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**Department of Defense (DOD)
 General Application Instructions CD25_01
 FULL RESEARCH PROPOSAL CHECKLIST**

The General Application Instructions are to be used for funding opportunities currently offered through the U.S. Army Medical Research and Development Command (USAMRDC), including those issued by the Congressionally Directed Medical Research Programs (CDMRP). The General Application Instructions provides general proposal preparation guidelines covering all required sections of full research proposals submitted to DOD. Please note, when applying to a specific Program Announcement (PA), the proposal preparation instructions provided in the PA may deviate and will supersede the guidance outlined in the General Application Instructions. To ensure accurate referencing, please verify the version of the General Application Instructions required by the specific PA. This can be found in Section II.H.1, “Program Announcement and General Application Instructions Versions,” of the PA. **This checklist highlights, not replaces, the General Application Instructions. Please consult the instructions for complete information.**

REQUIRED FORMATTING

- **Font Size:** 11 point or larger, not condensed
- **Font Type:** Arial
- **Spacing:** Single space or no more than six lines of type within a vertical inch (2.54 cm).
- **Page Size:** No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- **Margins:** At least 0.5 inch (1.27 cm) 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.
- **Print Area:** 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Project narratives and pre-application files may include color, high-resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects should not exceed 15 seconds in length and a size of 10 MB. Photographs and illustrations must be submitted in JPEG format; bitmap and TIFF formats are not allowed. Please note that these types of objects are not allowed in the technical and public abstracts.
- **Scanning Resolution:** 100 to 150 dots per inch.
- **Internet URLs:** Uniform resource locators (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.
- **Language:** All documents must be submitted in English, unless otherwise specified in the Program Announcement (e.g., foreign transcripts submitted with English translations).
- **Recommended Attachment Size:** Individual attachments should be no larger than 20 MB. If the file size for the entire Grants.gov application package will or may exceed 200 MB, applicants should contact the Grants.gov Contact Center (support@grants.gov) for written confirmation that the file will be accepted or for other guidance.
- **[eBRAP forms and templates](#)**

Application can be prepared by PI in [Grants.gov](#) Workspace

<i>Proposal Element</i>	<i>Instructions</i>
<i>SF424 Form</i>	<ul style="list-style-type: none"> • See sample attached. • Block 4a – Federal Identifier Box. Enter the eBRAP log number assigned during pre-application submission.
<i>Attachments Form</i>	<ul style="list-style-type: none"> • Each attachment listed below must be uploaded to the Attachments Form as an individual PDF file in accordance with the formatting guidelines listed above. • For instructions about the specific content to include in each of the attachments listed



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	<p>below, please consult the PA.</p> <ul style="list-style-type: none"> Grants.gov will reject attachments with file names longer than 50 characters or incompatible file names that contain characters other than the following: A-Z, a-z, 0-9, underscore, hyphen, space, and period.
Attachment 1: Project Narrative	<ul style="list-style-type: none"> Attach as a single PDF file named “ProjectNarrative.pdf.” Exceeding the page limit specified in the PA will result in administrative rejection of the application. The page limit of the Project Narrative applies to text and non-text elements (e.g., figures, tables, graphs, photographs, chemical structures, etc.) used to describe the project. Inclusion of URLs (uniform resource locators; web addresses) is prohibited and may result in administrative withdrawal of the application.
Attachment 2: Supporting Documentation	<ul style="list-style-type: none"> Combine and attach as a single PDF file named “Support.pdf.” Inclusion of supporting materials not requested in the Program Announcement is not allowed. Such materials will be removed, or the application may be administratively withdrawn. Some of the required supporting docs include: References, List of Abbreviations, Acronyms, and Symbols used in the Narrative (please see Appendix 11 of the General Application Guidelines for the Acronym List), Facilities & Other Resources, Letters of Collaboration.
Attachment 3: Technical Abstract	<ul style="list-style-type: none"> Attach as a PDF file named “TechAbs.pdf.” Do not include proprietary or confidential information. Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.
Attachment 4: Lay Abstract	<ul style="list-style-type: none"> Attach as a PDF file named “LayAbs.pdf.” Do not include proprietary or confidential information. Use only characters available on a standard QWERTY keyboard. Spell out all Greek letters, other non-English letters, and symbols. Graphics are not allowed.
Attachment 5: Statement of Work (SOW)	<ul style="list-style-type: none"> Attach as a PDF file named “SOW.pdf.” There is no limit to the number of specific aims, tasks, or subtasks described within the SOW page limit. All study sites must be listed, including the country where DOD-funded research will be performed SOW Format: PIs are strongly encouraged to use the suggested SOW format stated in the Program Announcement. Templates for SOW formats are available on the eBRAP “Program Announcement & Forms” page.
Additional Attachments (as applicable)	<ul style="list-style-type: none"> Attachments 6-15 are the Additional Documents to be included as applicable. The Required Representations form is a required additional doc. The template is available on eBRAP. For more information, see the General Application Instructions, Appendix 8, Section B, Representations. Attach each as a separate PDF file, named as indicated in the Program Announcement (e.g., “Impact.pdf”, “Innovation.pdf”, “Animal.pdf”). For specific instructions regarding content, titles, and page limits for the Additional Documents, refer to the PA.
R&R Personal Data	<ul style="list-style-type: none"> Each application must include this form with the name fields of the PI and any Co-PI(s) completed; however, provision of the demographic information in the form is voluntary. Applicants who do not wish to provide information should select the “Do not wish to provide” option.
R&R Senior/Key Person Profile (Expanded)	<ul style="list-style-type: none"> Complete a profile for each person who will contribute in a substantive, meaningful way to the scientific development or execution of the proposed research project. In the “PROFILE – Project Director/Principal Investigator” section, enter the PI’s User Name provided by eBRAP into the data field labeled “Credential, e.g., agency login” (see below).



