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| **Agency** | Department of Defense<br>Congressionally Directed Medical Research Program (CDMRP) |
| **Program** | Peer-Reviewed Medical Research Program (PRMRP)<br>Discovery Award (DA) |
| **Project period** | 18 months |
| **Budget** | Total direct costs: ≤ $200,000 |
| **Due date(s)** | Pre-application: mid-June<br>Full application: late June |

## Notes

- This is a high-risk/high-reward grant program. Innovation is the most important review criterion.
- Preliminary data are not required.
- Reviewers at both tiers of review will be blinded to the identity of the PI, the collaborators, and their organizations. Avoid common blinding mistakes.
- Early-career investigators, including postdoctoral fellows (or equivalent), are encouraged to apply.

## Formatting

**Font:** Times New Roman, 12 point, black color

**Margins:** At least ½ inch on all sides.

No information should appear in the margins. For example, do not make headers or footers with the PI's name, or with page numbers.

**Spacing:** Single-spaced.

**Figures:** For the figure legend, use Times New Roman 12 point. DoD does not specifically state font-size requirements for text within a figure or chart, but I suggest following the NIH's instructions: The font may be smaller but must be clearly legible.

**File format:** Convert to PDF before uploading. See below for the file names to use for each document.

## Pre-Application Documents

1. **Letter of Intent** (1-page)

   Brief description of the research to be conducted. Include the PRMRP Topic Area(s) under which the application will be submitted. LOIs are used for program planning purposes only (e.g., reviewer recruitment) and will not be reviewed during either the peer or the programmatic review sessions.

## Full Application Documents

1. **Project Narrative** (includes specific aims) (5-page limit). Upload as "ProjectNarrative.pdf."

   Subheadings
   - **Background** (Include a description of how the project addresses one or more PRMRP topic areas)
   - **Hypothesis**
   - **Specific Aims**
   - **Research Strategy**
   - **Innovation**

2. **Supporting Documentation** (Combine and upload as a single file named "Support.pdf.")

   a. **References Cited** (no more than 10 citations)

   b. **List of Abbreviations**

3. **Technical Abstract** (1-page): Upload as "TechAbs.pdf."

   State the PRMRP Topic Area(s) addressed by the project. Clearly describe the proposed research, including the rationale, the hypothesis to be tested, the innovative aspects of the research, the study design, the expected results, and how the results will be used as a foundation for future research projects.

4. **Lay Abstract** (1-page): Upload as "LayAbs.pdf."

   A project summary that is understandable to a non-scientist. One short paragraph is sufficient. State the PRMRP Topic Area(s) to which the research applies.

5. **Statement of Work** (SOW) (3-page limit): Upload as "SOW.pdf."

   A template is available here: https://ebrap.org/eBRAP/public/Program.htm

6. **Impact Statement** (1-page): Upload as "Impact.pdf."

   Explain why the proposed research project is important and relevant to the PRMRP Topic Area(s) addressed. If applicable, describe how the project addresses a PRMRP Area of Encouragement (Appendix 2).

7. **Military Relevance Statement** (1-page): Upload as “MilRel.pdf”

   Describe how the study is responsive to the healthcare needs of military Service members, Veterans, or beneficiaries. Provide information about the incidence or prevalence of the disease or condition in the general population, as well as in military Service members, Veterans, or beneficiaries. Describe how the knowledge, information, products, or technologies gained from the proposed research could be implemented in a dual-use capacity to benefit the civilian population and to address a military need. If applicable, describe the use of military or Veteran populations or datasets in the proposed research. If applicable, describe the involvement of military consultants or specialty leaders (Navy, Marine Corps) to the Surgeons General in a relevant specialty area.

8. **Letters of Support** (start each on a new page): Upload as “Letters.pdf”

   **Letters of organizational support**: Provide a letter signed by the Department Chair or other appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project. The letter should reflect the availability of laboratory space, equipment, and other resources for the project.

   **Letters of collaboration** (if applicable): Provide a signed letter from each collaborating individual or organization that will show that the PI has the support or resources necessary for the proposed work.

9. **Representations** (if applicable): Upload as “MandatoryReps.pdf”

   Complete the *‘Required Representations (Corporation)’* form available from eBRAP: https://ebrap.org/eBRAP/public/Program.htm

10. **DoD Military Budget Form(s)** (if applicable): Upload as “MFBudget.pdf.”

    Only required if the project involves a collaboration with a military facility.

11. **PI Biographical Sketch** (5-page limit): Upload as “Biosketch_LastName.pdf.”

12. **PI Previous/Current/Pending Support** (no page limit): Upload as “Support_LastName.pdf.”

13. **Key Personnel Biographical Sketches** (5-page limit each): Upload as “Biosketch_LastName.pdf.”

14. **Key Personnel Previous/Current/Pending Support** (no page limit): Upload as “Support_LastName.pdf.”

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

    This is a very detailed (itemized) budget justification. See the PRMRP general application instructions for a list of costs that must be estimated.

16. **Subaward Budget Justification(s)** (if applicable, no page limit).

