



# Doing Business with USAMRMC

**Laurie E. Hovermale**

**US Army Medical Research Acquisition Activity (USAMRAA)**

**US Army Medical Research and Materiel Command**

**23 March 2015**

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**Cheryl Miles**

**US Army Medical Research Acquisition Activity (USAMRAA)**

**Patricia C. Modrow, PhD.**

**Office of the Congressionally Directed Medical Research Programs**

**Robert Charles**

**Chief, Medical Research Law**



# Doing Business with USAMRMC - Getting Started and Avoiding Common Mistakes

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MILITARY MEDICINE PARTNERSHIP DAYS  
UNCLASSIFIED

**Cheryl Miles**

**US Army Medical Research Acquisition Activity (USAMRAA)**

**US Army Medical Research and Materiel Command**

**23 March 2015**



## Provides Contracting and Assistance Agreement Support to:

- USAMRMC and its worldwide network of laboratories
- Office of the Surgeon General
- Congressional programs
- Numerous reimbursable customers

USAMRAA provides quality, timely, and cost-effective business advice and solutions to our customers and stakeholders

## Innovative Acquisition Instruments:

- Contracts
- Cooperative Agreements
- Grants
- Government Purchase Cards
- Other Transaction Agreements (OTAs)





# USAMRAA Mission



The US Army Medical Research Acquisition Activity provides quality, timely, and cost effective business advice and solutions for our customers.



The views expressed in this presentation are those of the author(s) and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.

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# Purpose



## 1. To Increase Understanding of:

- *Where USAMRMC Contracting and Funding Opportunities are Published*
- *Where to Register for Proposal Submission*
- *To Offer Some Tips to Avoid Common Mistakes in Proposal Submission*





# Where to Look



USAMRAA Home Page  
[www.usamraa.army.mil](http://www.usamraa.army.mil)



## United States Army Medical Research Acquisition Activity USAMRAA

PRODUCTS | CUSTOMERS | ORGANIZATION | BUSINESS | REFERENCES | COMMUNITY | TOOLS | LINKS | SITEMAP |

- OSBP
- Assistance Agreements
- Forms
- Assistance Advisory Notices
- Procurement Advisory Notices
- New Products & Idea Submissions
- BAA
- Customer Survey
- Contact Webmaster
- ISalute

SITE SEARCH

### IMPORTANT LINKS

- Center of Excellence
- CMRA
- PRCentral Training Presentations
- HBCU-MI Briefing Presentations
- Advanced Acquisition Forecast (AAF)
- Fort Detrick Business Development Office (FDBDO)
- Trouble Accessing the USAMRAA website(s)
- AbilityOne E-Commerce Website (USAMRMC Base Supply Program)
- Fort Detrick Contracting Community Portal
- Sample Contract Supporting Documents
- USAMRAA PR Matrix
- VCE-COR website
- Vendor Day 2013
- General Guidelines for Awards Funded by the DOD

### NEWS

#### NOTICE TO CONTRACTORS

- Wiki-Leaks Sanitization Procedures

#### ASSISTANCE AGREEMENT FORM POSTED

SF425 Federal Financial Report and Instructions were posted on 09/21/09.

#### PROGRAM ANNOUNCEMENT (PA) POSTINGS & UPDATES

For a complete listing of Assistance Agreement Funding Opportunities posted by the U.S. Army Medical Research Acquisition Activity, please see Grants.gov and perform a search using CPDA# 12.420.

#### SOLICITATIONS POSTINGS & AMENDMENTS

For a complete listing of Solicitations posted by the U.S. Army Medical Research Acquisition Activity, please see FedBizOps or the Army Single Face to Industry (ASFI) website and perform a search for W81XWH. Additionally, announcements with USA's can be found on FEDBIZOPS and ASFI.

#### SOLICITATIONS \$15,000 TO \$25,000

Pursuant to FAR 5.101(a)(2) all solicitations issued by this activity expected to exceed \$15,000 and not expected to exceed \$25,000 will be posted below. Please click below to access the current solicitations.  
Current Solicitations \$15,000 to \$25,000

#### FISCAL YEAR 2013 YEAR END CUT-OFF CONTRACTING SERVICES

Memorandum: Not Published

#### MISSION

USAMRAA is the contracting element of the U.S. Army Medical Research and Materiel Command (USAMRMC) and provides support to the Command headquarters and its worldwide network of laboratories and medical logistics organizations. USAMRAA also supports the Fort Detrick Garrison and its military tenant activities. Army-wide projects sponsored by the Army Surgeon General, and numerous Congressionally mandated programs.






