Doing Business with USAMRMC

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23 March 2015

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Doing Business with USAMRMC - Getting Started and Avoiding Common Mistakes

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US Army Medical Research Acquisition Activity (USAMRAA)
US Army Medical Research and Materiel Command
23 March 2015
Provides Contracting and Assistance Agreement Support to:

- USAMRMC and its worldwide network of laboratories
- Office of the Surgeon General
- Congressional programs
- Numerous reimbursable customers

USAMRAA provides quality, timely, and cost-effective business advice and solutions to our customers and stakeholders

Innovative Acquisition Instruments:

- Contracts
- Cooperative Agreements
- Grants
- Government Purchase Cards
- Other Transaction Agreements (OTAs)
The US Army Medical Research Acquisition Activity provides quality, timely, and cost effective business advice and solutions for our customers.

The views expressed in this presentation are those of the author(s) and may not reflect the official policy or position of the Department of the Army, Department of Defense, or the U.S. Government.
1. **To Increase Understanding of:**
   - Where USAMRMC Contracting and Funding Opportunities are Published
   - Where to Register for Proposal Submission
   - To Offer Some Tips to Avoid Common Mistakes in Proposal Submission
USAMRAA Home Page
www.usamraa.army.mil
Contact Information

- Mr. Jerome Maultsby
- Ms. Nicola Ohaegbu
  - www.mrmc.smallbusopps.army.mil
New Products and Ideas (NPI) Website

Purpose

- Web-based mechanism for individuals who are not familiar with getting started. Allows users to submit information on a new product, service, or idea and obtain feedback regarding USAMRMC’s interest and potential path forward
- Designed to provide a timely response/feedback to submitters within 60 days
- Not a substitute when the BAA/PA or RFP is a more appropriate entry portal and is not for submission of a proposal or a pre-proposal
- Does not award contracts, provide research grants, or offer other forms of financial support


For More Information

- All inquiries should be directed to the NPI email address at [usarmy.detrick.medcom-usamrmc.other.npi@mail.mil](mailto:usarmy.detrick.medcom-usamrmc.other.npi@mail.mil)
- Other related resources: *Guide to Working with the U.S. Army Medical Research and Materiel Command* – USAMRMC available at [https://mrmc.amedd.army.mil/](https://mrmc.amedd.army.mil/) under the “Work with Us” page
Solicitation Notices

FEDBIZOPPS [http://www.fbo.gov](http://www.fbo.gov)

DoD and Federal contracting activities post most requirements and awards >$30,000 to FEDBIZOPPS website.

Active or archive search by dates and/or:

- Type of Notice
- Solicitation or Award Number
- Place of Performance Zip Code
- Set-Aside Type
- NAICS/FSC/PSC
- Key Words
- Selected Agencies

Register for Vendor Notification Service By:

- Specific Solicitation Number
- Same Selections as Above
- All Notices (Caution)
1. Broad Agency Announcement-Synopsis Only-October 1st
   - Posted on Federal Business Opportunities
   - Fedbizopps: https://www.fbo.gov

2. Broad Agency Announcement & All Program Announcements
   - Posted on GRANTS.GOV
   - https://www.grants.gov

3. “Search Grants” by
   - CFDA No: 12.420
   - DODACC: W81XWH-
   - Caution: Submission Deadlines
Where to Register

1. System for Award Management (SAM)
   - https://www.sam.gov
   - *Start Early*

2. Fedbizopps
   - https://www.fbo.gov

3. Grants.gov
   - https://www.grants.gov

4. Electronic Biomedical Research Application Portal (eBRAP)
   - https://ebrap.org/eBRAP/public/index.htm
1. Administered by GSA

2. Merging nine legacy systems into one

- The legacy systems included in Phase I (July 2012)
  - CCR
  - ORCA
  - EPLS

- Future Phases (TBD)
  - eSRS/FFATA FSRS
  - CFDA
  - FBO
  - WDOL
  - FPDS
  - PPIRS, CPARS, FAPIIS

The consolidation of data from these legacy systems into SAM will eliminate data overlap while sharing the data across the award cycle
1. Electronic Biomedical Research Application Portal (eBRAP)

