewed for compliance with federal and DOD human subjects protection requirements and approved by the OHARO OHRO prior to implementation. For additional guidance and instructions on OHARO OHRO review of DOD-funded research activities involving access, use, and analysis of data/specimens, see the guidance document, “Information for Investigators – Research with Data/Specimens,” found at [https://mrhc.health.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrhc.health.mil/index.cfm/collaborate/research_protections/hrpo)



**NOTE:** *The protocol submitted for OHRO review must include only those activities funded by the DOD, as referenced in the SOW. If the DOD-funded activities have been added to an ongoing/existing protocol that is not DOD-funded, OHRO will require the PI to write a stand-alone protocol that is limited to those activities supported under the DOD award.*

### 4. Additional Information/Requirements

**Site Visits:** The USAMRDC OHARO OHRO conducts site visits as part of its responsibility for compliance oversight.

Accurate and complete study records must be maintained and made available to

representatives of USAMRDC as a part of their responsibility to protect human subjects in research. Research records must be stored in a confidential manner so as to protect the confidentiality of subject information.

**Protocol Submission Format:** The OHARO OHRO accepts protocol submissions in the format required by the local IRB. The IRB protocol application, if separate from the protocol itself, should be included with protocol submissions.

**Research Involving the Use of U.S. Food and Drug Administration-Regulated Products** (i.e., drugs, devices, in vitro diagnostics) in which the focus of the study is on the safety or effectiveness of the product requires IRB review in accordance with 21 CFR 50 and 21 CFR 56.

### **C. Use of DOD Resources:**

If the proposed research involves access to active-duty military patient populations and/or DOD 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. Access to the target active-duty military patient population(s) and/or DOD resource(s) or database(s) should be confirmed by including a letter of support, signed by the lowest-ranking person with approval authority.

Access to certain DOD patient populations, resources, or databases may only be obtained by collaboration with a DOD investigator who has a substantial role in the research and may not be available to a non-DOD investigator if the resource is restricted to DOD personnel. Investigators should be aware of which resources are available to them if the proposed research involves a non-DOD investigator collaborating with the DOD. If access cannot be confirmed at the time of application submission, the government reserves the right to withdraw or revoke funding until the PI has demonstrated support for and access to the relevant population(s) and/or resource(s).

## APPENDIX 2

### REPORTING REQUIREMENTS AND ADMINISTRATIVE INFORMATION

#### A. Reporting Requirements for Awards

The government requires periodic reports to be submitted to continue the research and funding through the entire period of performance. Specific reports required by the government will be described in each award and may include:

- Technical/Scientific:
  - In addition to annual progress reports, the Terms and Conditions of the award will indicate any additional reporting required.
  - Final progress report
  - Quad Chart: The Quad Chart template is a one-page PowerPoint file that can be downloaded from eBRAP and as an attachment to a standard post-award progress report under Special Reporting Requirements if required by the terms and conditions of the award.
- Fiscal (SF425 “Federal Financial Report”):
  - Annual reports
  - Final report
- Regulatory:
  - Research Involving Human Subjects: For DOD awards that include funding to support research with human subjects, the USAMRDC’s OHRO requires submission of institutional continuing review reports and study event reports. Instructions are found at [https://mrhc.health.mil/index.cfm/collaborate/research\\_protections/hrpo](https://mrhc.health.mil/index.cfm/collaborate/research_protections/hrpo).
  - The USAMRDC’s OHRO will no longer require submission of local IRB annual continuing review materials for studies that no longer require continuing review under the 2018 Revised Common Rule (49 CFR Part 11).
  - Research Involving Animals: For DOD awards that include funding to support animal studies, staff from the USAMRDC’s ACURO will contact the PI regarding submission requirements and deadlines. Questions related to ACURO review and approval should be directed to the ACURO central email account at [usarmy.detrick.medcom-usamrhc.other.acuro@health.mil](mailto:usarmy.detrick.medcom-usamrhc.other.acuro@health.mil).

#### B. Post-Award Organization and Principal Investigator Changes

**Transfer of Award to New Organization:** Unless restricted by the specific program announcement, a change in organizational affiliation will be considered on a case-by-case basis

by the Grants Officer. If approved, the PI's original organization will be required to agree to relinquish the award. The new organization will be required to resubmit the entire application on behalf of the PI, including regulatory documentation. Extended times for transfer may put the award funding at risk. A transfer will not, unless under extraordinary circumstances, be allowed for any organization that includes a study site at its location. Organization transfers are not allowed in the last year of the performance period.

