



BROWN
Division of Biology
and Medicine

Department of Defense Guide **Congressionally Directed Medical Research Programs**

This checklist is meant to be used as a tool and does not replace the detailed requirements for submission information

<http://cdmrp.army.mil/funding/pa/FY17-NFRP-GAI.pdf>

PI Name: _____

Title: _____

Enter the same project title as used for the pre-application.

Project Dates: _____

Actual start and end dates will be determined during negotiations if the application is recommended for funding.

Solicitation: _____

Application submission is a two-step process requiring both (1) pre-application submission through eBRAP and (2) application submission through grants.gov. *In most cases, the pre-application is submitted directly by the PI and does not need to be routed and approved through Coeus before submission.*

The number assigned by DOD to the submitted pre-application is referenced in the full application package. It should be entered in the Sponsor Proposal No field of COEUS proposal tab.

Formatting Guidelines

- Font Size: 12 point, not condensed
- Font Type: Times New Roman
- Spacing: single space or no more than six lines of type within a vertical inch
- Page Size: no larger than 8.5 inches x 11.0 inches
- Margins: at least 0.5 inch in all directions
- Headers and Footers: should not be used – pre-existing headers and footers on required forms are allowed
- Page Numbering: should not be used

Attachments Form

For specific instructions regarding content and page limits of the Project Narrative, Supporting Documentation, and all other attachments, refer to the Program Announcement/Funding Opportunity.

eBRAP requires that specific attachments be inserted into specific slots on the grants.gov Attachment form. In many cases, collaborative proposals submitted by partnering institutions (non-lead) do not require all attachments outlined in the solicitation, i.e. it may only require the Scope of Work (SOW.pdf) to be inserted in Attachment 5 on the grants.gov attachment form. Currently, Coeus does not have the ability to attach only one attachment and dictate that it goes to a specific slot on the form. As a result, we are required to insert placeholders for attachments that are not applicable to the application. For example, if the SOW is the only required attachment and it has to be inserted in Attachment 5 on the grants.gov form, we must upload placeholders for attachments 1 – 4, stating within each that they are “Not Applicable”.

No.	Status	Narrative Type	Title
1	Complete	Attachments	ProjectNarrative
2	Complete	Attachments	Support
3	Complete	Attachments	TechAbs
4	Complete	Attachments	LayAbs
5	Complete	Attachments	SOW
6	Complete	S2S_Budget_Justification	
7	Complete	Brown Specific Attachment	PI Cert

Attachments Form		
<p>Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the agency for the needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.</p> <p>Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.</p>		
1) Please attach Attachment 1	ProjectNarrative.pdf	Mime Type: application/octet-stream
2) Please attach Attachment 2	Support.pdf	Mime Type: application/octet-stream
3) Please attach Attachment 3	TechAbs.pdf	Mime Type: application/octet-stream
4) Please attach Attachment 4	LayAbs.pdf	Mime Type: application/octet-stream
5) Please attach Attachment 5	SOW.pdf	Mime Type: application/octet-stream
6) Please attach Attachment 6		

Coeus uses the Modular Title as the file name of the attachment. Make sure to follow the solicitation instructions for file name requirements and enter the required file name in the Modular Title field of each attachment.

Attachment 1: Project Narrative (named "ProjectNarrative.pdf")

The Project Narrative is the main body of the application. The page limit of the Project Narrative applies to text and non-text elements (i.e., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

Attachment 2: Supporting Documentation (named "Support.pdf")

Include only supporting documentation as indicated in the Program Announcement/Funding Opportunity. Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the application may be administratively withdrawn. For a list and description of required supporting documents, refer to the Program Announcement/Funding Opportunity.

Attachment 3: Technical Abstract (named "TechAbs.pdf")

Abstracts of all funded research projects will be posted on the CDMRP website. Do not include proprietary or confidential information.

Attachment 4: Lay Abstract (named "LayAbs.pdf")

Abstracts of all funded research projects will be posted on the CDMRP website. Do not include proprietary or confidential information.

Attachment 5: Statement of Work (SOW) (named "SOW.pdf")

The SOW is an outline of specific aims of the proposed research project that establishes the project milestones during the performance period of the award. The SOW should contain sufficient detail to be informative as a standalone document. There is no limit to the number of specific aims, tasks, or subtasks that are described with the SOW page limit. PIs are strongly encouraged to use the suggested SOW format stated in the Program Announcement/Funding Opportunity. Templates for SOW formats are available here: <https://ebrap.org/eBRAP/public/Program.htm>.