**Items for the Office of Sponsored Projects (OSP)**

*1 month before deadline:*

- Title of the proposal
- Number and title of the funding opportunity announcement (FOA)
- A list of all key personnel (name, title, institution, role in the project, % effort)
- Contact information for subaward recipients (consortium members)
- A **Statement of Work** for each subaward institution

  Briefly describe the work to be conducted by the subrecipient and define the deliverables. Provide enough detail that someone could read it and determine whether the subrecipient lived up to their commitment. If the PI deems it necessary, the SOW can also define all personnel and their responsibilities. The SOW usually includes a timeline in the form of a chart.
- A budget (spreadsheet) and **Budget Justification** (Word document) for each subaward
- The subaward institution must provide
  - An institutional letter of intent to establish a consortium
  - A detailed budget
  - A detailed Budget Justification

*2 weeks before deadline:*

- DRAFT Budget

  DRAFT **Budget Justification**

  CDMRP requires a detailed (itemized) budget. Use our Excel budget spreadsheet. See the PRMRP general application instructions for a list of costs that should be estimated.

5/31/2018

## Common Blinding Mistakes and How to Avoid Them

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(from eBRAP: https://ebrap.org/eBRAP/public/Program.htm)

Some funding opportunities offered by the Congressionally Directed Medical Research Programs require a "blinded" review, in which the identities of the PI, collaborators, and their organizations are concealed from peer and programmatic reviewers. This blinding may be required at the pre-application and/or full application stage. All applicants should carefully review the Program Announcement to which they are applying to determine which documents, if any, must be stripped of all identifying information. Applications or pre-applications that contain identifying information in any of the documents to be forwarded for peer or programmatic review will be administratively rejected. Revised documents that remove identifying information may not be submitted after the pre-application or full application submission deadline.

A few common blinding mistakes, and techniques to avoid them, are described below. Note that this is not an exhaustive list of potential blinding errors, and applicants should thoroughly review all documents prior to submission to check for information that may lead to the identification of people or organizations involved in the proposed project.

### *1. Avoid identification of personnel or laboratories through references.*

**Refrain from using words such as "I," "we," and "our" in the narrative text, particularly when references will be cited. Do not refer to published work in a way that reveals any connection with the PI or any collaborators on the proposed project.**

> Common Mistake 1: "We recently developed a method to purify XYZ cells from ABC tissue samples and successfully established the first PDQ assay (Reference)," where the reference cited is a publication authored or co-authored by the PI or another member of the research team.
>
> Common Mistake 2: "Our laboratory has previously reported that Z protein phosphorylates B protein on Serine 370 (Reference)," where the reference cited is a publication authored or co-authored by the PI or another member of the team.
>
> Common Mistake 3: "The PI is uniquely positioned to conduct the serotyping experiments due to experience with similar past work (Ref)," where the reference cited is a publication authored or co-authored by the PI.
>
> Common Mistake 4: "The procedure will be performed as we have described previously (Reference)," where the reference cited is a publication authored or co-authored by the PI or another member of the research team.

**Do not include highlighting such as bold, underlined, or italicized fonts that identify certain publications as authored by the applicant or a member of the research team in the References Cited section of the Supporting Documentation.**

**Do not include references to "in press" manuscripts, as they are not part of the public domain.**

### *2. Avoid inclusion of organization names or acronyms in blinded documents.*

**Review all documents that are required to be blinded to ensure that no organization names or acronyms are listed within. This includes the PI's organization, as well as the organization(s) of any collaborators and/or consultants.**

Common Mistake 5: “Samples will be collected from patients recruited from the population available at Big State University (BSU) Hospital.”

Common Mistake 6: “Tissue sections will be paraffin-embedded and sectioned by the BSU Tissue Histology Core facility.”

**When noting that IACUC and/or IRB approval has been obtained or will be sought, do not include the relevant organization’s name or acronym.**

Common Mistake 7: “Animal protocols will be approved by the BSU IACUC in accordance with the ARRIVE guidelines.”

**Do not name core facilities to be used during conduct of the research, unless they are open to the public for use (e.g., fee-for-service) and this fact can be determined easily through an Internet search. In general, it is safer to avoid inclusion of any names, fee-for-service or otherwise.**

Common Mistake 8: “All imaging will be conducted at the *Very Specific Name* core facility at our institution.”

Common Mistake 9: “This procedure will be performed on a quadrupole mass spectrometer at BSU Mass Spectrometry Core Facility,” where it is not clear that the core facility is a fee-for-service facility that may be used by researchers not affiliated with Big State University.

**Do not include the PI’s organization or a collaborator’s organization in the list of terms that are named and defined in the List of Abbreviations, Acronyms, and Symbols in the Supporting Documentation.**

***3. Avoid inclusion of the PI’s name or that of other personnel in blinded documents.***

**Review all documents that are required to be blinded to ensure that no names are listed within. This includes the PI, Key Personnel, other research personnel, collaborators, and consultants, paid or unpaid, who will be involved in the proposed project.**

Common Mistake 10: “The reagent was provided by Dr. Jane Doe, who has agreed to consult on this project,” regardless whether Dr. Doe is included in the budget as a paid or unpaid collaborator or consultant.

Common Mistake 11: “The cells will be grown and subjected to irradiation in Dr. Smith’s laboratory,” regardless whether Dr. Smith is included in the budget as a paid or unpaid collaborator or consultant.

**Do not provide names of people you have collaborated with, or are collaborating with, on other projects or past work, even if they are not involved in the proposed project, as this may lead to identification of study personnel.**

Common Mistake 12: “Our collaborator, Dr. John Doe, has demonstrated uptake of the drug by the nanoparticles (Reference),” regardless whether Dr. Doe is included in the budget as a paid or unpaid collaborator or consultant.

**Ensure that names are absent from all headers, footers, titles, and figure legends.**

**People who provided specific reagents that are not commercially available (e.g., “cells kindly provided by Dr. Jones”) can be named, provided they are not participating in any way in conduct of the proposed research.**