MIT Office of the Vice President for Research
Research Administration Services

Department of Defense –
Congressionally Directed Medical Research Programs (CDMRP)
Biographical Sketch / Current and Pending / Reporting Checklist

NOTE: The checklists below are intended to be used as a tool when preparing disclosure information for DOD-CDMRP grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to the specific agency. Please contact your RAS administrator if you have any questions.

- Grants.gov
- CDMRP Website
- CDMRP Funding Opportunities
- CDMRP Funding Opportunities – How to Apply
- Electronic Biomedical Research Application Portal (eBRAP)

IMPORTANT

Review the DOD March 20, 2019 memo: **Actions for the Protection of Intellectual Property, Controlled Information, Key Personnel and Critical Technologies**. This memo provides important guidance for compliance with the National Defense Authorization Act (NDAA) for FY 2019, Section 1286, pages 443 – 445.

General Disclosure Guidelines
Go to CDMRP Funding Opportunities or to eBRAP Funding Opportunities and Forms and navigate to the specific PA or BAA. **Download and read BOTH the PA/BAA document and the Application Instructions associated with the opportunity.** Failure to follow the instructions in these documents will result in rejection of the application.
Pay special attention to formatting guidelines, file-naming conventions, font sizes and file size restrictions. Applications may be rejected if specific instructions are not followed.
Pre-application in eBRAP is MANDATORY. Pre-application includes the identification of collaborators and key personnel, potential conflicts of interest during the screening and review process, and any other program-specific pre-application files. Information provided in the pre-application must match information subsequently submitted in the application through Grants.gov.
Applications must be submitted through Grants.gov. Provide **Biographical Sketch** and **Previous/Current/Pending Support** information in accordance with the PA/BAA. The checklists below provide general guidance on information to include, however the PA/BAA may request additional information.

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	Biographical Sketch
	Biographical sketches are required for the PI and all "key personnel". Review the specific PA/BAA for program-specific definitions, page limits and additional requirements. In general, biographical sketches are limited to five pages per individual.
	The suggested biographical sketch format is available on the eBRAP Funding Opportunities and Forms page, or the NIH Biographical Sketch may be used.
	Files must be saved in PDF format and titled "Biosketch_LastName.pdf" where "LastName" is the last name of the PI or other key personnel.
	The following information is required:
	• Concluding with present position, list in chronological order, previous employment, experience, and honors. Include present membership on any Federal Government public advisory committee.
	• List in chronological order the titles, all authors, and complete references to all publications during the past 3 years and to representative earlier publications pertinent to this application. If the list of publications in the last 3 years exceeds page limits, select the most pertinent publications.
	Include all academic, professional or institutional appointments, such as the following:
	• Any titled academic, professional or institutional position regardless whether or not remuneration is received
	• All full-time, part-time or voluntary positions
	• All adjunct, visiting or honorary appointments
	• Participation in any Foreign Government Talent Recruitment Programs

	Previous / Current/ Pending Support
	Previous (award period of performance ending within the past 5 years), current and pending research support must be provided for the PI and all "key personnel". Review the specific PA/BAA for program-specific definitions, page limits and additional requirements.
	Files must be saved in PDF format and titled "Support_LastName.pdf" where "LastName" is the last name of the PI or other key personnel.
	List all positions and scientific appointments, both domestic and foreign, held by senior/key personnel that are relevant to an application, including affiliations with foreign entities or governments. This includes titled academic, professional, or institutional appointments whether or not remuneration is received, and whether full-time, part-time, or voluntary (including adjunct, visiting, or honorary).
	Report all resources and other support for all individuals designated in an application as senior/key personnel–including for the PI and for other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation. Information must be provided about all current support for ongoing projects, irrespective of whether such

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	support is provided through the applicant organization, through another domestic or foreign organization, or is directly provided to an individual who supports the senior/key personnel's research efforts.
	Report all current projects and activities that involve senior/key personnel, even if the support received is only in-kind (e.g., office/laboratory space, equipment, supplies, employees). All research resources including, but not limited to, foreign financial support, research or laboratory personnel, lab space, scientific materials, selection to a foreign "talents" or similar-type program, or other foreign or domestic support must be reported.
	Information for each project listed must include:
	• The project/proposal title
	• Supporting agency/organization, as well as the name and address of the funding agency/organization contracting/grants officer.
	• The period of performance
	• Total award amount for the entire award period covered (including facilities and administrative costs).
	• The number of person-months (or partial person months) per year to be devoted to the project by the senior/key personnel involved.
	• Brief description of the project's goals, and list of the specific aims
	• If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap.
	If there is no previous, current, or pending support, enter "None." An updated previous, current, and pending support document will be required if an award is recommended for funding. See the most recent *CDMRP Award Guide for Funded Investigators* available on the eBRAP Funding Opportunities and Forms page for potential Previous, Current and Pending (PCPS) concerns.

Reporting Requirements

The Government requires periodic reports to be submitted to continue the research and funding through the entire period of performance. Specific reporting requirements will be indicated in the award agreement, however general guidance can be found in the most recent *CDMRP Award Guide for Funded Investigators* available on the eBRAP Funding Opportunities and Forms page. Unless otherwise indicated, reports will be submitted using the Research Performance Progress Report (RPPR) online reporting tool available through eBRAP. The RPPR standardizes online reporting fields DoD-wide. While the purpose of these reports is to gather data and information regarding scientific and technical progress on the project, investigators may also be asked to update information previously provided in the biographical sketches or the previous, current and pending support submitted at the proposal stage. As more specific information is available, this checklist will be updated.

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