# Office of Small Business Programs



**OFFICE of SMALL BUSINESS PROGRAMS (OSBP)**  
*U.S. Army Medical Research and Materiel Command*

**> EXCELLENCE**  
**> ENCOURAGING**

**> EMPOWERING**  
**> EDUCATING**

- > Forging strategic business alliances
- > Providing maximum opportunities for various small businesses to compete for procurements
- > Supporting small businesses, Historically Black Colleges and Universities and Minority Institutions in their quest to provide relevant products, services and solutions
- > Integrating medical research, acquisition, logistics and technology that protects, projects and sustains our nation's warfighter
- > Committed towards Historically Black Colleges and Universities, Minority Institutions, Hispanic Serving Institutions and Tribal Colleges and Universities who actively participate and compete for various contract/grant funding opportunities within the Department of Army

**U.S. ARMY**

**> VISIT OUR WEB SITE:**  
<http://www.mrmc.smallbusopps.army.mil>

## Contact Information

- > Mr. Jerome Maultsby
- > Ms. Nicola Ohaegbu
  - [www.mrmc.smallbusopps.army.mil](http://www.mrmc.smallbusopps.army.mil)





# New Products and Ideas (NPI) Website



## Purpose

- Web-based mechanism for individuals who are not familiar with getting started. Allows users to submit information on a new product, service, or idea and obtain feedback regarding USAMRMC's interest and potential path forward
- Designed to provide a timely response/feedback to submitters within 60 days
- Not a substitute when the BAA/PA or RFP is a more appropriate entry portal and is not for submission of a proposal or a pre-proposal
- Does not award contracts, provide research grants, or offer other forms of financial support

Accessible via: <http://mrmc-npi.amedd.army.mil/>

## For More Information

- All inquiries should be directed to the NPI email address at [usarmy.detrick.medcom-usamrmc.other.npi@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.other.npi@mail.mil)
- Other related resources: *Guide to Working with the U.S. Army Medical Research and Materiel Command* – USAMRMC available at <https://mrmc.amedd.army.mil/> under the “Work with Us” page





# Solicitation Notices



FEDBIZOPPS <http://www.fbo.gov>

DoD and Federal contracting activities post most requirements and awards >\$30,000 to FEDBIZOPPS website.

Active or archive search by dates and/or:

- Type of Notice
- Solicitation or Award Number
- Place of Performance Zip Code
- Set-Aside Type
- NAICS/FSC/PSC
- Key Words
- Selected Agencies

Register for Vendor Notification Service By:

- Specific Solicitation Number
- Same Selections as Above
- All Notices (Caution)





# Funding Opportunity Announcements



## 1. Broad Agency Announcement-Synopsis Only-October 1st

- Posted on Federal Business Opportunities
- Fedbizopps: <https://www.fbo.gov>

## 2. Broad Agency Announcement & All Program Announcements

- Posted on GRANTS.GOV
- <https://www.grants.gov>

## 3. “Search Grants” by

- CFDA No: 12.420
- DODACC: W81XWH-
- **Caution: Submission Deadlines**





# Where to Register



## 1. System for Award Management (SAM)

- <https://www.sam.gov>
- *Start Early*

## 2. Fedbizopps

- <https://www.fbo.gov>

## 3. Grants.gov

- <https://www.grants.gov>

## 4. Electronic Biomedical Research Application Portal (eBRAP)

- <https://ebrap.org/eBRAP/public/index.htm>





# System for Award Management



1. Administered by GSA
2. Merging nine legacy systems into one
  - The legacy systems included in Phase I (July 2012)
    - CCR
    - ORCA
    - EPLS
  - Future Phases (TBD)
    - eSRS/FFATA FSRS
    - CFDA
    - FBO
    - WDOL
    - FPDS
    - PPIRS, CPARS, FAPIIS

The consolidation of data from these legacy systems into SAM will eliminate data overlap while sharing the data across the award cycle





# eBRAP



1. Electronic Biomedical Research Application Portal (eBRAP)
2. Managed by the Congressionally Directed Medical Research Program Office (CDMRP)
3. Access eBRAP at:
  - <https://ebrap.org/eBRAP/public/index.htm>