2. Managed by the Congressionally Directed Medical Research Program Office (CDMRP)

3. Access eBRAP at:

   ➢ https://ebrap.org/eBRAP/public/index.htm

   Old System – eReceipt is being retired
Avoiding Common Mistakes

1. Register with all systems EARLY
2. Sign up for email change notifications when possible
3. Become familiar with Federal and DoD regulations and processes
4. Read the entire solicitation or funding opportunity
5. Read General Application Instructions
6. Submit questions timely
7. Do not exceed page limitations when proposing
8. Fully address evaluation criteria
Tips - SAM

• Read the SAM User Guide Carefully
• Determine Entity Points of Contact (POCs)
  ➢ Accounts Receivable POC
  ➢ Electronic Business POC
  ➢ Government Business POC
• Gather All Necessary Information and Documents
  ➢ 2 Hour Process
• Allow 4 Weeks for Registration to Become “Active”
• Keep Registration Active
• Decide Type of Eligibility Desired Before Registering
• Register Early
• Active SAM Registration Required
• Determine Organization Points of Contact (POCs)
  ➢ Authorized Organization Representative (AOR)
  ➢ E-Biz POC
    ▪ Must authorize AOR
  ➢ Individual Principal Investigators (PI’s) do not register
• Resolve all system to system errors
  ➢ Appeals will be denied
• Successful Application Submission Requires:
  ➢ Compatible version of Adobe Reader
  ➢ Uploading attachments into the correct form on Grants.gov
  ➢ Use of proper characters in attachment titles
  ➢ Adherence to size limitations for files
  ➢ Sync with SAM
  ➢ Submission prior to the closing date/time
  ➢ Resolution of all grants.gov errors
  ➢ Subawardee DUNS number
• Read the entire solicitation
• Pay particular attention to:
  ➢ Performance work Statement / Statement of work or the minimum essential characteristics (Section C)
  ➢ Special requirements
  ➢ Instructions to Offerors (Section L)
  ➢ Evaluation Criteria (Section M)
• Make personal notes to insure proposal conformance
• Submit questions timely
• Determine if you have the necessary skills, resources and experience to do the type of work outlined in the solicitation
• Fully address evaluation criteria
• Adhere to proposal page limits
USAMRMC Broad Agency Announcement

• Extramural medical research opportunities
• BAA Announcement No: W81XWH-BAA-15-1
  ➢ Issued 10/1 of each year
  ➢ Open and continuous for 1 year
  ➢ Closes 9/30 of each year
  ➢ Includes USAMRMC Areas of Interest
• New for FY15:
  ➢ Pre-application is required
  ➢ Pre-application must be submitted through eBRAP
  ➢ Full application will only be accepted if the PI is invited to submit based on review of the pre-application
Program Announcements

• Program Specific Extramural Medical Research Opportunities
  ➢ Examples
    • CDMRP Programs
    • Joint Program Committee’s Programs
• Program Announcement No: W81XWH-____________
  ➢ Specific Open and Close dates for submission of applications
• New for FY15:
  ➢ Program Announcements Require a Pre-application: Letters of Intent (LOI) or Pre-proposal
  ➢ LOIs and Pre-proposals must be submitted through eBRAP
Be Familiar with the Regulations

- Federal Acquisition Regulations (FAR) Link to Agency Supplemental Regulations [http://acquisition.gov](http://acquisition.gov)
- SBA E-business Institute (free online courses) [http://www.sba.gov/training/courses.html](http://www.sba.gov/training/courses.html)
Subcontracting Opportunities

- **FEDBIZOPPS** “Interested Vendors” list & award announcements [http://www.fedbizopps.gov](http://www.fedbizopps.gov)

- **DefenseLink** >$5M award notices [http://www.defenselink.mil/contracts](http://www.defenselink.mil/contracts)


- **SBA SUB-Net** [http://web.sba.gov/subnet](http://web.sba.gov/subnet)
Questions?