**Change in Principal Investigator:** Unless otherwise restricted, changes in PI will be allowed at the discretion of the Grants Officer, provided that the intent of the award mechanism is met.

### **C. Disclosure of Proprietary or Confidential Information**

Do not include proprietary or confidential information in a pre-application or abstract. Proprietary information should only be included in a full application if necessary for evaluation.

Evaluators must agree that proprietary or confidential information in the application will be used for evaluation purposes only and will not be further disclosed or used. All applications may be subject to public release under the Freedom of Information Act (FOIA).

Applications for funded projects will be subject to public release under the FOIA to the extent that they are incorporated in an award document; applications that are not selected for funding will not be subject to public release.

### **D. Marking of Proprietary or Confidential Information**

Conspicuously and legibly mark any proprietary or confidential information that is included in the application.

### **E. Classified Information, Data, or Outcomes**

In accordance with 32 CFR, Section 2002.4, inclusion of classified research data or anticipated outcomes that may be classified or deemed sensitive to national security concerns within the application are not allowed. Classified is defined as information that has been determined pursuant to Executive Order 13526 to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form (to include electronic copies).

### **F. Inquiry Review Process (IRP)**

Although not required by law or acquisition regulation, AFPMB offers a courtesy to all applicants in an effort to maintain high integrity in its review processes. If an application is not recommended for funding and a factual or procedural error is believed to have occurred during the review of the application, the organization or PI may submit an inquiry within 15 business days after the notification email is sent. Inquiries submitted after 15 business days will not be considered.

The inquiry must specifically address a factual or procedural error that is believed to have occurred during review of the application, as defined below:

- **Factual error:** An error in the review (peer or programmatic) that is restricted to, or based on, fact. Differences of opinion between reviewers or between reviewer(s) and an applicant



are not factual errors.

- **Procedural error:** An error in the review (peer or programmatic) that is restricted to review process adherence. Review process did not follow the procedures as outlined in the program announcement describing peer and programmatic review (e.g., documents requested in the program announcement and submitted with the original application were left out of the peer or programmatic review package).

Inquiries should be submitted through the eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org). An inquiry review panel consisting of eBRAP staff will determine whether an error occurred in either peer or programmatic review and, if so, recommend corrective action where appropriate. The determination of an error in the review process is not a guarantee of funding. The final determination of the IRP and the funding decision are not subject to appeal. Questions related to the IRP prior to or after submitting an inquiry should be directed to the eBRAP Help Desk at [help@eBRAP.org](mailto:help@eBRAP.org).

## G. Information Service

Applicants may use the technical reference facilities of the U.S. Department of Commerce National Technical Information Service (<https://www.ntis.gov>) to obtain information about existing research to avoid duplication of scientific and engineering effort.

## H. Freedom of Information Act Requests

The FOIA (5 USC 552) provides a statutory basis for public access to official government records. The definition of “records” includes documentation received by the government in connection with the transaction of public business. Records must be made available to any person requesting them unless the records fall under one of nine exceptions to the Act ([www.usdoj.gov/oip/index.html](http://www.usdoj.gov/oip/index.html)).

When a FOIA request asks for information contained in a successful application that has been incorporated into an award document, the submitter will be contacted and given an opportunity to object to the release of all or part of the information that was incorporated. A valid legal basis must accompany each objection to release. Each objection will be evaluated by AFPMB in making its final determination concerning which information is or is not releasable. If information requested is releasable, the submitter will be given notice of AFPMB’s intent to release and will be provided a reasonable opportunity to assert available action.

## I. Information Release

A recipient of an award will be required to agree to the release of information pertaining to the research and development supported by the federal agency. “Information” includes but is not limited to news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and symposia.

The following statements must be included in all information releases:

- (1) All releases shall identify the award number and include a statement acknowledging the federal sponsoring agency. The release shall also contain a statement that the opinions, DOD General Application Instructions - Appendix 2

interpretations, conclusions, and recommendations are those of the author and are not necessarily endorsed by the DOD. The requirement with specific language will be included in the award notice. Below is an example:

“This work was supported by the Office of the Assistant Secretary of Defense for Health Affairs and the Defense Health Agency J9, Research and Development Directorate, or the U.S. Army Medical Research Acquisition Activity at the U.S. Army Medical Research and Development Command, in the amount of (*insert total costs*), through the (*insert program name*) under Award No. (HT9425-24-1-XXXX). Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the Department of Defense.”

