INTERNAL USER GUIDE

A Guide to Congressionally Directed Medical Research Program (CDMRP) Electronic Submission System (eReceipt)

A Quick Guide for Applicants applying to the CDMRP for funding

CDMRP web page: http://cdmrp.army.mil/
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NOTE: Applicants must allow a minimum of 5 working days for Research Services to check and authorise the application before the submission deadline.
A Introduction

1. **The Office of Congressionally Directed Medical Research Programs** (CDMRP) is funded through the **Department of Defense** (DoD), via annual Congressional legislation known as the Defence Appropriations Act.

   The Office of the Congressionally Directed Medical Research Programs (CDMRP) manages Congressional Special Interest Medical Research Programs (CSI) encompassing breast, prostate, and ovarian cancers, neurofibromatosis, military health, and other specified areas. Since fiscal year 2002, the CDMRP has managed approximately over $5.3 billion in Congressional grants for peer-reviewed research which is aimed to prevent, control, and cure disease.

2. You will not be able to use the eReceipt system unless you have a username and password.
   - If you do not have an account, refer to the CDMRP How to Register Guide (contact Research Services or see Imperial Research Support website).
   - If you have an account, go to Section B (How to Start a pre-application).

B How to start a pre-application

1. Open the CDMRP eReceipt website at: [https://cdmrp.org/](https://cdmrp.org/)
2. **Enter your Username and Password.**

Click on **Login** to access the system.

3. **To start a new pre-application, select the start a new Pre-application link from the My Proposal section on the home page.**

(For more information about the program award mechanisms, please see the Program Announcements and Forms section on eReceipt.)

This will display a list of open CDMRP funding opportunities by program. To continue, scroll down the page selecting one of the awards from this list.
4. Click on **New Pre-application** to view all relevant information on this call for the research program that you have selected.

![New Pre-application screen](image)

5. The following screen will appear:

![New Pre-application screen](image)

**NB:** A proposal ID will be assigned by the eReceipt system once you have selected an award type and completed the proposal information as requested. After the proposal ID has been created, the Summary tab for the pre-application will be displayed, which will provide you with an overview and status of each section in the pre-application process.

All sections must be completed and the pre-application must be submitted under the **Submit Pre-Application** tab.

Please remember that an InfoEd proposal must be completed and approved by the Head of Faculty or Department before an application can be authorised by Research Services. This system of application does not replace our current internal authorisation process.

**NB:** You must assign a Contract Representative (Research Services Manager) to your proposal in the Proposal Contacts section as soon as possible.

This will enable the Research Office (CDMRP Sponsored Programs Office) to be aware of your intention to submit a proposal.

Your Contract Representative will be notified by email immediately after they have been assigned.
6. Scroll down the page to the **Proposal Identification** section. Complete all the Proposal Title and Keywords sections as required.

7. Scroll down the page to the **Research Area** section and select which area your application is covering.

8. Scroll down the page to the **CDMRP Research Classification** and **Common Scientific Outline (CSO)** sections. Select ONE primary and ONE secondary descriptor for each area from the list that best describes your proposed research.

9. Scroll down the page to the **Submitter Role** section and Select Principal Investigator as your role in the research proposal.
10. Scroll down the page to the **PI Demographics** section and select ‘Public/State Controlled Institution of Higher Education’ and your Ethnicity (optional).

![PI Demographics](image)

11. Scroll down the page to the **Human and Animal Use** section. Answer Yes/No to each of the questions.

**Ethics Additional Information** - research that involves human participants, their tissue and/or data requires ethical approval. However, research not immediately or directly linked to human participants may also have ethical implications. The [Imperial College Research Ethics Committee (ICREC)](link) can provide information and advice on obtaining ethical approval.

![Human and Animal Use](image)

12. Scroll down the page to the **Source of Human Subjects, Human Anatomical Substances, or Human Data Info** section and select ‘Public/State Controlled Institution of Higher Education’.

If this health related project involves Humans, their tissue and/or data you must contact the [Clinical Research Governance Office (CRGO)](link) to assess obligations relating to research governance sponsorship, ethical approval and indemnity.

