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OFFICE OF RESEARCH ADMINISTRATION

**Department of Defense (DOD)
 General Application Instructions 501
 FULL RESEARCH PROPOSAL CHECKLIST**

The General Application Instructions 501 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 provide 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: 12 point, not condensed.
- Font Type: Times New Roman.
- 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.
- 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).
- Headers and Footers: Should not be used. Pre-existing headers and footers on required forms are allowed.
- Page Numbering: Should not be used.
- 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.

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

Proposal Element	Instructions
SF424 Form	<ul style="list-style-type: none"> • See sample attached. • Block 4a – Federal Identifier Box. Enter the eBRAP log number assigned during pre-application submission.
Attachments Form	<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"> 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 6 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. 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: https://ebrap.org/eBRAP/public/Program.htm
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 (https://ebrap.org/eBRAP/public/Program.htm). For more information, see the General Application Instructions, Appendix 5, 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.
R&R Senior/Key Person Profile (Expanded)	<ul style="list-style-type: none"> The Degree Type and Degree Year fields are required for any personnel identified as a PI or Co-PI. 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" value="Enter PI's eBRAP User Name here"/> </p>
Biographical sketch	<ul style="list-style-type: none"> • Required for PI, Co-PIs, and key personnel. Suggested biosketch format is available on the “Funding Opportunities & Forms” web page (https://ebrap.org/eBRAP/public/Program.htm) in eBRAP. Use of this document is optional. • The NIH biographical sketch may also be used. • PI and key personnel biosketches file name: “Biosketch_LastName.pdf” where “LastName” is the last name of the individual.
Current & Pending Support	<ul style="list-style-type: none"> • For all current, pending, and previous (award period of performance ending within the past 5 years) 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. <i>Clearly state if there is no overlap.</i> • 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 ORA Internal Budget Template. After ORA approves your budget, enter the data from the budget template into the R&R Budget Form. • Cognizant Federal Agency Field - DHHS, Ryan McCarthy, 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 the R&R Budget after completion of the budget for Period 1. • 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"> • Include the name, role, and number of person-months devoted to this project for every person on the project. Indicate the need for the requested personnel. <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"> • You must provide a separate R&R budget for each subawardee. • Subawardee must download the R&R Budget form from the R&R SUBAWARD BUDGET ATTACHMENT(S) FORM.
Suggested DoD Collaborating Military Facility Budget	<ul style="list-style-type: none"> • If a Military Facility (Military Health System facility, research laboratory, medical treatment facility, dental treatment facility, or a DOD activity embedded with a civilian medical center) will be involved in the project, complete a separate “Suggested DOD Collaborating Military Facility Budget Format” for each Military Facility. The form is available for download on the eBRAP “Funding Opportunities and Forms” web page (https://eBRAP.org). • The costs per year should be included in the R&R Budget Form under subaward costs. • Do not complete the R&R Subaward Budget Form (only the Military Facility Budget form). <i>Upload this PDF to the Additional Attachments Form.</i>
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	
<ul style="list-style-type: none"> • 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 	