Old System – eReceipt is being retired





# Avoiding Common Mistakes



1. Register with all systems EARLY
2. Sign up for email change notifications when possible
3. Become familiar with Federal and DoD regulations and processes
4. Read the entire solicitation or funding opportunity
5. Read General Application Instructions
6. Submit questions timely
7. Do not exceed page limitations when proposing
8. Fully address evaluation criteria





# Tips - SAM



- Read the SAM User Guide Carefully
- Determine Entity Points of Contact (POCs)
  - *Accounts Receivable POC*
  - *Electronic Business POC*
  - *Government Business POC*
- Gather All Necessary Information and Documents
  - *2 Hour Process*
- Allow 4 Weeks for Registration to Become “Active”
- Keep Registration Active
- Decide Type of Eligibility Desired Before Registering





# Tips – Grants.gov



- Register Early
- Active SAM Registration Required
- Determine Organization Points of Contact (POCs)
  - Authorized Organization Representative (AOR)
  - E-Biz POC
    - Must authorize AOR
    - Individual Principal Investigators (PI's) do not register
- Resolve all system to system errors
  - Appeals will be denied





# Tips – Grants.gov (Continued)



- Successful Application Submission Requires:
  - Compatible version of Adobe Reader
  - Uploading attachments into the correct form on Grants.gov
  - Use of proper characters in attachment titles
  - Adherence to size limitations for files
  - Sync with SAM
  - Submission prior to the closing date/time
  - Resolution of all grants.gov errors
  - Subawardee DUNS number





# Tips – Request for Proposal



- Read the entire solicitation
- Pay particular attention to:
  - Performance work Statement / Statement of work or the minimum essential characteristics (Section C)
  - Special requirements
  - Instructions to Offerors (Section L)
  - Evaluation Criteria (Section M)
- Make personal notes to insure proposal conformance
- Submit questions timely
- Determine if you have the necessary skills, resources and experience to do the type of work outlined in the solicitation
- Fully address evaluation criteria
- Adhere to proposal page limits





# Tips – Funding Opportunities



## USAMRMC Broad Agency Announcement

- Extramural medical research opportunities
- BAA Announcement No: W81XWH-BAA-15-1
  - Issued 10/1 of each year
  - Open and continuous for 1 year
  - Closes 9/30 of each year
  - Includes USAMRMC Areas of Interest
- **New for FY15:**
  - Pre-application is required
  - Pre-application must be submitted through eBRAP
  - Full application will only be accepted if the PI is invited to submit based on review of the pre-application





## Program Announcements

- Program Specific Extramural Medical Research Opportunities
  - Examples
    - CDMRP Programs
    - Joint Program Committee's Programs
- Program Announcement No: W81XWH-\_\_\_\_\_
  - Specific Open and Close dates for submission of applications
- **New for FY15:**
  - Program Announcements Require a Pre-application: Letters of Intent (LOI) or Pre-proposal
  - LOIs and Pre-proposals must be submitted through eBRAP