For additional questions after the conclusion of the conference, send an email message to usarmy.detrick.medcom-usamrmc.mbx.mmpd@mail.mil
Electronic Biomedical Research Application Portal (eBRAP)

Patricia C. Modrow, PhD.
Office of the Congressionally Directed Medical Research Programs
US Army Medical Research and Materiel Command
23 March 2015
To increase understanding of eBRAP (https://eBRAP.org)

• Points to be addressed
  - What is eBRAP?
  - Scope of eBRAP
  - eBRAP processes
  - Overview of eBRAP processes
What is eBRAP?

eBRAP (https://eBRAP.org)

- Electronic application submission and processing tool
  - Supports business process to find and fund biomedical research that meets USAMRMC mission
- Government-owned contractor operated
- Authority to Operate
- Dot mil (.mil) waiver
- Army Web Risk Assessment Cell (AWRAC) – zero Information Assurance findings
Scope of eBRAP (https://eBRAP.org)

1. Front-end interface for communication between the research community and the USAMRMC throughout entire program cycle

2. System for pre-application submission

3. Direct interface with Grants.gov for retrieval, processing, and administrative review of research applications

4. System for submission of regulatory documents

5. Interface with restricted back-end Electronic Grants System (EGS), and other program cycle cycle systems
**Data Flow (simple overview)**

**Applicants**
- Investigators
- Sponsored Programs

**eBRAP**
- Pre-application submission
- PI Portal

**Grants.gov**
- Application submission

**Peer Review**
- Review of technical merit

**Programmatic Review**
- Review of program relevance/funding recommendations

**EGS**
- Awards/Grants Management

**.mil Network**
- Government Users
  - Contracting
  - Regulatory
  - Program Offices
1. Provides worldwide web-based accessibility for research community
   ➢ eBRAP is a .org; requires log-in with username and password

2. Enables communication with worldwide research community
   ➢ eBRAP sends “email blasts” to users and subscribers

3. Computer-automated processes streamline workflow for pre-application and full application retrieval and processing
   ➢ Pre-applications submitted to eBRAP
   ➢ Full applications submitted to Grants.gov (http://Grants.gov)
   ➢ eBRAP communicates with Grants.gov, and other business process systems

4. Enables researchers to review and modify Grants.gov application components
   ➢ eBRAP allows review and modification during verification period
Homepage:

- Funding Opportunities
- Forms, Reference Materials, & Links
- Helpdesk
- Guide
- Portal
- Located on .org
- User registration
  - PI
  - Organization
- User log-in
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Communication with Research Community

Homepage:

- Subscribe to notifications
- “email blasts” to users and subscribers
  - Pre-announcements
  - Funding opportunity releases
  - Other news

Welcome to eBRAP

Register

I am a new Principal Investigator

*Select from drop down

Start Registration

Program News and Updates

- Welcome to eBRAP. To access the user guide, please click here.

Email Subscriptions

- To subscribe to program specific news and updates, please click here.
- To remove your email from program subscription list, please click here.

Help

- Recently Asked Questions
- Commonly Asked Questions
- Contact the helpdesk

Already registered or returning user. Sign In

Username: ___________________________
Password: ___________________________

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Login

Forgot your password?
1. Provides worldwide web-based accessibility for research community
   - eBRAP is a .org; Government-owned contractor operated; requires log-in with username and password

2. Enables communication with worldwide research community
   - eBRAP sends “email blasts” to users and subscribers

3. Computer-automated processes streamlines workflow for pre-application and full application retrieval and processing
   - Pre-applications submitted to eBRAP
   - Full applications submitted to Grants.gov (http://Grants.gov)
   - eBRAP communicates with Grants.gov, and other business process systems

4. Enables researchers to review and modify Grants.gov application components
   - eBRAP allows review and modification during verification period
Pre-application Submission

- Pre-application is required
  - LOI or preproposal
  - Submitted by PI
  - Identify or invite Business Official

- Six steps – follow Tabs 2-5 in any order

- Tips for success!
  - Read announcement
  - Choose correct funding opportunity, pre-application & “option”
  - Correct spelling of names and emails
Pre-application
- Pre-application files
- Page and text field limits
- Real-time auto-compliance
- Data transfer
- Auto-email notification

Pre-application TE40021 Files

The following files are required to complete submission of a pre-application. In the boxes below, please upload files that replace the version previously uploaded for that section.

Please follow the steps below to complete this "Files" section. These steps may be completed:

1. Upload the Pre-Application Narrative document. 2-page limit - Allowed File Types are DOCX, PDF.
2. Upload the Supporting Documentation document. Allowed File Types are DOCX, PDF, DOC - Required.