Full instructions pages 12 - 13

Attachments 6 – 15: Additional Documents (as applicable)

Attach each as a separate PDF file, named as indicated in the Program Announcement/Funding Opportunity (i.e., "Impact.pdf", "Innovation.pdf", "Training.pdf", "Transition.pdf", etc.).

Research & Related Senior/Key Person Profile

Include the requested information for each person who will contribute significantly to the proposed research project, as well as entering the PI's eBRAP username in the credentials field in Person Details section of Coeus:

Biographical Sketch (named "Biosketch_LastName.pdf")

The suggested biographical sketch format is available here:

<https://ebrap.org/eBRAP/public/Program.htm>. Use of this document is optional. The NIH Biographical Sketch may also be used (See Appendix C). Page limitations will be notated in the Program Announcement/Funding Opportunity.

Previous/Current/Pending Support (named "Support_LastName.pdf")

For all previous (award period of performance ending within the past 5 years), current, and pending research support, include the 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, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap. If there is no previous, current, or pending support, enter "None."

Research & Related Budget

Budget Justification

An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must be submitted. For limits on funding amounts, types of costs, and period of performance, refer to the Program Announcement/Funding Opportunity. The budget and budget justification should include sufficient detail for the Government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research. *Please be aware that all direct and indirect costs of any subaward must be included in the direct costs of the primary award.*

Department of Defense (DoD) Checklist

- Attachment 1: Project Narrative (*named "ProjectNarrative.pdf"*)
- Attachment 2: Supporting Documentation (*named "Support.pdf"*)
- Attachment 3: Technical Abstract (*named TechAbs.pdf"*)
- Attachment 4: Lay Abstract (*named LayAbs.pdf"*)
- Attachment 5: Statement of Work (SOW) (*named "SOW.pdf"*)
- Attachments 6 – 15: Additional Documents (*as applicable*)
- Biographical Sketch
- Previous/Current/Pending Support
- Budget Justification

Appendix A – Additional Items Required For Subcontractors

- Official organization name, DUNS number, address
- Administrative contact information for Institution
- Contact information from PI
- DOD or NIH-Style biographical sketch for Subaward PI
- Letter of Intent to collaborate/consortium letter from Authorized (OSP) Official
- Letter of Support from collaborating Senior/Key Personnel
- COI Disclosure from PI (or evidence that their Institution is in compliance)
- Information about Facilities/Equipment/Resources to add to Brown application
- Budget on R&R Budget Pages and budget justification
- Scope of Work (describes the actual work being completed by the Collaborator)

Appendix B – Budget Justification Best Practices

Budget Justification Best Practices

A budget justification is a narrative explanation of each of the components of the budget, which “justifies” the cost in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. The budget justification should:

- Follow funding agency guidelines.
- Explain why each of the requested items is necessary to accomplish the proposed research.
- Be organized in the order of the detailed budget page.
- Make it clear that all budget requests are reasonable and consistent with sponsor and Brown University policies.

The funding agency guidelines may list different categories or criteria allowable in a budget, so the following should be seen as a general template. Below are the main categories of most budgets, with an explanation of that category followed by a sample entry.

SENIOR PERSONNEL

This category includes anyone who is a PI, Co-PI or Project Director. List the name, title, amount of time to be spent on the project (in calendar, academic and/or summer months) and what s/he will accomplish. *Note: Committing effort to a project without also charging the salary for that effort to the project budget is considered cost sharing. Brown University provides only the minimum amount of cost sharing necessary to meet sponsors’ requirements and discourages voluntary committed cost sharing. The full Cost Sharing on Sponsored Projects policy can be accessed [here](#).*

Example:

John Smith, Ph.D., Principal Investigator (2 academic months and 1 summer month). Dr. Smith is a Professor of Biology at Brown University. Dr. Smith will be responsible for the overall coordination and supervision of all aspects of the study. This includes hiring, training, and supervising staff/students; recruiting study participants; coordinating treatment and assessment components; scheduling and staff assignments; and data management. In addition, he will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting the study’s findings.

