Note: This How To assumes the fund manager has a basic familiarity with submitting NIH Grants.gov proposals using Cayuse. If this is not the case, please contact Raellen Man for additional training.

Reminder: THIS IS NOT AN NIH APPLICATION!!!!!

Getting Started

There is a link to the DOD CDMRP Application Instructions packet within Cayuse:
1) Go to the Electronic Submission section
2) Click on the “+” sign next to Proposal Details
3) Click on the link to Instructions

In addition, you should pull the DOD CDMRP Program Announcement from the CDMRP website:
https://cdmrp.org/

There may be additional instructions for proposal preparation within the Program Announcement.

Please read the entire Instruction Packet AND Program Announcement very carefully.
Formatting

- All attachments must be in PDF
- Font Size: 12 points or higher
- Font Type: **Times New Roman is strongly recommended**
- Margins: Must be at least 0.5 inch in all directions
- Headers and Footers: Should not be used
- Page Numbering: Should not be used
- All attachments that require signature must be filled out, printed, signed, scanned, and then uploaded as a PDF file

**SF424 RR Face Page**

**Application Filing Name**

As per the [CDMRP instructions](#) (see page 5): First fill in the Application Filing Name on the first screen of the Grant Application Package using the CDMRP log number acquired during the pre-application process. Do not fill in the Competition ID.

System-to-system entry: If a system-to-system interface with Grants.gov is being used, then enter the CDMRP log number acquired during the pre-application process into the Submission Title field.

![Grant Application Package](image)

The DOD is referring to this box from a Grants.gov Application Packet.

In Cayuse, however, this data field does not exist.
Where should I enter the CDMRP log number in Cayuse instead?

Proposal Name

Enter the CDMRP log number in the Proposal Name field. See samples below and explanation on following page:
At UCLA we have prescribed a naming convention to use in the Proposal Name field to assist reviewers and signing officials in prioritizing proposals. The naming convention for CDMRP applications only will need to be altered to accommodate both CDMRP guidelines and allow signing officials to prioritize proposals. To ensure your application is successfully reviewed by CDMRP, the following steps should be taken:

- Proposal preparers should enter the following information in the Proposal Name field when initiating proposals: Example: BC11#### (CAG: Bruin, J.)

(Note: if you have already initiated your proposal, please edit the proposal field name by clicking on this field from any screen in S2S Grants.)

- When the proposal is ready for submission, DOM DRA will delete everything in parentheses, leaving only the CDMRP Log # when submitting the application via S2S Grants.

- Once the DOM DRA has notified the proposal preparer and PI that the proposal has been submitted, they should double-check the final submitted proposal to ensure that only the CDMRP Log # was included in the Proposal Name field.

**Side note: What is a CDMRP Log Number?**

Prior to submission of the main proposal, the PI is required to submit a pre-application via the CDMRP eReceipt system (https://cdmrp.org). Once the PI submits the pre-application, the PI will be assigned a CDMRP log number. Neither Fund Managers nor OCGA usually get involved in the pre-application process. The PI is allowed to submit the pre-application on his/her own.

The DOD instructions may state to enter the “submitting Institution’s Control Number.” UCLA does not have such a number, so these instructions can be ignored.

**Employer Identification Number, field 6.**

This field auto fills from Cayuse correctly. **DO NOT CHANGE.**
**Senior/Key Person Profile**

**Credential, e.g. agency login field for the PD/PI**

Complete this field with the PI’s User Name provided from the CDMRP eReceipt system. **Do NOT use the NIH Commons logon ID!**

---

**BioSketches**

Do not use the NIH format. See the Appendix within the DOD/CDMRP Application Instruction packet for the appropriate DOD BioSketch Format.

**Other Support**

Required at time of proposal submission.

For all Existing and Pending research proposals, the DOD CDMRP requires the following information:

- 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
- **List of the specific aims**

Highlighted yellow items indicate differences between NIH and DOD CDMRP Other Support.
Reminder: The DOD does not require use of a salary cap, so use the faculty member’s TNS when calculating salary. Do NOT use the NIH salary cap!

Section H – Indirect Costs
The DOD-CDMRP instructions state to include:
1. UCLA’s most recent indirect cost rates
2. Dates of negotiation
3. Base(s)
4. Periods to which the rates apply
5. Statement indentifying whether the proposed rates are provisional or fixed.

Since there is no place to include all of this information in Section H, we recommend that you add this information to the Budget Justification.

For Provisional vs. Fixed you can state:
The UCLA negotiated F&A rates are fixed through June 30, 2010. Any rates used July 1, 2010 and beyond are provisional.

DOD-CDMRP instructions state to provide a copy of UCLA’s Purchasing Policy. Add the below link at the end of the Budget Justification.

UCLA Purchasing Policy:

Post Submission

Unlike the NIH eRA Commons, the DOD-CDMRP proposals do NOT go through a post submission validation process by the agency. There will be no email from the agency confirming receipt. There will also NOT be a final PDF compiled by the DOD CDMRP. Please make sure you check the status of the proposal in Cayuse.
How do I check the status?

1) Go to the Electronic Submission section of Cayuse
2) Click on the plus sign next to the Proposal Submission History
3) Click on the Grants.gov Tracking Number link
4) Final status should read:
   - The agency has retrieved the proposal from grants.gov

Internal Paperwork

Do NOT submit PI Signature Forms for DOD proposals. They are not necessary.

Other Items to Keep in Mind for DOD CDMRP Proposals

Prior to award, the DOD may ask you for the following information (similar to NIH JIT process, but much more detailed):

- Salary print screens from EDB to verify amounts from CDMRP budget.
- Paycheck stubs from employees to verify amounts from CDMRP budget.
- Cost breakdown and justification for Travel expenses included in the budget, e.g. quotes from airlines and hotels.
- Cost breakdown and justification for all materials and supplies including estimated quantity, unit price, shipping, and tax.
- Print screens from websites showing approved rates for supplies and services included in the budget.
- Copy of the University's policy on inflation rates for future years expenses.
- Copy of the University's policy on fringe rates OR if actual rates were used, payroll ledgers, or QDB download verifying rates.

This list is not exhaustive, but it is based on actual experiences with DOD CDMRP, so be ready to be able to justify and backup all amounts requested in your budgets!

DOD-CDMRP Budget Justification Hints and Tips:

- Make the Budget Justification as detailed as possible to avoid extra work later.
- Base individual salary requests on current actual salary, and use the University guidelines in order to calculate increases for future years. If an employee is expecting an exceptional increase or promotion, get the information from your MSO in writing for backup documentation.
- Base supply budget requests on historical purchase expenses that can be backed up by invoices, etc.
- For consultants, include enough information about the rate of compensation, travel, etc. that may satisfy the reviewers initially.
- Include a sentence or two of detailed explanation regarding equipment requests and service rates.
- If there is no page limitation on the Budget Justification section, you can include vendor quotes and backup material as part of the justification.