

DIVISION III- USAMRAA ADDENDUM TO THE DoD GENERAL TERMS AND CONDITIONS AND USAMRAA PROGRAMMATIC REQUIREMENTS

Preamble

This award incorporates by reference the Department of Defense (DoD) Research and Development Terms and Conditions available at <https://www.onr.navy.mil/work-with-us/manage-your-award/manage-grant-award/grants-terms-conditions> . The USAMRAA Addendum to the DoD R&D General Terms and Conditions provides additional content relevant to USAMRAA awards for sections of specified articles from those general research terms and conditions. **The five asterisks indicate that there is content from the DoD R&D General Research Terms and Conditions within the identified parts and articles that remains unchanged and is not restated in this document. To understand the requirement for a given article, the DoD R&D General Research Terms and Conditions must be read in tandem with this USAMRAA Addendum.** The second portion of this addendum is comprised of the programmatic requirements portion of the general terms and conditions that apply to USAMRAA awards subject to the DoD R&D General Terms and Conditions.

USAMRAA Addendum to the DoD R&D General Terms and Conditions

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Part I: Definitions

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Section D. Definitions

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43. Intangible Property

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c. For purposes of USAMRAA awards, software is also considered intangible property.

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Part 2: Financial and Program Management (FMS Articles)

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FMS Article II. Payments

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Section C. Electronic Funds Transfer and other payment procedural instructions of information

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2. Other payment procedural instructions or information

a. Request for Payments

- i. Payments. Payments will be made to you upon receipt of a “grant voucher” (used for both grants and cooperative agreements) submitted through the Procurement Integrated Enterprise Environment (PIEE) e-Business Suite in accordance with the Contract Line Item Number (CLIN) structure set forth in this award.

The Defense Finance and Accounting Service (DFAS) will generally make payments within 30 calendar days after we receive the request for reimbursement unless we reasonably believe the request is improper.

- ii. You must select “advance” or “reimbursement” on the grant voucher in PIEE.
- iii. All payments will be made by Electronic Funds Transfer (EFT) to the bank account registered in the System for Award Management (SAM) (available at <https://www.sam.gov>). You must maintain current information about your organization in SAM, including information necessary to facilitate payment via EFT. We cannot be held responsible for any misdirection or loss of payment which occurs as a result of your failure to maintain correct/current EFT information within your SAM registration. Failure to update SAM ensuring active account status will result in nonpayment.

b. Electronic Payment Instructions

- i. The Procurement Integrated Enterprise Environment (PIEE) e-Business Suite is the required method to electronically process your requests for payments. Once on the PIEE e-Business Suite web site, select the Wide Area Workflow (WAWF) button to electronically submit “grant vouchers” (used for both grants and cooperative agreements). You must (i) register to use WAWF at <https://wawf.eb.mil> and (ii) ensure an electronic business point of contact (POC) is designated in the System for Award Management (SAM) site at <https://www.sam.gov> within ten (10) calendar days prior to requesting a payment for this award. The Award specific Research Terms and Conditions will include additional instructions on how to submit grant vouchers and who to contact for assistance if needed.
- ii. Questions concerning specific payments should be directed to the Defense Finance and Accounting Service (DFAS), Indianapolis, at 1-888-332-7366, unless a different office is specified in Division II in your award specific terms and conditions. **You can also access payment and receipt information using the “myInvoice” button in PIEE at <https://wawf.eb.mil>.** The award number or grant voucher number will be required to inquire about the status of the payment.
- iii. The following codes and information are required to initiate the grant voucher and assure successful flow of PIEE documents.

