

UA Researcher's Guide to Submitting US Department of Defense Congressionally Directed Medical Research Program (CDMRP) grant applications

Applicants should also refer to the CDMRP User Guide at <https://cdmrp.org/UserGuide.pdf>, the relevant Program Announcement and the Grants.gov User Guide at http://www.grants.gov/assets/UserGuide_Applicant.pdf.

Step 1. Register with the CDMRP Online Proposal System at <https://cdmrp.org/>

Step 2. Print and read the Program Announcement from the Online Proposal System at https://cdmrp.org/Program_Announcements_and_Forms/index.cfm?prg=BCRP&prg_fy=2006

Step 3. Complete the Pre Application requirements on the CDMRP Online Proposal system (if required)

1. Many CDMRP programs require a Letter of Intent (LOI) to be submitted via the CDMRP system – check the program announcement for other requirements specific to each program. Note that this does not need the approval of a UA representative.
2. You should also nominate a Contract Representative at this time. This is done in the “Proposals Contacts” section of the application. You should indicate Dr Don McMaster so that we have access to review and approve your application

Step 4. Download the Application Package

1. Download the Application Package from Grants.gov at <http://www.grants.gov/> for the relevant CDMRP program using the Funding Opportunity Number stated on the Program Announcement
2. Install “Pure Edge Viewer” from the application package

Step 5. Complete the Application

1. The application package will list the mandatory forms needed for this program and how each question should be completed. Follow the instructions in the application package and complete all mandatory fields and upload documents.
2. SF 424 (R& R) form
 - Q5. UA DUNS 756220182
 - Q6. EMPLOYER IDENTIFICATION (EIN) 44-444444
 - Q19. Authorised Representative for UA is Mr Simon Brennan
 - Q20. If an LOI is required for this program attach a copy saved as a word doc here
3. Research & Research Related Budget
 - Separate pages should be used for each budget period (usually one year) – click on the “next period” button to access pages for subsequent periods
 - Include 29.5% oncosts for each salary requested in the “Fringe Benefits” fields
 - Indirect costs of 30% of your total direct costs should be included and use the following statement “as per UA policy” in the “indirect cost type” field

4. Check page limits for all uploaded documents
5. Check that all attachments are saved as pdf documents and that there are **no** spaces or special characters in the file names (this is very important).
6. For projects involving humans/animals the following numbers may be requested
 - Human subjects assurance number FWA00004858
 - Animal welfare assurance number A5491-01
7. Save your application to your computer as changes are NOT automatically saved.
8. When your application is complete, click the “save” button then “check for errors” button (Note that this will only check mandatory Grants.gov fields and other error messages or warnings may be received once the application is submitted to the CDMRP). Warnings will not prevent the application from proceeding but errors will and MUST be fixed by the researcher and the application resubmitted by Research Branch prior to the due date.

Step 6. Submit completed Grant Application Package to Research Branch for Review

Email your application to rbinternational@adelaide.edu.au for compliance review at least one week prior to the external closing date. Your application should be accompanied by a completed University application coversheet signed by your Head of School (either as pdf or hard copy).

Step 7. Research Branch checks application for compliance

Step 8. Research Branch submits application via Grants.gov

Step 9. Application is accepted and validated by Grants.gov

1. Following submission of your application an email will be sent by Grants.gov advising that your application has been received and allocated a tracking number. If no errors are identified then you should receive a second email advising that your application has been validated by Grants.gov and referred to the CDMRP for review. The tracking number should be quoted when corresponding with the agency regarding your application.
2. If any errors are identified (and this is very common for foreign applicants as often the Grants.gov fields are not logical for Australian researchers) then the second email will advise how to obtain an error report. All errors will need to be fixed and the application resubmitted by Research Branch prior to the due date.

Step 10. Track the Status of a Completed Grant Application Package Once an application has been submitted, the researcher or pre award can check the status on the Track My Application page (http://www.grants.gov/applicants/track_my_application.jsp). You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

If the application is successful the following additional forms will be required

Certificate of Environmental Compliance – this needs to be completed for each proposal and a separate form for each site that research will be conducted at for the project and signed by the Officer responsible for Environmental Compliance. Research Branch will facilitate the signing and completion of this form.

Principal Investigator Safety Program Assurance – to be completed by the PI. If multiple proposals are to be submitted the same form can be attached to each application.

Certifications and Assurance for Assistance Agreement – this is a generic document for all CDMRP applications submitted by UA.

Representations for Assistance Agreements – this is a generic document for all CDMRP applications submitted by UA.

Rate Agreement – not included in UA applications relates to Indirect Costs – normally recommend that 30% of total budget is included for Indirects as per UA policy

For further information on applying to the US DOD CDMRP programs contact the International Grants Officer in Research Branch via rbinternational@adelaide.edu.au.