- (2) “In conducting research using animals, the investigator(s) adheres to the laws of the United States and regulations of the Department of Agriculture.” Include required assurances, approvals, documents and information specified on the ACURO website. ([https://mrhc.health.mil/index.cfm/collaborate/research\\_protections/acuro](https://mrhc.health.mil/index.cfm/collaborate/research_protections/acuro)).
- (3) “In the conduct of research utilizing recombinant DNA, the investigator adhered to NIH Guidelines for research involving recombinant DNA molecules.” (<https://www.nih.gov/>)
- (4) “In the conduct of research involving hazardous organisms or toxins, the investigator adhered to the CDC-NIH Guide for Biosafety in Microbiological and Biomedical Laboratories.” (<https://www.cdc.gov/safelabs/resources-tools.html>)

***Failure to include the above statements and adhere to the above regulations, when required, may result in loss of funding.***

## **J. Contracted Fundamental Research**

Any awards to universities or industry and funded by Basic Research funds (6.1), or to universities for on-campus research and funded by Applied Research funds (6.2), meet the DOD definition of “Contracted Fundamental Research.” The results of this research are to be unrestricted to the maximum extent possible. The research shall not be considered fundamental in those rare and exceptional circumstances where the effort presents a high likelihood of disclosing performance characteristics of military systems or manufacturing technologies that are unique and critical to defense, and where agreement on restrictions have been recorded in the award.

## **K. Sharing of Application Information**

The AFPMB shares limited application information with other federal funding agencies (e.g., NIH, National Science Foundation, VA) to inform funding priorities and decisions, and to increase transparency. By sharing and leveraging this information, duplication of effort can be avoided, allowing for the support of more investigators with federal funds. Updates on DWFP-funded awards including awardee information and published results are shared on the Defense Technical Information Center (DTIC).

## **L. Property/Equipment**

Unless otherwise specified in the award, the title to equipment or other tangible property acquired with government funds will vest in institutions of higher education, non-profit, and for-profit organizations whose primary purpose is conducting scientific research. Normally, the title will vest in the recipient if vesting will facilitate scientific research performed by the organization for the government. However, if the award is subsequently transferred to a new organization, the DOD reserves the right to require the transfer of equipment acquired with the award funds to the federal government or to an eligible third party.

## **M. Title to Inventions and Patents**

In accordance with the Bayh-Dole Act (35 USC 200 et seq.), the recipient and collaborators may elect to retain title to their subject inventions, subject to meeting the reporting and patent filing requirements and retained rights to the U.S. government. The U.S. government shall, at a minimum, retain non-exclusive rights for the use of such inventions. Instructions in the assistance agreement concerning subject inventions must be followed.

## APPENDIX 3

### QUALIFICATION AND RESTRICTIONS INFORMATION

#### A. Recipient Qualification

To protect the public interest, the federal government ensures the integrity of federal programs by conducting business with qualified recipients only. According to the standards of DoDGARs 22.415, a potential qualified recipient must (1) have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement; (2) have a satisfactory record of executing such programs or activities, if it is a prior recipient of an award; (3) have a satisfactory record of integrity and business ethics; and (4) be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (see DoDGARs 22.420(c)).

AFPMB utilizes the Exclusions within the Performance Information functional area of SAM to identify individuals and organizations unqualified to receive federal awards. More information about Exclusions reported in SAM is available at <https://www.sam.gov/SAM/>. AFPMB also reviews and considers information about the applicant in the Office of Management and Budget (OMB)-designated integrity and performance system, currently the Federal Awardee Performance and Integrity Information System (FAPIIS), prior to making an award, as described in the program announcement, Section E.3.

#### B. J-1 Visa Waiver

Each organization, including organizations located outside of the United States, is responsible for ensuring that the personnel associated with any application recommended for funding are able to complete the work without intercession by the DOD for a J-1 Visa Waiver on behalf of a foreign national in the United States under a J-1 Visa.

***Note: The federal government will not provide funds to support scientists from countries meeting the criteria for designation as a State Sponsor of Terrorism*** (<https://www.state.gov/j/ct/list/c14151.htm>). Additional information on J-1 Visa Waivers can be located at the following Department of State website: [travel.state.gov/visa/temp](https://travel.state.gov/visa/temp).

#### C. Post-Employment Restrictions

There are certain post-employment restrictions on former federal officers and employees as defined in 18 USC 207. Post-employment restrictions may exist if a former federal officer or employee participates in the proposed project; the situation should be addressed with the AFPMB prior to expending time and effort in preparation of an application.

## APPENDIX 4

### FORMATTING GUIDELINES

All pre-application and application documents must be legible and should conform to the formatting guidelines described below. The font size, spacing, page size, and margins may differ among the word processing, PDF, and printed versions. These guidelines apply to the document properties of the electronic version of the PDF file(s) as viewed on a computer screen.