Jane Doe, Ph.D., Co-Investigator (2 calendar months). Dr. Doe is an Associate Professor of Psychiatry and Human Behavior (Research) at Brown University. Dr. Doe will be responsible for the collection and analyses of the fecal materials. She will also assist in manuscript preparation.

OTHER PERSONNEL

Common personnel types budgeted include Postdoctoral Associates, Graduate Student Research Assistants, Undergraduate Research Assistants and Research Technicians. When known, list the name, title, amount of time to be spent on the project (in calendar, academic and/or summer months) and what s/he will accomplish.

Example:

Michael Johnson, Ph.D., Post Doctoral Associate (12 calendar months). Dr. Johnson will coordinate the day-to-day management of the study, assist in assessments, be responsible for

Appendix B – Budget Justification Best Practices

data entry of all treatment-related data (i.e., scheduling and conducting weights, attendance, self-monitoring), and serve as an interventionist.

TBN Project Coordinator (6 Calendar Months). This individual will assist with recruitment, assessments, and serve as an interventionist. Additionally this person will aid with preliminary data analyses and manuscript preparation.

TBN Research Assistant (12 Calendar Months). This individual will assist with recruitment, ordering supplies and intervention materials, assessments, collection of dietary data, daily management of study data, and scoring and data entry of assessments.

OTHER SIGNIFICANT CONTRIBUTORS

Other significant contributors (OSC) are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project. If no salary is being requested, do not quantify the amount of time and effort that will be spent as this would constitute an effort commitment and therefore be considered cost sharing.

CONSULTANTS

Provide the consultants name, institution and an explanation of the area of expertise the consultant will provide to the project. If a consulting fee is to be paid, explain how it was calculated (i.e., \$X/day x # of days). The rate may be calculated on an hourly or daily basis, or may be based on completion of a task or milestone. Obtain a letter from each consultant indicating his/her willingness to act as a consultant to the project.

FRINGE BENEFITS

Fringe benefits can change yearly, and should be confirmed before submitting your budget. Current Brown University fringe benefit rates can be accessed [here](#).

EQUIPMENT

Equipment is defined as a single item that has a useful life of more than one year and a unit cost of at least \$5,000. However, if an item consists of parts that are only functional when assembled, that is considered one item. Specify the type of equipment, and if known, the model and vendor name. Explain how this equipment will be used in the project and why it is necessary to purchase equipment dedicated to this project rather than use shared resources. If possible, provide a vendor quote. If a quote is not available, indicate how the amount budgeted was determined (i.e., website price list, prices from University purchasing contracts, etc.). Equipment is excluded from Facilities and Administrative Cost Base.

Example:

Funds are requested to purchase three Biologs (\$7,150 each). These are ambulatory physiological data recorders with multiple channels that will be used to record mothers' heart rate (RSA), activity level, and electrodermal activity (e.g., skin conductance). Recorded data is compactly stored on a removable memory card. When recording is complete, the card is inserted into a card reader which is connected to a PC through a serial port. Three Biologs are needed because there are several periods when assessment points overlap (e.g., parental interviews, 6 months laboratory visits, 6 months home visits), and dedicated equipment for each type of visit will ease scheduling demands.

Appendix B – Budget Justification Best Practices

TRAVEL

When possible, list “who, what, when, where and why.” Organize travel costs separately for domestic vs. international travel. Explain how the costs were estimated (i.e., \$X roundtrip airfare + \$Y lodging for # of nights, + \$Z per diem for # of days). Airfare must be coach class and, if paid by a federal grant, booked on a US carrier whenever possible.

Example:

Domestic Travel - \$Amount Support is requested for Dr. PI and Dr. Co-PI to attend the American Society for Cell Biology Association conference in year 3 to share results. This estimate is based on \$500 airfare per person, \$185 hotel per night per person for four nights, and standard per diem rates used by Brown University.

Foreign Travel - \$Amount support is requested for Dr. PI to travel to Costa Rica to collect data from La Selva Biological Station. This estimate is based on \$1,500 airfare, \$110 hotel per night for 20 nights, and standard per diem rates used by Brown University.

PARTICIPANT/TRAINEE SUPPORT COSTS

Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects.

NSF REU costs are budgeted in this category.

Unless stated in the FOA this section should be left blank for NIH research grant applications.