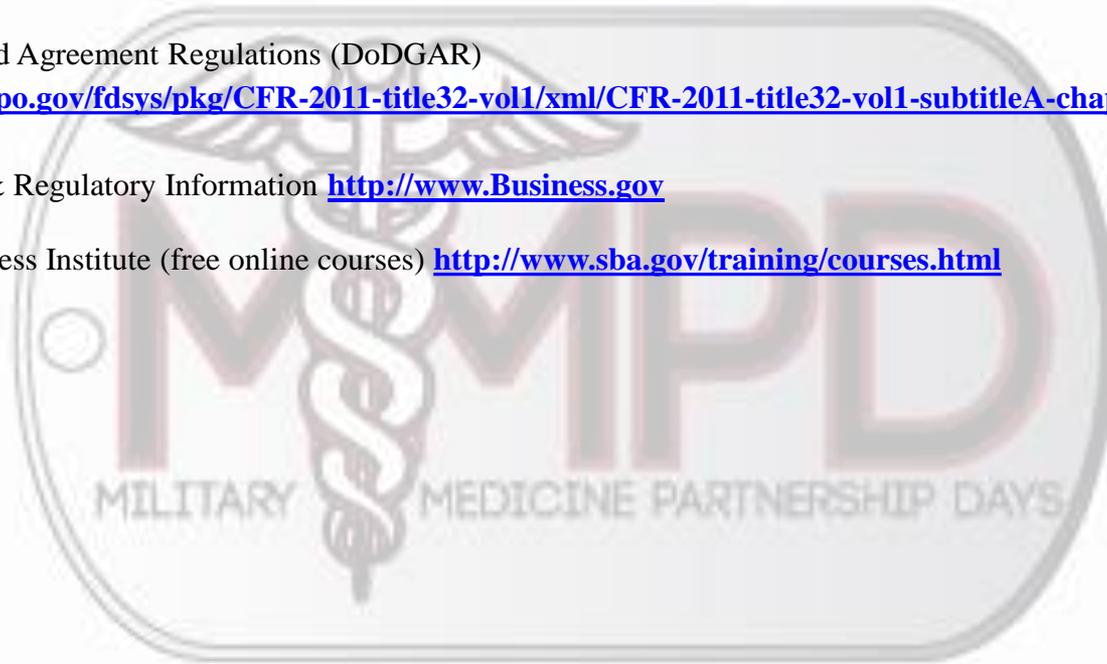




# Be Familiar with the Regulations



- Federal Acquisition Regulations (FAR) Link to Agency Supplemental Regulations <http://acquisition.gov>
- Defense Federal Acquisition Regulation Supplement (DFARS) <http://www.acq.osd.mil/dpap>
- DoD Grant and Agreement Regulations (DoDGAR)  
<http://www.gpo.gov/fdsys/pkg/CFR-2011-title32-vol1/xml/CFR-2011-title32-vol1-subtitleA-chapI-subchapC.xml>
- SBA Legal & Regulatory Information <http://www.Business.gov>
- SBA E-business Institute (free online courses) <http://www.sba.gov/training/courses.html>





# Subcontracting Opportunities



- **FEDBIZOPPS** “Interested Vendors” list & award announcements <http://www.fedbizopps.gov>
- **DefenseLink** >\$5M award notices <http://www.defenselink.mil/contracts>
- **Directory of Small Business Liaison Officers on DoD Contracts** <http://www.acq.osd.mil/osbp/publications/subdir/index.html>
- **SBA SUB-Net** <http://web.sba.gov/subnet>

MILITARY MEDICINE PARTNERSHIP DAYS





# Questions?



**For additional questions after the conclusion of the conference, send an email message to [usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil)**





# Electronic Biomedical Research Application Portal (eBRAP)

MILITARY MEDICINE PARTNERSHIP DAYS  
UNCLASSIFIED

**Patricia C. Modrow, PhD.**

**Office of the Congressionally Directed Medical Research Programs**

**US Army Medical Research and Materiel Command**

**23 March 2015**



# Purpose



To increase understanding of eBRAP  
(<https://eBRAP.org>)

- Points to be addressed
  - *What is eBRAP?*
  - *Scope of eBRAP*
  - *eBRAP processes*
  - *Overview of eBRAP processes*





# What is eBRAP?



eBRAP (<https://eBRAP.org>)

- Electronic application submission and processing tool
  - Supports business process to find and fund biomedical research that meets USAMRMC mission
- Government-owned contractor operated
- Authority to Operate
- Dot mil (.mil) waiver
- Army Web Risk Assessment Cell (AWRAC) – zero Information Assurance findings





# Scope of eBRAP (<https://eBRAP.org>)



1. Front-end interface for communication between the research community and the USAMRMC throughout entire program cycle
2. System for pre-application submission
3. Direct interface with Grants.gov for retrieval, processing, and administrative review of research applications
4. System for submission of regulatory documents
5. Interface with restricted back-end Electronic Grants System (EGS), and other program cycle systems