TYPE OF DOCUMENT: **Grant Voucher** (*Used for both grants and cooperative agreements*)

CAGE CODE: **Enter Your Cage Code**

ISSUE BY DODAAC: **W81XWH**

ADMIN BY DODAAC: **W81XWH**

INSPECT BY DODAAC: **W81XWH**

ACCEPT BY DODAAC: **W81XWH**

SHIP TO DODAAC: **W81XWH**

LOCAL PROCESSING OFFICE DODAAC: **Not Applicable**

PAYMENT OFFICE FISCAL STATION CODE: **Unless otherwise specified in Division II in your award specific terms and conditions enter Fiscal Station DODAAC as HQ0490 = DFAS Indianapolis**

EMAIL POINTS OF CONTACT LISTING:

INSPECTOR: **Submit to Grants Branch Email identified in the Division I, 10.v.**

ACCEPTOR: **Submit to Grants Branch Email identified in the Division I, 10.v.**

RECEIVING OFFICE POC: **Submit to Grants Branch Email identified in the Division I, 10.v.**

GRANT ADMINISTRATOR: **Leave Blank**
GRANTS OFFICER: **Leave Blank**
ADDITIONAL CONTACT: **Submit to Grants Branch Email identified in the Division I, 10.v.**

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FMS Article IV. Revision of budget and program plans.

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Section B. Revisions requiring prior approval.

1. Non-Construction Activities

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e. USAMRAA Specific Prior Approval Requirements

- i. The transfer (relocation) of the PI and or research project to another entity.
- ii. Reimbursing a DoD Military Treatment Facility (MTF) for costs incurred if the MTF is involved in the award. Reimbursing these costs is generally prohibited and only approved under unusual and extraordinary circumstances.

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Section C. Pre-award costs, carry forward of unobligated balances, and one-time no-cost extensions.

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3. No-cost Extension of the Period of Performance

- a. You may initiate one time, without prior approval, a no-cost extension to the expiration date of the award for a period of up to 12 months, as long as the no-cost extension does not involve a change in the approved objectives or scope of the project. You must notify the USAMRAA Grants Officer (GO) in writing at least 10 calendar days prior to the expiration date of the award. The notification must state the additional time needed, the reasons for the extension, and the work to be completed during the extension period. You must be current with all financial and technical reporting requirements and be in compliance with all other terms and conditions of the award. This one-time no-cost extension may not be exercised merely for the purpose of using unobligated balances. An official modification to the award document must be issued by the USAMRAA GO to extend the period of performance.
- b. Reference “Expiration of Funds” in Division I Award Cover Pages to understand the impact of the availability of funds on award extensions.
- c. Collaborating awards (two or more USAMRAA-issued awards completing the same Statement of Work (SOW) may have to have identical periods of performance. Each collaborating recipient’s business office must contact the GO assigned to the awards regarding extensions.
- d. Any subsequent no-cost extensions require prior approval from the USAMRAA GO.

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Part 5. Financial Programmatic, and Property Reporting (REP Article)

REP Article I. Performance management, monitoring, and reporting.

Section A. Required reporting form, format, or data elements for interim and final performance reports.

1. Annual Technical Report

- a. Annual reports are required and must be prepared in accordance with the Research Performance Progress Report (RPPR). The RPPR is the uniform format for reporting performance progress on Federally-funded research projects and research-related activities. Annual reports must provide a complete summary of the research results (positive or negative) to date in direct alignment to the approved SOW. The importance of the report to decisions relating to continued support of the research cannot be over-emphasized.
- b. Special Requirements for Annual Reports-Refer to Division II.

2. Final Technical Report

- a. A final report must be prepared in accordance with the RPPR. The report must summarize the entire research effort, citing data in the annual reports and appended publications.
- b. Special Requirements for Final Reports-Refer to Division II.

3. Format

Prepare the annual and final reports in accordance with the RPPR format, available at <http://www.usamraa.army.mil/Pages/Resources.aspx>. Although there is no page limitation for the reports, each report must be of sufficient length to provide a thorough description of the accomplishments with respect to the approved SOW.

Section B. Frequency, reporting periods, and due dates for interim performance reports.

An annual technical report must be submitted within 30 calendar days of the anniversary date of the award for the preceding 12 month period. If the award period of performance is extended by the USAMRAA GO, then an annual report must still be submitted within 30 days of the anniversary date of the award.

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Section F. Performance Reporting Procedures

Annual and Final Technical Reports, in electronic format (PDF or Word file only), must be submitted through the Electronic Biomedical Research Application Portal (eBRAP) at <https://ebrap.org/eBRAP/public/index.htm>. The form and instructions can be found by selecting the *Funding Opportunities & Forms* tab. The form will be located under *Resources and Reference Material*.

