DOD PRE-APPLICATION CHECKLIST
W81XWH-20-BCRP-BTA12: CDMRP Breast Cancer Research Program
Breakthrough Award Level 2

Pre-application must be submitted through eBRAP. Contact the Help Desk at help@eBRAP.org or 301-682-5507.
Please check the General Application Instructions and the Program Announcement for more information.

Pre-application Deadline | March 12, 2020 | 4PM CST
Full Application Deadline | March 26, 2020 | 10:59PM CST

☐ PRE-APPLICATION SUBMISSION CONTENT
☐ Log number assigned by eBRAP – needed during full application submission process.
☐ Select extramural organization.
☐ Application Title
  ☐ 160 character limit
☐ Application Keywords
  ☐ 200 character limit
☐ Investigators should not change title or research objectives after the pre-application is submitted.
☐ PIs with an ORCID identifier should enter that in the “My Profile” tab in the “Account Information” section of eBRAP.

☐ TAB 1 – APPLICATION INFORMATION
☐ Application Identification
☐ Application Classification
  ☐ Review and confirm primary and secondary research classification codes. Codes can be found on the Funding Opportunities and Forms page under Resources and Reference Materials.
☐ Human and Animal Use
☐ Location of Work to be Performed

☐ TAB 2 – APPLICATION CONTACTS
☐ Organization(s)
☐ Identify Alternate Submitter if assistance is needed.
  ☐ Search and Add Contact Jennifer Bindel.
☐ Enter the organization’s Business Official.
  ☐ Search and Add Contact Elena Mota.

☐ TAB 3 – COLLABORATORS AND KEY PERSONNEL
☐ Add all participants in the application including collaborators, consultants (paid or unpaid), and subawardees.
☐ If applicable, enter information for the Partnering PI.
  ☐ This section appears only when Partnering Option has been selected in drop down menu of *Mechanism Option of TAB 1.

☐ TAB 4 – CONFLICTS OF INTEREST

☐ TAB 5 – PRE-APPLICATION FILES (PDF)
☐ LOI
  ☐ 1 page limit
TAB 6 – SUBMIT PRE-APPLICATION

☐ PI must submit by entering password and clicking submit.
☐ Check the status of the pre-application to ensure submission was successful (status will change from “Draft” to “Submitted”).

FORMATTING GUIDELINES

☐ Font | Times New Roman | 12 point, not condensed
☐ Spacing | Single (no more than six lines per vertical inch)
☐ Page Size | 8.5 x 11.0 inches
☐ Margins | 0.5 inches+ all directions | No headers, footers, or page numbers
☐ Multimedia Objects | 15 seconds max | 10MB max | Photos JPEG only | Bit map and TIFF not allowed |
☐ Objects not allowed in technical and public abstracts
☐ Scanning Resolution | 100 to 150 dots per inch
☐ URLs | Only allowed as links to publications