

Preparing Your CDMRP PRMRP Investigator-Initiated Research Award Application

Formatting

- Font: Times New Roman, 12 point, black color
- Margins: Margins must be at least ½ inch in all directions.
No information should appear in the margins (Don't make headers or footers with the PI's name or page numbers).
- Spacing: Single-spaced or no more than 6 lines of type within a vertical inch (2.54 cm).
- Figures: For the figure legend, use the same font type and size as the main text. DoD does not specifically state font-size requirements for text within a figure or chart, but I suggest following the NIH guideline, which is that it may be smaller but must be clearly legible.
- File format: All documents should be converted to PDF format prior to upload.

Give As Soon As Possible to the Office of Research Administration

- Title of the proposal
- Funding opportunity announcement (FOA) number and title
- DRAFT Budget
Use our Excel budget spreadsheet.
- DRAFT Budget Justification
CDMRP requires a detailed (itemized) budget
- Contact information for subaward recipients (consortium members)
- A Statement of Work (SOW) for each subaward
Briefly describe the work to be conducted by the subrecipient, define the deliverables (if applicable), and outline the time frame in which they are to be delivered. Provide enough detail that someone could read it and determine whether the other lab lived up to its commitment. If the PI deems it necessary, the SOW can also define all personnel and their responsibilities. It should be accurate and concise as to what, when, and (if appropriate) how your organization will accomplish the work to be performed. The SOW usually includes a timeline in the form of a chart.
- The subaward institution must provide
 - An institutional letter of intent to establish a consortium
 - A detailed budget
 - A detailed Budget Justification

Application Documents

1. **Project Narrative** (includes specific aims) (15-page limit). Upload as “ProjectNarrative.pdf.”

Background (Include a description of how the project addresses one or more PRMRP topic areas.)

Hypothesis

Specific Aims

Research Strategy

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

a. References Cited

b. List of Abbreviations

c. Facilities, Existing Equipment, and Other Resources

d. Publications and/or Patents

A list of relevant publication URLs and/or patents (not your entire CV). If publications are not publicly available, then copies of up to five published manuscripts may be included.

e. Letters of Organizational Support

f. Letters of Collaboration

g. Letters Confirming Access to Military or VA Patient Populations or Resources (if applicable)

h. Intellectual Property

Intellectual and Material Property Plan (if applicable)

Commercialization Strategy (if applicable)

i. Data and Research Resources Sharing Plan

Describe how the following types of data and resources will be shared:

- *Unique Data.* Data that cannot be readily replicated (e.g. large surveys that are expensive to replicate; studies of unique populations, such as patients to whom access is not widely available; studies conducted at unique times, such as during military conflict; studies of rare phenomena, such as rare diseases).
- *Final Research Data.* These are not the summary statistics or tables; rather, final research data are the data on which summary statistics and tables are based. Final research data do not include laboratory notes or notebooks, partial datasets, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as gels or laboratory specimens.
- *Research Resources* include, but are not limited to, the full range of tools that scientists and technicians use in the laboratory, such as cell lines, antibodies, reagents, animal models, growth factors, combinatorial chemistry, DNA libraries, clones and cloning tools, methods, laboratory equipment and machines.

3. **Technical Abstract** (one-page limit): Upload as “TechAbs.pdf.”

Include the following elements: background, rationale, hypothesis, specific aims and objectives, study design, long-term and short-term impact to the relevant research field and patient population(s), and the relevance of the project to at least one PRMRP Topic Area.

4. **Lay Abstract** (one-page limit): Upload as “LayAbs.pdf.”

A project summary that is understandable to a non-scientist. One short paragraph is sufficient.

5. **Statement of Work (SOW)** (three-page limit): Upload as “SOW.pdf.”

6. **Impact Statement** (one-page limit): Upload as “Impact.pdf.”

Explain why the proposed research project is important and relevant to understanding the cause or progression of the disease or condition, or to developing improvements in prevention, detection, diagnosis, treatment, patient care, or quality of life in the PRMRP Topic Area(s) addressed. Describe how the study will address a central critical problem or question in the relevant Topic Area(s). If applicable, describe how the project addresses a PRMRP Area of Encouragement (Appendix 2).

Describe the short-term impact: Detail the anticipated outcome(s)/product(s) (knowledge and/or material) that will be directly attributed to the results of the proposed research.

Describe the long-term impact: Explain the anticipated long-term gains from this research. Compare to the information known/products currently available, if applicable. Explain the long-range vision for how the research will impact the field of study and/or clinical care.

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

Describe how the proposed study is responsive to the healthcare needs of military Service members, Veterans, and/or beneficiaries. Provide information about the incidence and/or prevalence of the disease or condition in the general population as well as in military Service members, Veterans, and/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 address a military need. Describe the use of military or Veteran populations or datasets in the proposed research, if appropriate to the proposed research project. Describe the involvement of military consultants or specialty leaders (Navy, Marine Corps) to the Surgeons General in a relevant specialty area.

8. **Partnership Statement** (one-page limit): Upload as “Partnership.pdf.” This attachment is only required for applications submitted under the Partnering PI Option.

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

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

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

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

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

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

Like an NIH detailed budget. Include sufficient detail for the Government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research.

Note: There is no mention of a cover letter in the list of required documents. Cover letters are not allowed for the Discovery Award.