DEPARTMENT OF DEFENSE (DOD) CONGRESSIONALLY DIRECTED MEDICAL RESEARCH PROGRAMS (CDMRP)

Revised August 30, 2021
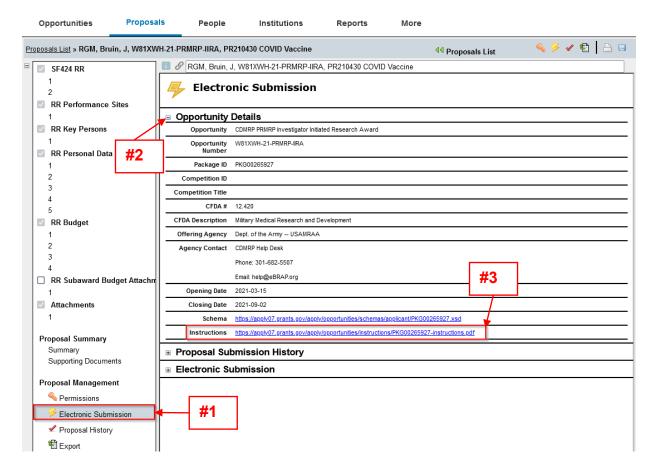
Note: This How-To assumes the fund manager has a basic familiarity with submitting NIH Grants.gov proposals using Cayuse. If this is not the case, please contact DOMDRA@mednet.ucla.edu for additional training.

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

Getting Started

A link to the **DOD CDMRP Application Instructions** packet is contained 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 MUST pull the **DOD CDMRP Program Announcement** from the CDMRP website:

https://cdmrp.army.mil/funding/reftable

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

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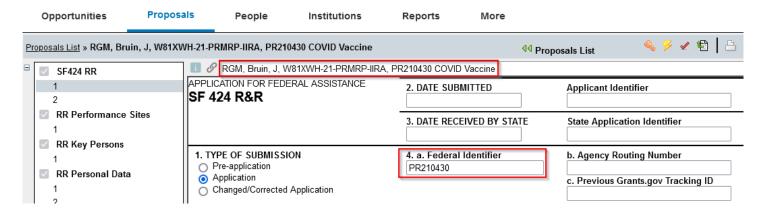
Formatting

- All attachments must be in PDF
- Font Size: 12 points or higher*
- Font Type: <mark>Times New Roman*</mark>
- 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.

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.

Where should I enter the CDMRP log number?

The CDMRP Log Number should be entered in SF 424 RR page, Field 4.a. Federal Identifier.
See sample below and explanation on following page:

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). Once the PI submits the pre-application, the PI will be assigned a CDMRP log number. Generally, neither Fund Managers nor OCGA gets involved in the pre-application process. The PI is allowed to submit the pre-application on their own.

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. <mark>**DO NOT CHANGE.**</mark>

Proposed Project Dates, field 12.
Unlike NIH, the DOD does not provide an earliest start date in their guidelines/funding opportunity announcements (FOA). In some instances, the 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
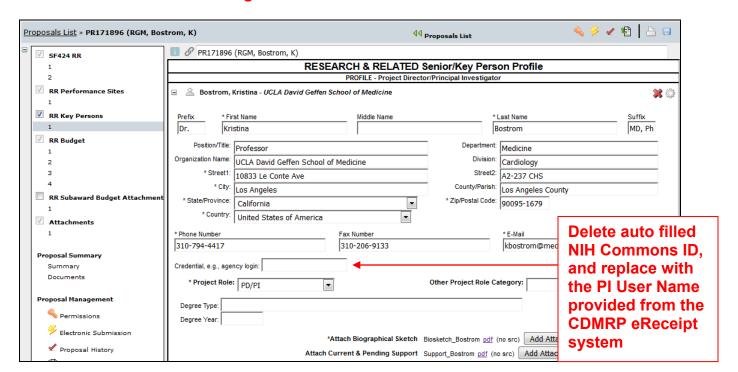
latest start date that DOD may require. The DOD states that the start date will be determined during the Just-In-Time (JIT) process.

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!

Delete auto filled NIH Commons ID, and replace with the PI User Name provided from the CDMRP eReceipt system

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. A DOD Other Support Word template is available for your convenience.

For all Previous, Current 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

- <mark>List of the specific aims</mark>

Highlighted yellow items indicate differences between NIH and DOD CDMRP Other Support.

Budget
<mark>**Reminder: The DOD does not require use of a salary cap. Therefore, use the faculty member's full total negotiated salary (TNS) when calculating salary. Do NOT use the NIH salary cap!**</mark>

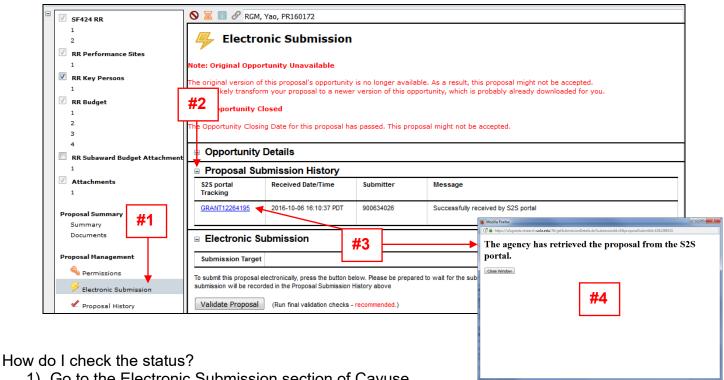## Budget Justification
Materials and Supplies
- If animals are to be purchased, state the species, strain (if applicable), number to be used, cost per animals and total costs, proposed vendor, and copy of the animal per diem cost/rate agreement.
- If a computer/software purchase is requested, include 1) a detailed explanation for why purchase of computer/software is required to complete the proposed research project and 2) a statement verifying that the requested computer/software is not currently available for use by the PI.

Attachments
Required Representation document required for most application. See Required Reps template.
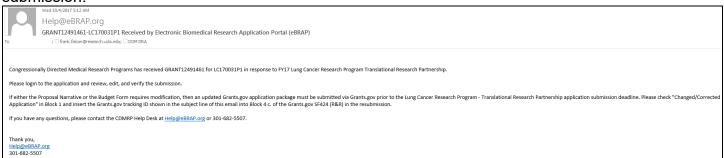
Post Submission
Unlike the NIH eRA Commons, the DOD-CDMRP proposals are NOT subject to a post submission validation process by the agency. Please make sure to check the status of the proposal in Cayuse.

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 UCPath to verify amounts from CDMRP budget.
- Paycheck stubs from employees to verify amounts from CDMRP budget.
- CBR rate verification, University's policy on fringe rates.
- 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.

This list in 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!

We suggest obtaining this documentation at time of proposal submission, as rates/ information may have changed by the time JIT is requested.

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, obtain 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.