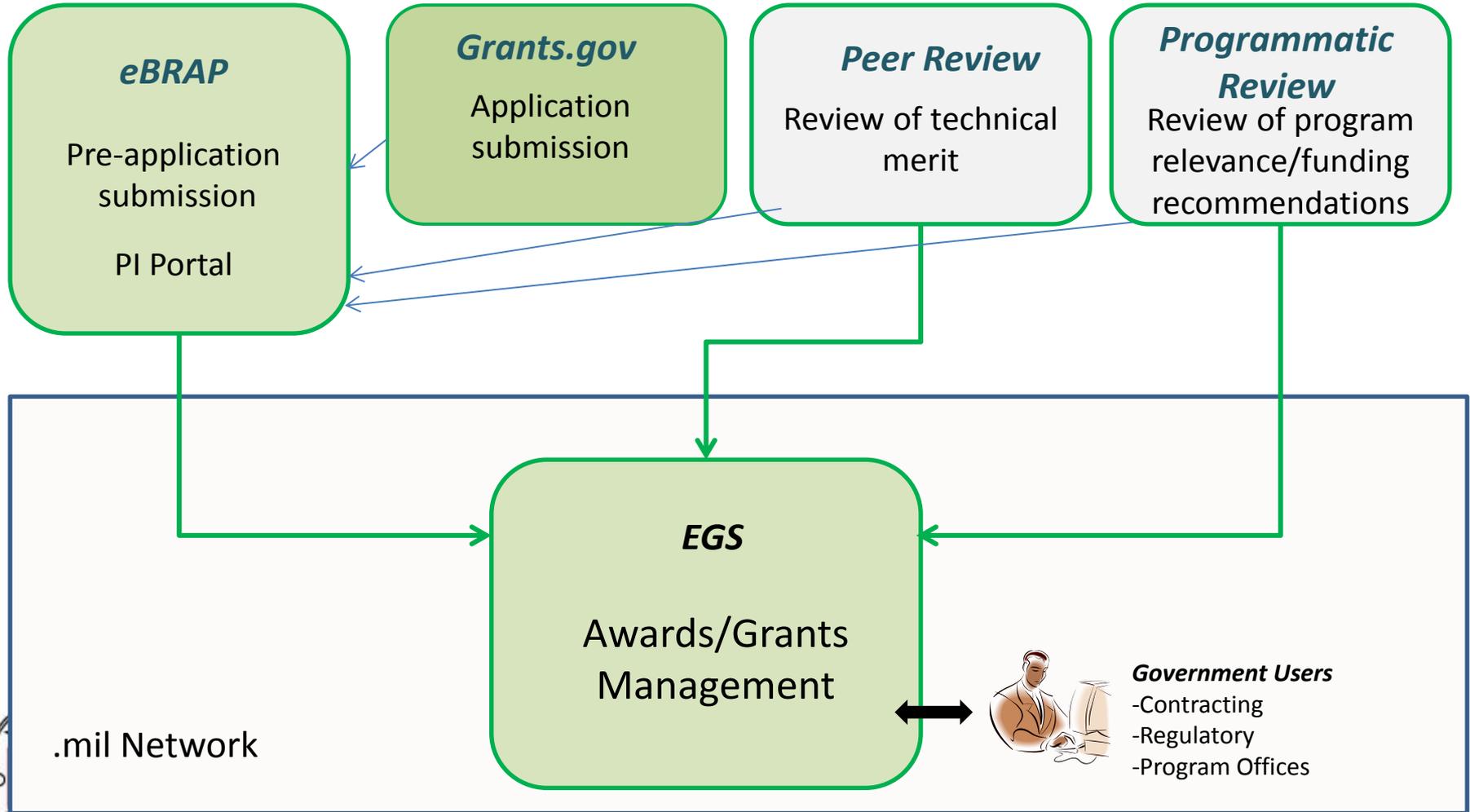


# Data Flow (simple overview)



## Applicants

- Investigators
- Sponsored Programs





# eBRAP (<https://eBRAP.org>)



1. Provides worldwide web-based accessibility for research community
  - *eBRAP is a .org; requires log-in with username and password*
2. Enables communication with worldwide research community
  - *eBRAP sends “email blasts” to users and subscribers*
3. Computer-automated processes streamline workflow for pre-application and full application retrieval and processing
  - *Pre-applications submitted to eBRAP*
  - *Full applications submitted to Grants.gov (<http://Grants.gov>)*
  - *eBRAP communicates with Grants.gov, and other business process systems*
4. Enables researchers to review and modify Grants.gov application components
  - *eBRAP allows review and modification during verification period*





# Worldwide Accessibility



## Homepage:

- *Funding Opportunities*
- *Forms, Reference Materials, & Links*
- *Helpdesk*
- *Guide*
- *Portal*
- *Located on .org*
- *User registration*
  - *PI*
  - *Organization*
- *User log-in*

File Edit View History Bookmarks Tools Help

eBRAP Online Application Submissions

https://ebrap.org/eBRAP/public/index.htm

Most Visited Getting Started Suggested Sites Web Slice Gallery

Home Help Desk Guide FAQ Privacy Statement

**Electronic Biomedical Research Application Portal**  
Serving USAMRMC, USAMRAA, CDMRP, DHP

Login Register Funding Opportunities & Forms

### Welcome to eBRAP

#### Register

I am a new:

\*Select from drop down

#### Program News and Updates

- Welcome to eBRAP. To access the user guide, please [click here](#).