![Source of Human Subjects, Human Anatomical Substances, or Human Data Info](image)
13. Scroll down the page to the **Animal Use** section. Answer both questions as required. If the project involves the use of Non-Human IN VIVO procedures and/or CBS facilities you must contact your local CBS site manager at the earliest opportunity to discuss and agree the costs and procedures involved.

14. Scroll down the page to the **Location of Work to be Performed** section. Answer the first question *No – ‘None of the work will be…..’*

15. Scroll down the page to the **Save** button.

When you have saved your pre-application, the following screen will be displayed:

The Summary tab provides an overview and status of each section in the pre-application process.

Each tab must be completed before the pre-application can be submitted in the Submit Pre-Application tab.
16. Documents and forms specific to the program award mechanism are also available for download from the Summary tab.

<table>
<thead>
<tr>
<th>My Proposals: Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Application LC09003 Summary</td>
</tr>
<tr>
<td>Status: DRAFT</td>
</tr>
<tr>
<td>Pre-Appl. Title: Long-Cancer Biopsychosocial-Network Award</td>
</tr>
<tr>
<td>Award Type: Long-Cancer Biopsychosocial-Network Award</td>
</tr>
<tr>
<td>Pre-appl. Deadline: December 23, 2009</td>
</tr>
<tr>
<td>Last Updated: 01/01/2009</td>
</tr>
</tbody>
</table>

The following steps are required to complete submission of a pre-application:

1. Pre-application Data
2. Proposal Information
3. Collaborators and Core
4. Upload Required Files
5. Pre-application Submission

Below are documents and forms for your proposal under the LC09003 Long-Cancer Biopsychosocial-Network Award, provided for your reference.

<table>
<thead>
<tr>
<th>Program/Award Type Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
</tr>
<tr>
<td>Program Announcement</td>
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</table>

<table>
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<tr>
<th>Generic Forms for Proposal Submission</th>
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</thead>
<tbody>
<tr>
<td>Form</td>
</tr>
<tr>
<td>Biographical Sketch</td>
</tr>
<tr>
<td>Biographical Sketch (as required)</td>
</tr>
</tbody>
</table>

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<tr>
<th>Regulatory Document Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigator Toolkit</td>
</tr>
<tr>
<td>Certificate of Environmental Compliance</td>
</tr>
<tr>
<td>Principal Investigator Safety, Program Assurance</td>
</tr>
<tr>
<td>Research Involving Animal Use</td>
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<tr>
<td>Research Involving Human Subjects/Behavioral Substances</td>
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<tr>
<td>Claim of Exception Form</td>
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<tr>
<th>Institutional Forms</th>
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<tbody>
<tr>
<td>Form</td>
</tr>
<tr>
<td>Certifications and Approvals for Assistance Agreements</td>
</tr>
<tr>
<td>Amendments for Assistance Agreements</td>
</tr>
</tbody>
</table>

To make a copy of the forms above, right-click on the name and select from the pop-up menu that is displayed within “Save Target As...” (in Internet Explorer), or “Save Link As...” (for Netscape), or something similar in your browser.

17. Click on the Proposal Information tab No. 1 and check all the details that you have entered are correct.

<table>
<thead>
<tr>
<th>My Proposals: Proposal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Application LC09003 Information</td>
</tr>
<tr>
<td>Status: DRAFT</td>
</tr>
<tr>
<td>Pre-application Information: Your pre-application information may be saved and forwarded to CDMRP by clicking the “Save” button at the bottom of the pre-application information form. Notice: All required fields must be completed before the deadline.</td>
</tr>
<tr>
<td>Proposal Information: Your pre-application information may be saved and forwarded to CDMRP by clicking the “Save” button at the bottom of the pre-application information form. Notice: All required fields must be completed before the deadline.</td>
</tr>
<tr>
<td>Proposal Identification: General Mechanism: Long-Cancer Biopsychosocial-Network Award</td>
</tr>
<tr>
<td>Proposal Title: Long-Cancer Biopsychosocial-Network Award</td>
</tr>
<tr>
<td>Proposal Keywords:</td>
</tr>
</tbody>
</table>

If your proposal mechanism requires letters of recommendation you will see a link for “Letters of Recommendation” in the Summary tab.
18. Click on **Proposal Contacts** tab No 2.