Pre-Application Narrative
(2 page limit - Allowed File Types are DOCX, PDF, DOC - Required.
File to be Unloaded: Browse

Supporting Documentation
(Allowed File Types are DOCX, PDF, DOC - Required.
File to be Unloaded: Browse

You may get a free copy of the Adobe® Reader® to view the PDF files on this page.
1. Enables communication with worldwide research community
   - eBRAP sends “email blasts” to users and subscribers

2. Provides worldwide web-based accessibility for research community
   - eBRAP is a .org; requires log-in with username and password

3. Computer-automated processes streamlines workflow for pre-application and full application retrieval and processing
   - Pre-applications submitted to eBRAP
   - Full applications submitted to Grants.gov (http://Grants.gov)
   - eBRAP communicates with Grants.gov, and other business process systems

4. Enables researchers to review and modify Grants.gov application components (Verification)
   - eBRAP allows review and modification during verification period
- Full application is submitted to Grants.gov
  - LOI
  - Preproposal requires invitation
  - Submitted by organization

- Direct interface with Grants.gov for retrieval, processing, and administrative review

- Verification period
  - Auto-email notification
  - Review and modify allowable components
  - Affiliation with organization required

- Data transfer

- Tips for success!
  - Choose correct Grants.gov application package
  - Correct spelling of names and emails; match those in pre-application
  - Include eBRAP Log No.
Funding Notification

- Funding notification
  - Funding letter
  - Program Information Paper
  - Peer review summary statement
- Letter processor & auto-email notification
  - Submission reminders
  - Invitations to submit
  - Funding notifications
  - Peer review results
Required information
Submission of Regulatory documents
Data transfer
Tips for success!
  - Follow instructions in notification letter
  - Complete Required Award Information
  - Provide documents as requested by Science Officer

What To Expect If Recommended For Funding

1. You will be contacted via email by the Science Officer assigned to manage your award. The Science Officer is a master’s or doctorate level scientist or clinician in the U.S. Army Medical Research and Material Command (USAMRMC). Your Science Officer will inform you of the specific regulatory documents that are required. The Science Officer assists and advises the US Army Medical Research Acquisition Activity (USAMRAA) Contracting Office, and serves as a liaison between investigators and representatives at USAMRAA, Office of Research Protections (ORP), and other regulatory offices at USAMRMC. In addition, he or she will assist you with scientific aspects of your award, particularly with respect to milestones and changes in the scientific design.

2. USAMRAA will contact the Business Official from the Sponsored Programs Office of your organization to initiate ward negotiations.

3. Concurrent with USAMRAA negotiations, the appropriate USAMRMC regulatory office will review your regulatory documents (environmental and safety documents via the Office of Safety, Safety and Environmental (SSSE), human and animal use documents via the Office of Research Protection (ORP) to ensure that Department of Defense (DoD) and Army regulations are met. You may be contacted if further information or documents are needed. PIs and organizations may not use or sub-contract for the use of laboratory animals, human subjects, human anatomical substances and/or human data until applicable regulatory documents are reviewed and approved by USAMRMC to ensure that DoD and Army regulations are met.

4. After the USAMRAA Grants Officer completes and signs the award, the award agreement will be forwarded to the PI and the Sponsored Programs Office of your organization. The award agreement contains important information regarding technical and administrative requirements of the award. Depending on the specific study, the PI may be required to submit quarterly, semi-annual, or annual technical reports. The agreement will also contain specific DoD approval requirements regarding the use of human and/or animal subjects. You may not begin research studies using animals, human cell lines, human anatomical substances, or human subjects until those studies have been approved by USAMRMC or the ORP. In addition, the document contains information regarding payments and may contain restrictions until certain requirements are met.

5. If applicable, the Science Officer and/or the ORP specialist will work with you to get appropriate animal and/or human use approvals.
Questions?

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T2 Mechanisms for Research Collaborations with USAMRMC

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US Army Medical Research and Materiel Command

23 March 2015
To increase understanding of Technology Transfer (T2) mechanisms to collaborate with USAMRMC.

• Points

- No competition requirements (except for exclusive PLA*)
- Quicker than Procurement or Grants
- Access to DoD scientists/labs/other resources (but not funds)
- Flexible
The Collaboration Agreement toolkit includes:

- Non-Disclosure (NDA)
- Material/Data (MTA)
- Cooperative Research and Development (CRADA)
- Commercial Test (CTA)
- Patent License (PLA)
Questions?

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