#### Email Subscriptions

- To subscribe to program specific news and updates, please [click here](#)
- To remove your email from program subscription list, please [click here](#)

#### Help

- [Frequently Asked Questions](#)
- [Commonly Made Mistakes](#)
- [Contact the helpdesk](#)

#### Already registered or returning user. Sign In

Username:

Password:

#### US DEPARTMENT OF DEFENSE WARNING STATEMENT

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[Forgot your password?](#)





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  - *eBRAP allows review and modification during verification period*





# Communication with Research Community



## Homepage:

- *Subscribe to notifications*
- *“email blasts” to users and subscribers*
  - *Pre-announcements*
  - *Funding opportunity releases*
  - *Other news*

File Edit View History Bookmarks Tools Help

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# Communication with Research Community



File Edit View History Bookmarks Tools Help

eBRAP Online Application Sub... x +

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Program Subscriptions

https://ebrap.org/eBRAP/programSubscription/Subscribe.htm?js

File Edit View Favorites Tools Help

Home GRANTS (2) ABC-C Web Site ATAAPS Disclaimer (2) ATAAPS Disclaimer Best of the Web CDMRP Web Channel Guide Chat



**Electronic Biomedical Research Application Portal**  
Serving USAMRMC, USAMRAA, CDMRP, DH

**Login Register Funding Opportunities and Forms**

## Subscribe to News Releases

Enter your email address

Select all programs you want to subscribe to then click the Submit button [  Check/Un-Check All ]

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Alcohol and Substance Abuse Research Program   | <input checked="" type="checkbox"/> Military Burn Research Program                      |
| <input checked="" type="checkbox"/> Amyotrophic Lateral Sclerosis Research Program | <input checked="" type="checkbox"/> Multiple Sclerosis Research Program                 |
| <input checked="" type="checkbox"/> Autism Research Program                        | <input checked="" type="checkbox"/> Myeloproliferative Disease Research Program         |
| <input checked="" type="checkbox"/> Bone Marrow Failure Research Program           | <input checked="" type="checkbox"/> Neurofibromatosis Research Program                  |
| <input checked="" type="checkbox"/> Breast Cancer Research Program                 | <input checked="" type="checkbox"/> Neurotoxin Exposure Treatment Parkinson's Research  |
| <input checked="" type="checkbox"/> Broad Agency Announcement                      | <input checked="" type="checkbox"/> Orthotics and Prosthetics Outcomes Research Program |
| <input checked="" type="checkbox"/> Chiropractic Research Program                  | <input checked="" type="checkbox"/> Osteoporosis Research Program                       |
| <input checked="" type="checkbox"/> Chronic Myelogenous Leukemia Research Program  | <input checked="" type="checkbox"/> Ovarian Cancer Research Program                     |



Taskbar icons: Internet Explorer, Word, Excel, PowerPoint, Scissors, OneNote, PDF Reader, and system tray with date 3/11/2015 and time 4:27 PM.



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  - *eBRAP allows review and modification during verification period*





# Pre-application Submission



## ➤ *Pre-application is required*

- *LOI or preproposal*
- *Submitted by PI*
- *Identify or invite Business Official*

## ➤ *Six steps – follow Tabs 2-5 in any order*

## ➤ *Tips for success!*

- *Read announcement*
- *Choose correct funding opportunity, pre-application & “option”*
- *Correct spelling of names and emails*

The screenshot shows a web browser window with the URL <https://us.ebrap.org/eBRAP/application/PreApplicationInfo.htm>. The page title is "eBRAP Online Application S...". The navigation menu includes "My Profile", "My Organization(s)", "My Applications", and "Funding Opportunities & Forms". The main content area is titled "My Applications: Pre-application Information" and features a tabbed interface with six tabs: "Summary", "(1) Application Information", "(2) Application Contacts", "(3) Collaborators and Key Personnel", "(4) Conflicts of Interest", and "(6) Submit Pre-application". The "Pre-application TE140021 information" section is active, showing a "Status: DRAFT" label. Below this, there is a "Pre-application Information" section with a "Save" button and a "Note: All required fields must be completed before the deadline". It also includes instructions for required and optional fields. The "Application Identification" section contains a "Pilot Award" section with a "Mechanism Option" dropdown menu (set to "Optional Partnering PI") and an "Application Title" dropdown menu (set to "Optional Partnering PI"). There are two text input fields: "Test: BPI/BO" with a "11 / 160 character limit" and "Test:" with a "4 / 200 character limit". The "Application Classification" section is partially visible at the bottom.





