

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

Revised June 17, 2025

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!!!!

Highlighted yellow items indicate differences between NIH and DOD.

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.

Proposals List >

DOMDRA, Bruin, Jane, HT942525BCRPBTA122, DOD Breast Cancer

Proposals List

Electronic Submission

Opportunity Details

Opportunity	DoD Breast Cancer, Breakthrough Award Levels 1 and 2
Opportunity Number	HT942525BCRPBTA122
Package ID	PKG00290970
Competition ID	
Competition Title	
CFDA #	12.420
CFDA Description	Military Medical Research and Development
Offering Agency	Dept. of the Army -- USAMRAA
Agency Contact	CDMRP Help Desk
	Phone: 301-682-5507
	Email: help@eBRAP.org
Opening Date	2025-06-16
Closing Date	2025-09-10
Schema	https://apply07.grants.gov/apply/opportunities/schemas/applicant/PKG00290970.xsd
Instructions	https://apply07.grants.gov/apply/opportunities/instructions/PKG00290970-instructions.pdf

Proposal Submission History

Electronic Submission

In addition, you MUST pull the **DOD CDMRP Program Announcement** from the CDMRP website:
https://www.grants.gov/search-grants?agencyCode=DOD*

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

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

Formatting

- Document Type: All attachments must be in **PDF**
- Font Size: **11 point** or larger, not condensed
- Font Type: **Arial**
- Margins: Must be at least **0.5 inch** in all directions
- Headers / 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

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:

The screenshot shows the CDMRP eReceipt system interface. At the top, there are tabs for 'Opportunities', 'Proposals', 'People', 'Institutions', 'Reports', and 'More'. Below the tabs, there is a 'Proposals List' section with a search bar containing 'DOMDRA, Bruin, Jane, HT942525BCRPBTA122, PR210430 Breast Cancer'. The main form is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 R&R'. It includes several fields: '2. DATE SUBMITTED', '3. DATE RECEIVED BY STATE', '4. a. Federal Identifier' (containing 'PR210430'), 'b. Agency Routing Number', and 'c. Previous Grants.gov Tracking ID'. The '4. a. Federal Identifier' field is highlighted with a red box.

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://ebrap.org/eBRAP/Login.htm>). 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. **DO NOT CHANGE.**

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 eBRAP eReceipt system.
Do NOT use the NIH Commons login ID!

RESEARCH & RELATED Senior/Key Person Profile
 PROFILE - Project Director/Principal Investigator

Bruin, Jane - The Regents of the University of California, Los Angeles - PD/PI

Prefix: Dr. First Name: Jane Middle Name: Last Name: Bruin Suffix:

Position/Title: Professor Organization Name: The Regents of the University

Department: Medicine

Division: Cardiology

* Street1: 10833 Le Conte Ave CHS A2-237 Street2:

* City: Los Angeles County/Parish: Los Angeles

* State/Province: California * Zip/Postal Code: 90095

* Country: United States

* Phone Number: 111-111-1111 Fax Number: E-Mail: jane.bruin@ucla.edu

Credential, e.g., agency login: **Delete auto filled NIH Commons ID, and replace with the PI User Name provided from the eBRAP eReceipt system**

* Project Role: PD/PI Other Project Role Category:

Degree Type: M.D. Degree Year: 1986

Biosketches

See the Appendix within the DOD/CDMRP Application Instruction packet for the DOD Biosketch Format. **Use SciENcv to create a biosketch** through NIH or NSF formatting options. The DOMDRA recommendation is to use The NIH format biosketch if possible.

Other Support

Required at time of proposal submission. A DOD Other Support [Word template](#) is available for your convenience.

For Current and Pending research proposals, the DOD CDMRP requires the following information:
 Current/Pending Research Support

LAST NAME, FIRST NAME, MIDDLE NAME, including any applicable suffix

Identifying Information

Open Researcher and Contributor ID (ORCID):

Position Title: Current position title

Organization and Location

Organization Name: *Name of the primary organization*
Organization Location: *City, State/Province, and Country where the primary organization is located. If the State/Province is not applicable, enter N/A.*

Proposals/Active Projects

Title:
Status of Support: Current or Pending
Proposal/Active Award Number (if applicable):
Source of Support:
Primary Place of Performance: *City, State/Province, and Country where the organization is located. If the State/Province is not applicable, enter N/A.*
Proposal/Active Project Start Date: MM/YYYY
Proposal/Active Project End Date: MM/YYYY
Total Anticipated Proposal/Project Amount: \$ *(total cost award for entire project period, rounded to the nearest dollar, in US dollars)*
Person-Month(s) Per Year Devoted to the Proposal/Active Project: *Enter the number of person-months (even if unsalaried) for the current budget period and enter the proposed person-months for each subsequent budget period.*
Overall Objectives: *Brief statement of the overall objectives of the proposal/active project. 1,500 characters max.*
Statement of Potential Overlap:

In-Kind Contributions

Status of Support: Current or Pending
Receipt (or Anticipated Receipt) Date of In-Kind Contribution:
Source of Support:
Summary of In-Kind Contribution(s):
Person-Month(s) Per Year Devoted to the In-Kind Contribution:
U.S. Dollar Value of In-Kind Contribution: \$ *(US dollar value of the in-kind contribution with an estimated value of \$5,000 or more, rounded to the nearest dollar)*
Overall Objectives: *Brief statement of the overall objectives of the in-kind contribution(s). 1,500 characters max.*
Statement of Potential Overlap:

Certification

I certify that the information provided is current, accurate and complete. This includes, but is not limited to, information related to current, pending, and other support (both foreign and domestic) as defined in 42 U.S.C. §6605.