Additional information is available on the Researcher Resources website, available at https://mrhc.amedd.army.mil/index.cfm?pageid=researcher_resources.technical_reporting.

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REP Article II. Financial Reporting.

Section A. Required reporting form, format, or date elements for interim and final financial reports.

You must submit financial reports on the Standard Form 425 (SF425) "Federal Financial Report."

Section B. Interim financial reports; frequency, reporting periods, and due dates.

The Federal Financial Reporting period end dates fall on the end of the calendar year for annual reports (12/31). You must submit annual reports no later than 90 days after the end of the calendar year.

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Section E. Where and how to submit financial reports.

1. You must submit all interim SF425 reports electronically through the eBRAP at <https://ebrap.org/eBRAP/public/index.htm>. The form and instructions can be found by selecting the *Funding Opportunities & Forms* tab. The form will be located under *Organizational Forms*.
2. Do not report multiple awards on one report. Each award must be reported separately on its own SF425.
3. Do not combine multiple SF425s into one submission. Each form must be saved as a separate PDF and submitted individually.
4. You must submit Final SF425 reports electronically to <https://ebrap.org/eBRAP/public/index.htm>.

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REP Article III. Reporting on Property.

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Section D. Intangible Property.

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1. Inventions developed under this award.

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a. Patents and Inventions Reporting Requirements

- i. iEdison and annual reporting. You must electronically file Invention Disclosures and Patent Applications using the Interagency Edison (iEdison) system through the National Institute of Standards and Technology (<https://s-edison.info.nih.gov/iEdison>) within the times specified for reporting.
- ii. Report of Inventions and Subcontracts. A final DD Form 882 is required and must be submitted electronically within 120 days of end of the term of award. List all inventions made during the term of the award or state “none,” as applicable. Submit the final DD882 reports electronically to <https://ebrap.org/eBRAP/public/index.htm>

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Part 6: Other Administrative Requirements (OAR Articles)

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OAR Article III Remedies and termination.

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Section B. Remedies for non-compliance.

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- f. If you are delinquent on technical reporting requirements for other USAMRAA-sponsored awards, no new awards will be issued to you until all delinquent reports have been submitted.

- g. Failure to submit required Technical Reports or Federal Financial Reports (SF425s) may delay payments or result in nonpayment.

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OAR Article IV. Claims, disputes, and appeals.

Section A. Definitions

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2. Grant Appeal Authority- Head of Contracting Activity or Designee, U.S. Army Contracting Command, Mail to: USAMRAA, Attn: GEO 820 Chandler Street, Fort Detrick, MD 21702.

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OAR Article VI. Closeout

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Section B. Refunds of Unobligated balances.

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- a) Make check payable to the U.S. Treasury and mail to:
USAMRAA
Attn: FCMR-AAP-C
(Insert Federal Award No. W81XWH-_____)
820 Chandler Street
Fort Detrick, Maryland 21702-5014

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Section D. Accounting for Property.

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- a) **Property Acquired with Award Funds, if applicable** [Reference PROP Article IV of the DoD R&D General Terms and Conditions.]
 - i. If equipment under this award is exempt property, you must provide a cumulative listing of exempt equipment acquired with award funds. Submit this on your organization's letterhead. Submit to: Grants Branch Email identified in the Division I, 10.v.
 - ii. If supplies under this award are exempt, you must submit a statement that: (i) there is, or is not, a residual inventory of unused supplies exceeding \$5,000 in total aggregate value; and (ii) if there is, state whether or not the unused items will be needed on other Federally sponsored projects or programs. Submit this on your organization's letterhead. Submit to Grants Branch Email identified in the Division I, 10.v.

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Part 8: National Policy Requirements

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NP Article III. National policy requirements concerning live organisms.

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Section B. Other requirements concerning live organisms

1. **Research Involving Recombinant DNA Molecules** By signing the award or accepting funds under the award, you assure that all work involving the use of recombinant DNA will be in compliance with guidance provided at <https://osp.od.nih.gov/biotechnology/biosafety-and-recombinant-dna-activities/>.