# Pre-application Files



## ➤ Pre-application

- Pre-application files
- Page and text field limits
- Real-time auto-compliance
- Data transfer
- Auto-email notification

The screenshot displays the eBRAP application portal interface. The top navigation bar includes 'My Profile', 'My Organization(s)', 'My Applications', and 'Funding Opportunities & Forms'. The main content area is titled 'My Applications: Pre-application Files' and contains a table with columns for 'Summary', '(1) Application Information', '(2) Application Contacts', '(3) Collaborators and Key Personnel', and '(4) Conflicts of Interest'. Below this, there is a section for 'Pre-application TE140021 Files' with instructions on how to upload files and a list of required documents: 'Pre-Application Narrative document' and 'Supporting Documentation document'. Two 'Browse...' buttons are provided for uploading these files. To the right, a 'Pre-application TE140021 Summary' page is visible, showing application details such as 'Application Title: Test PPI/BO', 'Principal Investigator: Brenda Spencer-PI', and 'Status: DRAFT'. A table at the bottom of the summary page lists the steps required for submission: 1. Application Information, 2. Application Contacts, 3. Collaborators and Key Personnel, 4. Conflicts of Interest, 5. Pre-application Files, and 6. Submit Pre-application.





# eBRAP (<https://eBRAP.org>)



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  - *eBRAP allows review and modification during verification period*





# Review & Modify Full Application



- *Full application is submitted to Grants.gov*
  - *LOI*
  - *Preproposal requires invitation*
  - *Submitted by organization*
- *Direct interface with Grants.gov for retrieval, processing, and administrative review*
- *Verification period*
  - *Auto-email notification*
  - *Review and modify allowable components*
  - *Affiliation with organization required*
- *Data transfer*
- *Tips for success!*
  - *Choose correct Grants.gov application package*
  - *Correct spelling of names and emails; match those in pre-application*
  - *Include eBRAP Log No.*

The screenshot shows the 'Electronic Biomedical Research Application Portal' for 'Full Application BC120023'. The status is 'DRAFT'. The interface includes a navigation bar with 'My Profile', 'My Organization(s)', 'My Applications', and 'Funding Opportunities and Forms'. A message box indicates that no files have been uploaded for required categories: 'Nested Teal Postdoctoral Scholar Statement', 'Impact Statement', 'Innovation Statement', and 'Letter of Support for the Teal Postdoctoral Scholar'. A 'Validate' button is present. Below, the 'Application Components' table lists 'Restricted', 'Key Personnel', 'Budget', 'Required Attachments', and 'Other'. The 'Required Attachments' table lists various documents such as 'Technical Abstract', 'Project Narrative', 'Supporting Documentation', 'Lay Abstract', 'Statement of Work', 'Outcomes Statement', 'Impact Statement', and 'Collaboration Statement', each with a file name and timestamp.





# Funding Notification



## ➤ Funding notification

- Funding letter
- Program Information Paper
- Peer review summary statement

## ➤ Letter processor & auto-email notification

- Submission reminders
- Invitations to submit
- Funding notifications
- Peer review results

Full Application BC120023 Status: VERIFIED

Application Title: Test for Idea Expansion - BC120023  
 Grants.gov Tracking Number: GRANT00563635  
 Funding Opportunity Number: W81XWH-12-BCRP-IDEX  
 Principal Investigator: Brenda Spencer  
 Business Official: Zee Zero-BO  
 Organization: Zero, Inc.  
 Program: Breast Cancer Research Program 2012  
 Award Type: Idea Expansion Award  
 Full Application Deadline: July 30, 2014 by 12:55 PM, Eastern Daylight Time ([check current official time](#))

Invite Status: Invited 07-08-2014  
 Invitation Letter: [Invitation Letter](#)

Program Information Paper: [Information Paper](#)  
 Funding Notification Letter: [Funding Notification Letter](#)  
 Summary Statement: [Summary Statement](#)

This application was received in Grants.gov and submitted by Mai Sarraj on August 20, 2014 at 07:59 PM, Eastern Daylight Time. Please refer to the [program announcement](#) applicable to you application for more details on the timeline.

