

# **UNSW Researcher's Guide to Submitting US Department of Defense Congressionally Directed Medical Research Program (CDMRP) grant applications**

Applicants should also refer to the CDMRP User Guide at <https://cdmrp.org/UserGuide.pdf> the relevant Program Announcement and the Grants.gov User Guide at [http://www.grants.gov/assets/UserGuide\\_Applicant.pdf](http://www.grants.gov/assets/UserGuide_Applicant.pdf)

**Step 1. Register with the CDMRP Online Proposal System** at <https://cdmrp.org/>

**Step 2. Print and read the Program Announcement** from the Online Proposal System at [https://cdmrp.org/Program\\_Announcements\\_and\\_Forms/index.cfm?prg=BCRP&prg\\_fy=2006](https://cdmrp.org/Program_Announcements_and_Forms/index.cfm?prg=BCRP&prg_fy=2006)

**Step 3. Complete the Pre Application requirements on the CDMRP Online Proposal system (if required)**

1. Many CDMRP programs require a Letter of Intent (LOI) to be submitted via the CDMRP system –check the program announcement for other requirements specific to each program. Note that this does not need the approval of a UNSW institutional representative
2. You should also nominate a Contract Representative at this time. This is done in the “Proposals Contacts” section of the application. Choose Kate Taylor or James Walsh from the list of UNSW representatives so that we have access to review and approve your application

**Step 4. Download the Application Package**

1. Download the Application Package from Grants.gov at <http://www.grants.gov/> for the relevant CDMRP program using the Funding Opportunity Number stated on the Program Announcement
2. Install “Pure Edge Viewer” from the application package

**Step 5. Complete the Application**

1. The application package will list the mandatory forms needed for this program and how each question should be completed. Follow the instructions in the application package and complete all mandatory fields and upload documents.
2. SF 424 (R& R) form
  - Q5. UNSW DUNS 751020900
  - Q6. EMPLOYER IDENTIFICATION (EIN) 98 – 0501479
  - Q19. Authorised Representative for UNSW is Kate Taylor
  - Q20. If an LOI is required for this program attach a copy saved as a word doc here
3. Research & Research Related Budget

Separate pages should be used for each budget period (usually one year) – click on the “next period” button to access pages for subsequent periods

Include 28% oncosts for each salary requested in the “Fringe Benefits” fields

Indirect costs of 30% of your total direct costs should be included and use the following statement “as per UNSW policy” in the “indirect cost type” field
4. Check page limits for all uploaded documents

5. Check that all attachments are saved as pdf documents and that there are no spaces or special characters in the file names
6. For projects involving humans/animals the following numbers may be requested  
Human subjects assurance number      FWA000643  
Animal welfare assurance number      A5097-01
7. Save your application to your computer as changes are NOT automatically saved.
8. When your application is complete, click the “save” button then “check for errors” button (Note that this will only check mandatory Grants.gov fields and other error messages may be received once the application is submitted to the CDMRP. These errors will need to be fixed by the researcher and the application resubmitted prior to the due date)

#### **Step 6. Submit completed Grant Application Package to Research Services for Review**

1. Email your application to [research@unsw.edu.au](mailto:research@unsw.edu.au) for compliance review at least one week prior to the external closing date. Your application should be accompanied by a completed RA1 form (either as pdf or hard copy).
2. A Pre-Award Officer from Research Services will be allocated to check your application and will advise you of any changes that need to be made and when you can submit your application via Grant.Gov

#### **Step 7. Research Services checks application for compliance**

#### **Step 8. Research Services submits application via Grants.gov**

#### **Step 9. Application is accepted and validated by Grants.gov**

1. Following submission of your application an email will be sent by Grants.gov advising that your application has been received and allocated a tracking number. If no errors are identified then you should receive a second email advising that your application has been validated by Grants.gov and referred to the CDMRP for review. The tracking number should be quoted when corresponding with the agency regarding your application.
2. If any errors are identified (and this is very common for foreign applicants as often the Grants.gov fields are not logical for Australian researchers) then the second email will advise how to obtain an error report. All errors will need to be fixed and the application resubmitted by Research Services prior to the due date.

#### **Step 10. Track the Status of a Completed Grant Application Package**

Once an application has been submitted, the researcher or pre award can check the status on the [Track My Application page](http://www.grants.gov/applicants/track_my_application.jsp) ([http://www.grants.gov/applicants/track\\_my\\_application.jsp](http://www.grants.gov/applicants/track_my_application.jsp)). You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

**If the application is successful the following additional forms will be required**

**Certificate of Environmental Compliance** – this needs to be completed for each proposal and a separate form for each site that research will be conducted at for the project and signed by the Officer responsible for Environmental Compliance, contact Phyllis Heggie in the Risk Management Unit for more information (x52916 or p.heggie@unsw.edu.au)

**Principal Investigator Safety Program Assurance** – to be completed by the PI. If multiple proposals are to be submitted the same form can be attached to each application

**Certifications and Assurance for Assistance Agreement** – this is a generic document for all CDMRP applications submitted by UNSW

**Representations for Assistance Agreements** – this is a generic document for all CDMRP applications submitted by UNSW

**Rate Agreement** – not included in UNSW applications relates to Indirect Costs – normally recommend that 30% of total budget is included for Indirects as per UNSW policy

For further information on applying to the US DOD CDMRP programs contact your [PreAward Officer](#) in Research Services