Note: This How To assumes the fund manager has a basic familiarity with submitting NIH Grants.gov proposals using Cayuse. If this is not the case, please contact Raellen Man or Cathy Rujanuruks for additional training.

Reminder: THIS IS NOT AN NIH APPLICATION!!!!!

Getting Started
There is a link to the DOD CDMRP Application Instructions packet within Cayuse:
1) Go to the Electronic Submission section
2) Click on the “+” sign next to Proposal Details
3) Click on the link to Instructions. These are the General DOD instructions.

In addition, you should pull the DOD CDMRP Program Announcement from the CDMRP website:
https://cdmrp.org/

There are additional instructions for proposal preparation within the Program Announcement.

Please read the entire General DOD Instructions AND Program Announcement very carefully!!!
Formatting

- All attachments must be in PDF
- Font Size: 12 points or higher*
- Font Type: Times New Roman*
- Margins: Must be at least 0.5 inch in all directions
- Headers and Footers: Should not be used
- Page Numbering: Should not be used, unless contained within a DOD form template
- All attachments that require signature must be filled out, printed, signed, scanned, and then uploaded as a PDF file

* Exception is the biographical sketch if the PI wishes to submit NIH biosketches, the native Arial 11 font is acceptable.

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Application Filing Name

As per the CDMRP instructions (see page 5): Complete the Application Filing Name field on the first screen of the Grant Application Package using the CDMRP log number acquired assigned during the pre-application process. Do not fill in the Competition ID.

System-to-system (S2S) entry: If a system-to-system interface with Grants.gov is being used, enter the CDMRP log number acquired during the pre-application process into the Submission Title field.

Where should I enter the CDMRP log number in Cayuse instead?

The CDMRP Log Number should be entered in two separate fields within the Cayuse application:
1. Proposal Name field.
See samples below and explanation on following page:
At UCLA we have prescribed a naming convention to use in the Proposal Name field to assist reviewers and signing officials in prioritizing proposals. **The naming convention for CDMRP applications only will need to be altered to accommodate both CDMRP guidelines and allow signing officials to prioritize proposals.** To ensure your application is successfully reviewed by CDMRP, the following steps should be taken:

- Proposal preparers should enter the following information in the **Proposal Name** field when initiating proposals: **Example**: BC###### (CAG: Bruin, J.)

  (Note: if you have already initiated your proposal, please edit the proposal field name by clicking on this field from any screen in S2S Grants.)

- When the proposal is ready for submission, DOM DRA will delete everything in parentheses, leaving only the CDMRP Log # when submitting the application via S2S Grants.

- Once the DOM DRA has notified the proposal preparer and PI that the proposal has been submitted, the fund manager should double-check the final submitted proposal to ensure that only the CDMRP Log # was included in the Proposal Name field.

**Side note: What is a CDMRP Log Number?**

Prior to submission of the main proposal, the PI is required to submit a pre-application via the CDMRP eReceipt system ([https://cdmrp.org](https://cdmrp.org)). Once the PI submits the pre-application, the PI will be assigned a CDMRP log number. Neither Fund Managers nor OCGA usually get involved in the pre-application process. The PI is allowed to submit the pre-application on his/her own, without DOM DRA or OCGA involvement.

The DOD instructions may state to enter the “submitting Institution’s Control Number.” UCLA does not have such a number, so these instructions can be ignored.

**Employer Identification Number, field 6.**

This field auto fills from Cayuse correctly. **DO NOT CHANGE.**

**Proposed Project Dates, field 12.**

Unlike NIH, the DOD does not provide an earliest start date in their PAs/FOAs. In some instances the PA/FOA will provide a latest start date. We suggest choosing a Start Date at least 9 months from the submission date, as long as that date is prior to any latest start date that may be required. The DOD states that the start date will be determined during the Just-In-Time (JIT) process.
Senior/Key Person Profile

Credential, e.g. agency login field for the PD/PI

Complete this field with the PI’s User Name provided from the CDMRP eReceipt system. Do NOT use the NIH Commons logon ID!

BioSketches

See the Appendix within the DOD/CDMRP Application Instruction packet for the DOD BioSketch Format. The NIH format biosketch is also acceptable. NIH biosketches may be retained in their native font, Arial 11.

Other Support

Required at time of proposal submission.

For all Existing, Previous, and Pending research proposals, the DOD CDMRP requires the following information:

- 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
- List of the specific aims

Highlighted yellow items indicate differences between NIH and DOD CDMRP Other Support.
Budget
Reminder: The DOD does not require use of a salary cap. Therefore, use the faculty member’s TNS when calculating salary. Do NOT use the NIH salary cap!

Budget Justification
Materials and Supplies
- For individual or total materials and supplies costing $5,000 or more per year, provide additional breakdown.
- If animals are to be purchased, state the species, strain (if applicable), number to be used, cost per animals and total costs, proposed vendor, and copy of the animal per diem cost/rate agreement.

Post Submission
Unlike the NIH eRA Commons, the DOD-CDMRP proposals do NOT go through a post submission validation process by the agency. Please make sure you check the status of the proposal in Cayuse.

How do I check the status?
1) Go to the Electronic Submission section of Cayuse
2) Click on the plus sign next to the Proposal Submission History
3) Click on the Grants.gov Tracking Number link
4) Final status should read:
   o The agency has retrieved the proposal from the S2S portal.

Verification
The PI will receive an email similar to the example below with instructions to verify the application within the allotted time. This email from eBRAP is usually received within 48 hours of proposal submission.
Internal Paperwork

DOD CDMRP proposals require the 740 Economic Interest Forms.

Other Items to Keep in Mind for DOD CDMRP Proposals

Prior to award, the DOD may ask you for the following information (similar to NIH JIT process, but much more detailed):

- Salary print screens from EDB to verify amounts from CDMRP budget.
- Paycheck stubs from employees to verify amounts from CDMRP budget.
- Cost breakdown and justification for Travel expenses included in the budget, e.g. quotes from airlines and hotels.
- Cost breakdown and justification for all materials and supplies including estimated quantity, unit price, shipping, and tax.
- Print screens from websites showing approved rates for supplies and services included in the budget.
- Copy of the University’s policy on fringe rates OR if actual rates were used, payroll ledgers, or QDB download verifying rates.

This list is not exhaustive, but it is based on actual experiences with DOD CDMRP, so be ready to be able to justify and backup all amounts requested in your budgets!

DOD-CDMRP Budget Justification Hints and Tips:

- Make the Budget Justification as detailed as possible to avoid extra work later.
- Base individual salary requests on current actual salary, and use the University guidelines in order to calculate increases for future years. If an employee is expecting an exceptional increase or promotion, get the information from your MSO in writing for back up documentation.
- Base supply budget requests on historical purchase expenses that can be backed up by invoices, etc.
- For consultants, include enough information about the rate of compensation, travel, etc. that may satisfy the reviewers initially.
- Include a sentence or two of detailed explanation regarding equipment requests and service rates.
- If there is no page limitation on the Budget Justification section, you can include vendor quotes and backup material as part of the justification.