In this section the PI must identify a Contract Representative (which is the Research Services Manager) and if required an Alternate Submitter (optional). The Contract Representative is an individual from Research Services / Research Office who is authorised to conduct negotiations for Imperial College.

The PI must assign a proposal contact in eReceipt by selecting the search button under the role of the contact to be assigned as soon as possible so that they are aware of your intent to submit a proposal.

A search can be performed on institution. Select **Imperial College London** from the institution drop down list.

Click on **Search Contacts**.

The following screen (see next page) will be displayed showing all of the Contract Representatives for Imperial College London.
Select the Research Services Manager for your Faculty and click on the ‘Add Contact’ link in the search results list:

- Faculty of Medicine – St Mary’s Campus
  - Mike Robinson
- Faculty of Engineering
  - Shaun Power
- Faculty of Natural Sciences
  - Brooke Alasya

Once the contact has been assigned to the pre-application they will receive an email with information regarding your intent to submit a proposal to CDMRP.

This email will be sent to the Research Office RS.Compliance Mailbox.

The Research Office will check the RS.Compliance Mailbox on a daily basis for any notification of incoming applications or messages from the CDMRP.

- An example of a system generated email: Added as a Contract Representative:

Please ensure that you allow enough time, before the deadline date, for the proposal to be checked and approved.

Proposals are not classed by CDMRP as Submitted until they have been authorised internally.
19. Click on **Collaborators** and **Conflicts of Interest** tab No 3.

Collaborators and Conflicts of Interest (COI) for the Proposal must be added if applicable to avoid real and apparent conflicts during the proposal review process. Enter all participants and any conflicts of interest in the Collaborators & COI tab. This includes collaborators, consultants, sub-awardees, and anyone outside of the proposal who may have a conflict of interest in the review of this proposal.

To add a person to the list of collaborators and conflicts of interest for your proposal, enter the name, institution, phone number, email address, and role of this person as it relates to your proposal.

20. Click on **Required Files** tab No 4.

- Upload a Single PDF for each required file

PI’s must upload pre-application files after creating a new proposal. The Required Files tab contains those files that must be uploaded prior to submission of the pre-application. All files uploaded must be in PDF format and must NOT be password protected. A file may be selected for upload by selecting the browse button associated with the file type. Once selected the file may be uploaded by selecting the “Upload” button associated with the file type. The file can be viewed or deleted after upload using the view and delete buttons.
How to Submit a pre-application

1. You must complete ALL sections before submission.

The eReceipt system does not replace our current internal authorisation process. An InfoEd proposal must be completed and approved by the Head of Faculty or Department before an application can be authorised by Research Services.

Submission is a two-step process consisting of (1) a pre-application submission through the CDMRP eReceipt system (https://cdmrp.org/) and (2) an application submission through Grants.gov (http://www.grants.gov/). Full applications will not be accepted unless a PI has been invited. Do not submit an application unless a letter of invitation has been received.

PIs and organisations identified in the application submitted through Grants.gov should be the same as those identified in the pre-application. If there is a change in PI or organisation after submission of the pre-application, the PI must contact the eReceipt help desk at help@cdmrp.org

The PI must submit their pre-application by entering their password to approve the submission. Any required elements of the pre-application that are incomplete must be addressed before the pre-application can be submitted.
After submission, any section of the pre-application can be updated prior to the deadline, this will set the pre-application back to DRAFT and allow changes to be made. You must re-approve your pre-application after making any changes. Only SUBMITTED pre-applications will be considered by CDMRP.

For funding opportunities that require a letter of intent, a pre-application file will be available for download from the confirmation page after submission, and is available from the summary page. This file should be downloaded and attached to the full proposal submission through Grants.gov (Section 20). For information about proposal preparation and forms, please check the Program Announcements and Forms section on the eReceipt site.

A pre-application xml file will NOT be generated for funding opportunities that require a pre-proposal.

Hello

Full guidance notes for the application process can be found, using this link: https://cdmrp.org/UserGuide.pdf

If you experience any problems in completing your application, please contact the CDMRP team. For more information refer to the CDMRP “Contacts” web page.

http://cdmrp.army.mil/contact.shtml

The Congressionally Directed Medical Research Programs (CDMRP) is based at:

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