This application was verified on August 22, 2014 at 12:42 AM, Eastern Daylight Time. Please refer to the [funding opportunity](#) applicable to your application for more details on the timeline.

Program/Award Type Specific		
Document	Word	PDF
No files available for download.	-	-

Generic Forms for Application Submission		
Form	Word	PDF
CDMRP Biographical Sketch		n/a





# Required Award Documents



- *Required information*
- *Submission of Regulatory documents*
- *Data transfer*
- *Tips for success!*
  - *Follow instructions in notification letter*
  - *Complete Required Award Information*
  - *Provide documents as requested by Science Officer*

[My Profile](#) [My Organization\(s\)](#) [My Applications](#) [Funding Opportunities and Forms](#)

Award Management: **BC120023**

[Guide for Funded Investigators](#)

Summary	Required Award Information	Animal Use Documents	Human Use or Human Cadaver Use Documents	Human Anatomical Substances Use Documents	Optional Safety & Environment Documents	Administrative and Revised Documents
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Application Title: Test for Idea Expansion - BC120023  
Grants.gov Tracking Number: GRANT00563635  
Funding Opportunity Number: W81XWH-12-BCRP-IDEX  
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Invitation Letter: [Invitation Letter](#)

Funding Notification Letter: [Funding Notification Letter](#)

## What To Expect If Recommended For Funding

1. You will be contacted via email by the Science Officer assigned to manage your award. The Science Officer is a master's or doctorate level scientist or clinician in the U.S. Army Medical Research and Materiel Command (USAMRMC). Your Science Officer will inform you of the specific regulatory documents that are required. The Science Officer assists and advises the US Army Medical Research Acquisition Activity (USAMRAA) Contracting Office, and serves as a liaison between investigators and representative at USAMRAA, Office of Research Protections (ORP), and other regulatory offices at USAMRMC. In addition, he or she will assist you with scientific aspects of your award, particularly with respect to milestones and changes in the scientific design.
2. USAMRAA will contact the Business Official from the Sponsored Programs Office of your organization to initiate award negotiations.
3. Concurrent with USAMRAA negotiations, the appropriate USAMRMC regulatory office will review your regulatory documents (environmental and safety documents via the Office of Surety, Safety and Environmental (SSE); human and animal use documents via the Office of Research Protection (ORP) to ensure that Department of Defense (DoD) and Army regulations are met. You may be contacted if further information or documents are needed. PIs and organizations may not use or subcontract for the use of laboratory animals, human subjects, human anatomical substances and/or human data until applicable regulatory documents are reviewed, and approved by USAMRMC to ensure that DoD regulations are met.
4. After the USAMRAA Grants Officer completes and signs the award, the award agreement will be forwarded to the PI and the Sponsored Programs Office of your organization. The award agreement contains important information regarding technical and administrative requirements of the award. Depending on the specific study, the PI may be required to submit quarterly, semi-annual, or annual technical reports. The agreement will also contain specific DoD approval requirements regarding the use of human and/or animal subjects. You may not begin research studies using animals, human cell lines, human anatomical substances, or human subjects until those studies have been approved by USAMRMC's ORP. In addition, the document contains information regarding payments and may contain restrictions until certain requirements are met.
5. If applicable, the Science Officer and/or the ORP specialist will work with you to get appropriate animal and/or human use approvals.





# Questions?



**For additional questions after the conclusion of the conference, send an email message to [usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil)**

The views expressed in this article are those of the author and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.





# T2 Mechanisms for Research Collaborations with USAMRMC

MILITARY MEDICINE PARTNERSHIP DAYS  
UNCLASSIFIED

**Robert Charles**  
**Chief, Medical Research Law**  
**US Army Medical Research and Materiel Command**

**23 March 2015**



# Purpose



To increase understanding of Technology Transfer (T2) mechanisms to collaborate with USAMRMC.

- Points

- *No competition requirements (except for exclusive PLA\*)*
- *Quicker than Procurement or Grants*
- *Access to DoD scientists/labs/other resources (but not funds)*
- *Flexible*





# T2 Tools of the Trade



The Collaboration Agreement toolkit includes:

- Non-Disclosure (NDA)
- Material/Data (MTA)
- Cooperative Research and Development (CRADA)
- Commercial Test (CTA)
- Patent License (PLA)





# Questions?



**For additional questions after the conclusion of the conference, send an email message to [usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil)**