2. Prohibition of Use of Animals

Notwithstanding any other terms and conditions contained in this award or incorporated by reference herein, the recipient is expressly forbidden to use or subcontract for the use of animals in any manner whatsoever without the express written approval of the USAMRDC's Office of Research Protections (ORP) Animal Care and Use Review Office (ACURO). Written authorization to begin research under applicable protocol(s) proposed for this award will be issued in the form of an approval letter from the USAMRDC ORP ACURO to the recipient with a copy to the USAMRAA GO. Furthermore, modifications to already approved protocols require approval by ACURO prior to implementation. For each fiscal year, the recipient must maintain, and upon request from ACURO, submit animal usage information. The recipient must promptly inform the USMRDC ORP ACURO of adverse events regarding animals under applicable protocol(s) associated with this award. These requirements are defined in the approval letter from the USAMRDC ORP ACURO.

Noncompliance with any of these terms and conditions may result in withholding of funds and/or the termination of the award.

The USAMRDC ACURO requirements can be accessed at https://mrhc.amedd.army.mil/index.cfm?pageid=research_protections.acuro.

3. Prohibition of Use of Human Subjects

Research under this award involving the use of human subjects, to include research involving the use of human biospecimens* and/or human data, cannot begin until the USAMRDC's ORP Human Research Protection Office (HRPO) provides authorization that the research may proceed. The USAMRDC ORP HRPO will issue written approval to begin research under separate notification. Written approval to proceed from the USAMRDC ORP HRPO is also required for any subrecipient that will use funds from this award to conduct research involving human subjects, human biospecimens, and/or human data.

*This prohibition does not apply to research under this award that **solely** uses **only** one or more of the following types of human biospecimens to accomplish its aims: (1) established/existing commercially available human cell lines; (2) established/existing patient-derived xenograft (PDX) models; (3) commercially available human organoids; (4) commercially procured **pooled** human biospecimens.

The USAMRDC ORP HRPO conducts site visits as part of its responsibility for compliance oversight. Recipients and subrecipients must comply with all applicable human research protections requirements. Accurate and complete study records must be maintained and made available to representatives of the USAMRDC as a part of their responsibility to protect human subjects in research. Research records must be stored in a confidential manner so as to protect the confidentiality of subject information.

The recipient and subrecipients must adhere to the following reporting requirements:

Submission of study documents to the USAMRDC ORP HRPO for review and approval and provide the following reports: substantive modifications to the approved protocol, continuing review documentation (if applicable), and the final report as outlined in the USAMRDC ORP HRPO approval memorandum.

Prompt reporting of the following study events to the USAMRDC ORP HRPO.

- (1) All unanticipated problems involving risk to subjects or others.
- (2) Suspensions, clinical holds (voluntary or involuntary), or terminations of this research by the IRB, the institution, the sponsor, or regulatory agencies.
- (3) Any instances of serious or continuing noncompliance with the federal regulations or IRB requirements.
- (4) The knowledge of any pending compliance inspection/visit by the Food and Drug Administration (FDA), Office for Human Research Protections, or other government agency concerning this clinical investigation or research.
- (5) The issuance of inspection reports, FDA Form 483, warning letters, or actions taken by any government regulatory agencies.
- (6) Change in subject status when a previously enrolled human subject becomes a prisoner must be promptly reported to the USAMRDC ORP HRPO. The report must include actions taken by the institution and the IRB.

Non-compliance with these terms and conditions may result in withholding of funds and/or the termination of the award.

Submission instructions and investigator guidance on DoD requirements for human subjects research, including 32 CFR Part 219, DoD Instruction 3216.02, and USAMRDC ORP HRPO submission instructions can be accessed at https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.hrpo.

4. Prohibition of Use of Human Cadavers

Research, development, testing and evaluation (RDT&E), education or training activities involving human cadaveric specimens (with the exception of activities solely using established/existing human cadaveric cell lines) under this award shall not begin until USAMRDC approval in accordance with the Army Policy for Use of Human Cadavers for RDT&E, Education, or Training, 5 November 2019.