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	<p style="text-align: center;">PROFILE - Project Director/Principal Investigator</p> <p>Prefix: <input type="text"/> * First Name: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text"/> Suffix: <input type="text"/> Position/Title: <input type="text"/> Department: <input type="text"/> Organization Name: <input type="text"/> Division: <input type="text"/> * Street1: <input type="text"/> Street2: <input type="text"/> * City: <input type="text"/> County/ Parish: <input type="text"/> * State: <input type="text"/> Province: <input type="text"/> * Country: USA: UNITED STATES * Zip / Postal Code: <input type="text"/> * Phone Number: <input type="text"/> Fax Number: <input type="text"/> * E-Mail: <input type="text"/> Credential, e.g., agency login: <input type="text"/> Enter PI's eBRAP User Name here</p>
Biographical sketch	<ul style="list-style-type: none"> • Required for PI, Co-PIs, and key personnel. • PI and key personnel biosketches file name: “Biosketch_LastName.pdf” where “LastName” is the last name of the individual. • Biosketches must conform to the federal wide Biographical Sketch Common Form – they can either be prepared in SciENcv using the NIH or NSF template or prepared using the outline in the DOD General Instructions version CD25_01 • See UML instructions for the Biographical Sketch Common Form for more info.
Current & Pending Support	<ul style="list-style-type: none"> • Current and Pending Support documentation must conform to the federal wide Current and Pending (Other) Support Common Form - they can either be prepared in SciENcv using the NIH or NSF template or prepared using the outline in the DOD General Instructions version CD25_01 • See UML Current and Pending (Other) Support Common Form instructions for more info. • Required disclosures page • Required file name: “Support_LastName.pdf” where “LastName” is the last name of the individual.
R&R Budget	<ul style="list-style-type: none"> • For limits on funding amounts, types of costs, and period of performance, refer to the PA.
Budget	<ul style="list-style-type: none"> • Must draft budget using OSP Internal Budget Template. After OSP approves your budget, enter the data from the budget template into the R&R Budget Form. • Cognizant Federal Agency Field - DHHS, Edwin Miranda, (212) 264-2069 • List all key personnel, beginning with the PI, <i>whether salary support is requested or not</i>. • Subawardees must complete the R&R Subaward Budget Attachment Form.
Budget Justification	<ul style="list-style-type: none"> • The budget justification for the entire period of performance must be uploaded to Section L in the budget period 1 portion of the R&R Budget form. • Organize the justification by listing items in the same order as the budget. • Listed below are some of the requirements for the justification. This is not an exhaustive list. Please see the PA for the full list of requirements. <p>Personnel</p> <ul style="list-style-type: none"> • Identify the role of each Senior/Key person listed on the budget and describe their specific functions in the budget justification. Identify and explain any proposed adjustments to labor rates or salaries. <p>Travel</p> <ul style="list-style-type: none"> • List the meeting name, purpose, destination of each trip, dates (if known), and number of people traveling. • International travel may be requested but must be justified with additional documentation (see PA) and is subject to approval by the Grants Officer. • Costs to attend required meetings (if applicable): Include the meeting name if identified in the