I also certify that, at the time of submission, I am not a party in a malign foreign talent recruitment program.

Misrepresentations and/or omissions may be subject to prosecution and liability pursuant to, but not limited to, 18 U.S.C. §§287, 1001, 1031 and 31 U.S.C. §§3729-3733 and 3802.

Signature

Date

Budget

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!

Budget Justification

Travel

- Include the meeting name, purpose, location, and date, if known.
- International travel may be requested but must be justified with additional documentation requested by the DOD prior to award execution (if selected for funding) and is subject to approval by the Grants Officer.

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 human cell lines are to be purchased, state the source, cost, and description.
- 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.

Foreign Collaboration Justification

Applications that propose consultant, subaward, consortium, or contractual arrangements **with foreign organizations or collaborators employed by foreign organizations/governments** are required to demonstrate how one or more of the following conditions have been met:

- The foreign organization or individual(s) employed by foreign organizations/governments contributes unique expertise, organizational capability, facilities, data resources, and/or access to a geographic location or population not generally available to investigators based in the U.S. (or which would require significant effort or time to duplicate) or would potentially significantly advance the health sciences in the United States.
- The foreign organization, individual(s) employed by foreign organizations/governments, or project offers significant unique health research opportunities to advance U.S. Military medicine and benefit Service Members, Veterans, their Families.

Attachments

Follow Naming conventions provided by the opportunity PI is applying for Required Representation document required for most application. See [Required Reqs 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.

The screenshot shows the eBRAP Electronic Submission interface. On the left is a sidebar with a tree view containing sections like 'SF424 RR', 'RR Performance Sites', 'RR Key Persons', 'RR Budget', 'RR Subaward Budget Attachment', 'Attachments', 'Proposal Summary', 'Proposal Management', and 'Proposal History'. The 'Electronic Submission' option is highlighted. Red callout boxes are placed as follows: #1 points to the 'Electronic Submission' link in the sidebar; #2 points to a red note stating 'Original Opportunity Unavailable' and 'Opportunity Closed'; #3 points to the 'Proposal Submission History' table; and #4 points to a separate browser window showing a confirmation message: 'The agency has retrieved the proposal from the S2S portal.'

Electronic Submission

Note: Original Opportunity Unavailable
The original version of this proposal's opportunity is no longer available. As a result, this proposal might not be accepted. You may need to transform your proposal to a newer version of this opportunity, which is probably already downloaded for you.

Opportunity Closed
The Opportunity Closing Date for this proposal has passed. This proposal might not be accepted.

Opportunity Details

Proposal Submission History

S2S portal Tracking	Received Date/Time	Submitter	Message
GRANT12264195	2016-10-06 16:10:37 PDT	900634026	Successfully received by S2S portal

Electronic Submission

Submission Target

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission will be recorded in the Proposal Submission History above

[Validate Proposal](#) (Run final validation checks - recommended.)

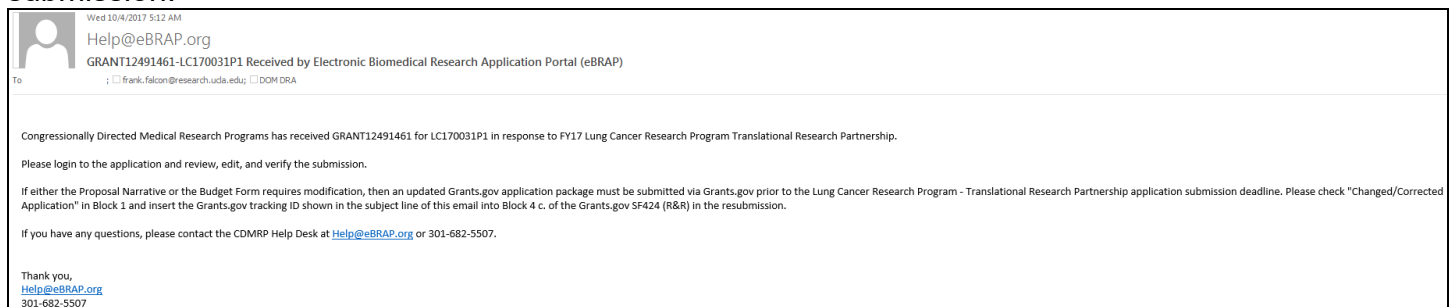
The agency has retrieved the proposal from the S2S portal.

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:
 - **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 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!

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.