OTHER DIRECT COSTS

Other direct costs can only be charged to a grant if they can be readily and specifically identified with that particular project and comply with the funding agency’s program guidelines. Costs that are essential to the project’s research and which will be used solely for the project may be budgeted with proper justification. Always explain why purchases are essential to the project’s aims and dedicated only to research on this project, and explain how the costs were calculated. Though different grant mechanisms allow or disallow various other direct costs, typical allowable other direct costs include the following:

- Materials and supplies – An estimated supply budget of ~12K-15K/year for each FTE may be reasonable. This amount will vary depending on the nature of the research proposed. Animal intensive studies and studies involving human subjects tend to be more costly.
- Publication costs
- Animal purchase and care costs
- Equipment maintenance expenses
- Fees-for-service, such as commercial lab tests
- Graduate Research Assistant Tuition and Fee

Costs that are normally considered facility & administrative (indirect) costs include: office supplies, personal computers, books and subscriptions, memberships, local phones and cell phones, postage and FedEx, parking, printing and photocopying. However, if any of these costs are essential to the project’s research, are allocable and will be used solely for the project, then they may be budgeted when listed in the budget with proper justification

Appendix B – Budget Justification Best Practices

Examples:

Materials and Supplies – Laboratory supplies including chemicals, glassware and disposables are required for processing the samples collected. Total cost for supplies each year is estimated at \$1,500.

Publications – We request funds to cover the costs associated with publication charges. We anticipate publishing 2 papers per year, at an average cost of \$1,000 each. This expense will be \$2,000 per year.

SUBRECIPIENT (CONSORTIUM) COSTS

A subaward or subcontract (sometimes called a consortium agreement) is required when a third party (the subrecipient) will be responsible for execution of a portion of the project work. When the Brown University budget includes funding for subrecipient(s), the Brown budget justification should state the name(s) of the subrecipient organization(s) and include a brief justification for subcontracting to each entity by explaining the project goals involved in their work. The specific items in the subrecipient budget(s) should not be explained here. The budget and budget justification from each subrecipient should be included in the proposal, separately from Brown's budget and justification.

Example:

MIT will carry out the IPB test and ProtoExist2 ASIC design and is expected to need \$35,000 each year. Please see MIT budget and justification for details.

UCSD will design and build the Gondola pointing system, starting in year two and is expected to need \$20,000 per year. Please see UCSD budget and justification for details.

FACILITIES AND ADMINISTRATIVE COSTS

The budget justification should include a statement about the F&A cost rate (also referred to as indirect costs or overhead) that has been applied to the budget. For proposals to federal agencies, state that the F&A costs included in the budget are based on Brown University's negotiated F&A cost rate agreement, and provide the effective date of the agreement. For corporate or non-profit organizations, it is likely that the sponsor will specify the indirect cost rate that is allowed.

Sources

Harvard University

University of Maryland

Montana State University

Saint Mary's College

Appendix B – Budget Justification Best Practices

Budget Justification Checklist

- Does the budget justification follow the same order as the budget?
- Does the budget justification give additional details to explain the costs included in the budget?
- Does the budget justification include only items allowable, reasonable & allocable?
- Is the budget justification easy to read (short paragraphs, headings for different budget categories, etc.)?
- Is the budget justification concise? ()
- Do the numbers in the budget justification match those in the budget?

NIH General Biographical Sketch Reference Sheet

The biographical sketch may not exceed five pages and follows the format below:

A. Personal Statement

- Briefly describe why you are well-suited for your role in the project described in this application
- Identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for this project
- May explain impediments to your past productivity and include a description of factors such as family care responsibilities, illness, disability, and active military service

B. Positions and Honors

- List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. Contribution to Science

- Briefly describe up to five of your most significant contributions to science
- For each contribution, reference up to four-peer reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) **note: applicants may use 'et al' in lieu of listing all authors in a citation*
- The description of each contribution should be no longer than one half page including figures and citations
- May provide a URL to a full list of published work – this URL must be to a Federal Government website (a .gov suffix). NIH recommends using My Bibliography. Providing a URL to a list of published work is not required, and reviewers are not required to look at the list.

D. Research Support

- List both selected ongoing and completed research projects for the past three years (Federal or non-Federally supported)
- Begin with the projects that are most relevant to the research proposed in the application
- Do not include number of person months or direct costs