

FREQUENTLY ASKED QUESTIONS (FAQS) 22-DHA-MHSR 4.15.21

1. QUESTION: What are the requirements for the Abstract?

RESPONSE:

For Technical Abstract (one-page limit):

- Background: State the ideas and theoretical reasoning behind the proposed work.
- Objective/Hypothesis: State the objective/hypothesis to be tested. Provide evidence or rationale that supports the objective/hypothesis.
- Specific Aims/Milestones: State the specific aims/milestones of the project.
- Project Design: Describe the project design.
- Relevance: Explain the potential relevance of the proposed work to the Military Health System.
- Impact: Explain the potential impact of the proposed work to advancing the quadruple aim.

For Lay Abstract (one-page limit): Lay abstracts should be written using the following outline, in a manner that readers without a background in science or medicine can readily understand and without repeating the technical abstract.

- Describe the objectives and rationale for the research.
- Describe the applicability and potential impact of the research.
 - What types of population/sub-population of beneficiaries will it help, and how will it help them? Include the current available statistics to the related to the research.
 - What are the potential changes to cost, quality, outcomes, etc.?
 - What is the projected timeline to achieve the expected outcome?
- Describe how the proposed project will benefit the Military Health System and assist in meeting the quadruple aim.

2. QUESTION: What are specific language requirements for COI section?

RESPONSE: Provide details with the proposal submission of all potential or actual COIs, along with a plan to resolve or mitigate them. An assistance agreement will not be awarded if the respective Grants Officer determines that a COI cannot be mitigated to the Grants Officer's satisfaction at his/her sole discretion or eliminated.

Personnel involved in the review process and/or with making funding recommendations are prohibited from assisting in any proposal, including, but not limited to, concept design, proposal development, budget preparation, and the development of any supporting documentation.

3. QUESTION: What are the requirements for the statement of work (SOW)?

RESPONSE:

- The SOW outlines and establishes the submitter's performance expectations; milestones for the work to be funded under this award; and establishes general objectives; sets specific goals and conditions for each year of the project; and the SOW for all award types will be incorporated into the award document and, as such, is subject to release under the Freedom of Information Act.

- The SOW should include a list of major tasks that support the proposed specific aims, followed by a series of step-by-step subtasks that relate to the major tasks and milestones within the period of performance. An outline should be included showing the work statements to be accomplished in each year of the award.
- The SOW should describe only the work for which funding is being requested by this proposal and, as applicable, should also:
 - Include the following information for each study site/sub-award site: Organization; organization address; investigator(s), collaborator(s), consultant(s); description of research with animals, human anatomical substances, and/or human subjects or cadavers to be conducted at the site; and key personnel responsible for each major task and each subtask to be performed at the site.
 - Indicate the number (and type, if applicable) of research subjects (animal or human) and/or human anatomical samples projected or required for each task and at each site.
 - Indicate, as applicable, the estimated times to complete each task should include time for local and DHA regulatory review and approval.
 - For studies involving human subjects, include a subtask that allows at least 2 to 3 months for regulatory review and approval by the DHA IRB; this does not include the additional time required for local IRB review and approval.

The Government reserves the right to request a revised SOW format and/or additional information.

4. QUESTION: Is there an additional or different Project Narrative required in the "project narrative attachment form" for this application?

RESPONSE: The FY22 NOFO requires "Project Narrative" with 20 pages limit, with the file name "ProjectNarrative.pdf". There is no need for the additional "'project narrative attachment form" at this time.

5. QUESTION: Does the "Letter of Organizational Support" use the same attachment form as the abbreviations, SOW, Outcomes/Impact statement etc.?

RESPONSE:

- Yes – use the same form for the SOW or Impact Statement, with file name as "LetterOrgSupport"
- The letter (or letters, if applicable) of organizational support, should be signed by the Department Chair or appropriate organization official, confirming the laboratory space, equipment, and other resources available for the project.
- If the project involves collaboration with a Military Facility (MHS facility, research laboratory, treatment facility, dental treatment facility, or a DoD activity embedded with a civilian medical center), a collaborating DoD researcher must obtain a letter from his/her commanding officer or Military Facility director authorizing his/her participation in the research project. This letter must be included with the proposal.
- A letter for each organization involved in the project should be provided.