(https://mrdc.amedd.army.mil/index.cfm?pageid=research_protections.overview).

The USAMRDC ORP is the Action Office (usarmy.detrick.medcom-usamrdc.other.hrpo@mail.mil) for this policy. Approval must be obtained from the USAMRDC ORP. Award recipients must coordinate with the supporting/funding Army organization to ensure that proper approvals are obtained. ORP will issue written approvals to begin under separate notification to the recipient. USAMRDC ORP written approval is also required for any subrecipient that will use funds from this award to conduct RDT&E, education or training involving human cadaveric specimens.

Recipients must promptly report problems related to the conduct of the activity involving cadavers or the procurement, inventory, use, storage, transfer, transportation, and disposition of cadavers to the USAMRDC ORP.

Recipients must maintain complete records of the activity.

The USAMRDC or designees must be permitted to observe the activity upon request and/or audit activity records to ensure compliance with the approved protocol or applicable regulatory requirements.

Non-compliance with these terms and conditions may result in USAMRDC withholding of funds and/or the termination of the award.

Programmatic Requirements Portion of the General Terms and Conditions

1. Publication, Acknowledgement, and Public Release

- a. Publication. You are encouraged to publish results of the research, unless classified, in appropriate media. Submit one copy of each paper to the Grants Officer's Representative (GOR) **simultaneously** with its submission for publication. Forward copies of all publications resulting from the research to the USAMRAA GO or Grants Management Specialist as they become available, even though publication may in fact occur subsequent to the period of performance end date. (See Section C of the DoD R&D General Terms and Conditions for the charging of publication costs incurred after the period of performance.)
- b. Acknowledgment. You agree that in the release of information relating to this award such release will include the statements below, as applicable. "Information" includes, but is not limited to, news releases, articles, manuscripts, brochures, advertisements, still and motion pictures, speeches, trade association meetings, and symposia.
 - i. "The U.S. Army Medical Research Acquisition Activity, 820 Chandler Street, Fort Detrick MD 21702-5014 is the awarding and administering acquisition office" and;
 - ii. "This work was supported by the (enter name of sponsoring agency identified in item no.0001), in the amount of (enter total costs), through the (enter program name) under Award No. (enter award number). Opinions, interpretations, conclusions and recommendations are those of the author and are not necessarily endorsed by the (enter Department of Defense or U.S. Army as identified in item no.0001)."
 - iii. "In conducting research using animals, the investigator(s) adheres to the laws of the United States and regulations of the Department of Agriculture."
 - iv. "In the conduct of research utilizing recombinant DNA, the investigator adhered to NIH Guidelines for research involving recombinant DNA molecules."
 - v. "In the conduct of research involving hazardous organisms or toxins, the investigator adhered to the CDC-NIH Guide for Biosafety in Microbiological and Biomedical Laboratories."
- c. Public release. Prior to release to the public, you must notify the USAMRAA GO and the GOR of the following: planned news releases, planned publicity, advertising material concerning project work, and planned presentations to scientific meetings. This provision is not intended to restrict dissemination of research information; the purpose is to inform the USAMRDC of planned public release of information on USAMRDC-funded research in order to adequately respond to inquiries and to be alerted to the possibility of inadvertent release of information.

Failure to include the above statements and adhere to the above regulations, when required, may result in loss of funding and/or termination of this award.

2. National Security

The award is intended for unclassified, publicly releasable research. You will not be granted access to classified information. We do not expect that the results of the research project will involve classified information. If, however, in conducting the activities supported under the award, you or the PI is concerned that any of the research results involve potentially classifiable information that may warrant Government restrictions on the dissemination of the results, you must promptly notify the USAMRAA GO.

3. Use of Non-Federal Personnel

Some USAMRDC program offices use contractor personnel to assist the GORs with review of technical reports. All review processes are conducted confidentially. Contractor personnel are required to sign agreements to protect the confidentiality of the information. Violations by reviewers that compromise the confidentiality of the reviews may result in suspension or debarment of the individual or contractor from Federal awards.