- **Document Format:** Each attachment to the full application forms must be uploaded as an individual file in the format specified in the program announcement. All contributors to the application must use matching compatible versions of Adobe software for all PDF documents when editing and preparing application components. The use of different software versions will result in corruption of the submitted file.
- **Font Size:** 12 point, not condensed.
- **Font Type:** Times New Roman.
- **Spacing:** Single space or no more than six lines of type within a vertical inch (2.54 cm).
- **Page Size:** No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- **Margins:** At least 0.5 inch (1.27 cm) in all directions.
- **Print Area:** 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Project narratives and pre-application files may include color, high-resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects should not exceed 15 seconds in length and a size of 10 MB. Photographs and illustrations must be submitted in JPEG format; bitmap and TIFF formats are not allowed. Please note that these types of objects are not allowed in the technical and public abstracts.
- **Scanning Resolution:** 100 to 150 dots per inch.
- **Internet URLs:** URLs, or web addresses, directing reviewers to websites that contain additional information about the proposed research are not allowed in the application or its components. Inclusion of such URLs may be perceived as an attempt to gain an unfair competitive advantage. However, links to publications referenced in the application are encouraged.
- **Language:** All documents must be submitted in English, unless otherwise specified in the program announcement (e.g., foreign transcripts submitted with English translations).
- **Headers and Footers:** Should not be used. Pre-existing headers and footers on required forms are allowed.
- **Page Numbering:** Should not be used.
- **Recommended Attachment Size:** Individual attachments should be no larger than 20 MB. *If the file size for the entire Grants.gov application package will or may exceed 200 MB, applicants should contact the Grants.gov Contact Center ([support@grants.gov](mailto:support@grants.gov)) for written confirmation that the file will be accepted or for other guidance.*

**APPENDIX 5**  
**ACRONYM LIST**

A&R	Alteration and Renovation
ACOS/R&D	Associate Chief of Staff for Research and Development
ACURO	Animal Care and Use Review Office
ADP	Automated Data Processing
AFPMB	Armed Forces Pest Management Board
AL	Assistance Listing (formerly, Catalog of Federal Domestic Assistance [CFDA])
AOR	Authorized Organizational Representative
AVI	Audio Video Interleave
CAGE	Commercial and Government Entity
CDC	Centers for Disease Control and Prevention
CFR	Code of Federal Regulations
CRADA	Cooperative Research and Development Agreement
DA PAM	Department of the Army Pamphlet
DHA	Defense Health Agency
DHHS	Department of Health and Human Services
DOD	Department of Defense
DODI	Department of Defense Instruction
DoDGARs	Department of Defense Grant and Agreement Regulations
DTIC	Defense Technical Information Center
DWFP	Deployed Warfighter Protection [Program]
E-Biz	Electronic Business
eBRAP	electronic Biomedical Research Application Portal
EC	Ethics Committee
EIN	Employer Identification Number
F&A	Facilities and Administrative
FAD	Funding Authorization Document
FAPIIS	Federal Awardee Performance and Information System
FAR	Federal Acquisition Regulation
FITBIR	Federal Interagency Traumatic Brain Injury Research
FMR	Financial Management Regulation
FOIA	Freedom of Information Act
FWA	Federalwide Assurance
G&A	General and Administrative
GSA	General Services Administration

HIPAA	Health Information Portability and Accountability Act
IACUC	Institutional Animal Care and Use Committee
IRB	Institutional Review Board
IRP	Inquiry Review Process
JPEG	Joint Photographic Experts Group
MB	Megabyte
MIPR	Military Interdepartmental Purchase Request
MPEG	Moving Picture Experts Group
NCAGE	North Atlantic Treaty Organization Commercial and Government Entity
NIH	National Institutes of Health
NPC	Non-Profit Corporation
OHARO	Office of Human and Animal Research Oversight (previously Office of Research Protections)
OHRO	Office of Human Research Oversight (previously Human Research Protection Office)
OMB	Office of Management and Budget
PD	Project Director
PDF	Portable Document Format
PI	Principal Investigator
POC	Point of Contact
RDT&E	Research, Development, Test and Evaluation
RM	Resource Manager
SAM	System for Award Management
SF	Standard Form
SOW	Statement of Work
TIFF	Tagged Image File Format
TIN	Tax Identification Number
UEI	Unique Entity Identifier
URL	Uniform Resource Locator
USAMRDC	U.S. Army Medical Research and Development Command
USC	United States Code
WAV	Waveform Audio