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	<p>PA and a statement confirming that the PI will attend the required meeting.</p> <p>Materials & Supplies</p> <ul style="list-style-type: none"> • Include a general description of expendable material and supplies for each year. If animals are to be purchased, state the species, strain, number to be used, cost per animal and total costs, proposed vendor, and a 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 the following in the budget justification: <ul style="list-style-type: none"> – Detailed explanation for why purchase is required to complete the proposed project. – Statement verifying that the requested computer/software is not currently available for use by the PI.
Subaward Budgets	<ul style="list-style-type: none"> • For Extramural Subawards you must provide a separate R&R budget form/justification for each subawardee. Title each document “Research & Related Budget_subaward organization name” and attach to the R&R Subaward budget attachment form • Subawardee must download the R&R Budget form from the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM.
Suggested Intragovernmental /Intramural Budget Form (if applicable)	<ul style="list-style-type: none"> • For subawards to intramural DOD organizations (<i>DOD organizations including DOD laboratories, DOD military treatment facilities, and/or DOD activities embedded within a civilian medical center</i>), complete a separate Intragovernmental/Intramural Budget form (available on linked eBRAP page under “Generic Forms for Application Submission”) and upload as a single document titled “IGBudget.pdf” to the grants.gov attachments form • Do not complete the R&R Subaward Budget Form (only the Intragovernmental/Intramural Budget Form).
Project/Performance Site Locations	<ul style="list-style-type: none"> • Include all project/performance site location(s), including Subawardees. • Generally, the applicant organization is the primary location.

Subcontract Organization(s) – Required Documents

- [Subrecipient Commitment Form](#) (with 3b1 and 3b2-if applicable) or FDP Letter of Intent (if organization is registered in the FDP Clearing House)
- Statement of Work
- [Project/Performance Site Location\(s\)](#)
- [Research & Related Senior/Key Person Profile](#)
- [Research & Related Budget](#)
- Budget Justification
- Facilities & Other Resources
- Equipment
- Letters of Support



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HOW TO ENTER MULTIPLE INDIRECT COST (IDC) RATES IN GRANTS.GOV

UML’s Negotiated Indirect Cost (IDC) Rate Agreement has different yearly rates in the coming years. Multiple rates may apply to a single budget period due to how the fiscal year falls within the period of performance. The split rates must be detailed out on proposal budgets. To split the rates, follow the steps below:

1. Ensure you are using [the most current internal budget template](#).
2. Confirm the correct dates for the applicable budget period are entered in row 3 of the budget template.

3	Start Date:	10/1/2026	End Date:	9/30/2027
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3. On the newest internal template, the IDC breakdown is calculated under the budget on each tab. Please reference the table below when entering in the IDC in grants.gov.

INDIRECT COSTS				
	Indirect Cost Type	Indirect Cost Rate	Rate Information	Indirect Cost Base
1.	Modified Total Direct Costs (MTDC)	On Campus - Research	Dater Needed	
2.				
Cognizant Federal Agency: DHHS, Edwin Miranda, (212) 264-2069 IDC Rate Agreement Dated: 06/11/2024				
<i>Our negotiated indirect cost rates are split by fiscal year. To assist with budget entry, please see table below for indirect cost breakdown. NOTE: After FY27, no breakdown is needed as the rate will remain constant.</i>				
Total Indirect Costs				
TOTAL DIRECT AND INDIRECT COSTS				
Indirect Cost Type 1				
		IDC Rate	IDC Base	IDCs
	FY1	#N/A	-	#N/A
	FY2	#N/A	-	#N/A
	FY3	#N/A	-	#N/A
	Total		-	#N/A

Below is an example of how to complete this section on the *RR Budget*:

H. Indirect Costs				
	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
X	MTDC (07/01/2025 - 06/30/2027)	57.50	106,409.00	61,185.00
X	MTDC (07/01/2027 - 06/30/2028)	58.00	35,859.00	20,798.00
Add Additional Indirect Cost				
Total Indirect Costs				81,983.00
Cognizant Federal Agency				
(Agency Name, POC Name, and POC Phone Number) DHHS, Edwin Miranda, (212) 264-2069				

You can add as many Indirect Cost Rates as needed using the highlighted “Add Additional Indirect Cost.” To calculate the IDC, multiply each portion of the MTDC by the applicable rate.

Be sure to add the Cognizant Federal Agency Information.