



**CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS**

# **INSTRUCTIONS FOR APPLICANTS**

**Competitive Continuation/Expansion for Evidence-Based Cancer Prevention Services**

**RFA P-16-CCE-2**

**Dissemination of CPRIT-Funded Cancer Control Interventions**

**RFA P-16-DI-2**

**Evidence-Based Cancer Prevention Services**

**RFA P-16-EBP-2**

**Evidence-Based Cancer Prevention Services—Colorectal Cancer Prevention Coalition**

**RFA P-16-EBP-CRC-2**

**Cancer Prevention Promotion and Navigation to Clinical Services**

**RFA P-16-PN-2**

**Evidence-Based Cancer Prevention Services—See, Test & Treat<sup>®</sup> Program**

**RFA P-16-EBP-STT-2**

**FY 2016**

Fiscal Year Award Period  
September 1, 2015-August 31, 2016

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## **VERSION HISTORY**

Rev 9/24/15 Release of Instructions for Applicants

Rev 11/16/15 Changed the Application Receipt Closing Date from January 7, 2015 to March 3, 2016 and changed the contract start date from June 1, 2016 to August 31, 2016

## 1. INTRODUCTION

The Cancer Prevention and Research Institute of Texas (CPRIT) Application Receipt System (CARS) (<https://cpritgrants.org>) allows response to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants on how to successfully submit an application in response to the CPRIT Prevention Programs Requests for Applications (RFAs) for FY16 Cycle 2. Applications for the current cycle may be submitted from September 24, 2015, to March 3, 2016.

## 2. FORMAT REQUIREMENTS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Applicants are advised to use font sizes, font faces, line spacing, page sizes, and page margins that permit easy readability of the application text. Applications that do not meet these guidelines are subject to administrative withdrawal.

Formatting guidelines for all submitted CPRIT applications are as follows:

- **Language:** English
- **Document Format for Uploaded Files:** PDF only
  - Do NOT password protect documents.
  - Do NOT submit documents that are bound together in a single PDF package.
- **Font Type/Size:** Arial (11 point), Calibri (11 point), or Times New Roman (12 point)
- **Line Spacing:** Single
- **Page Size:** 8.5 x 11 inches
- **Margins:** 0.75 inch in all directions
- **Color and High-Resolution Images:** Any images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. It is suggested that applicants include text to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** 100 to 150 dpi

- **References:** Use a citation style that includes the full name of the article and that lists at least the first 3 authors. Official journal abbreviations may be used. An example is included below; however, other citation styles meeting these parameters are also acceptable as long as the aforementioned information is stated.

Smith, P.T., Doe, J., White, J.M. (2006). Elaborating on a novel mechanism for cancer progression. *Journal of Cancer Research*. 135: 45-67.

Include URLs of publications referenced in the application.

- **Headers and Footers:** These should not be used (unless they are part of a provided template). Page numbers may be included in the footer.
- **Page Numbering:** Pages should be numbered; any location on the page is acceptable.
- **Templates:** Use provided templates for Biographical Sketches (Biosketches), Current and Pending Support, Resubmission Summary, CPRIT Grants Summary, and Summary of Goals and Objectives (as applicable).

### 3. SYSTEM REQUIREMENTS

Note that CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

#### 3.1. Operating System

CARS has been developed to run on the following operating systems:

- Windows 2000,
- Windows XP,
- Window Vista, and
- Mac OS X 10.2 and above.

If you are unsure whether your operating system is compatible with CARS, please send an email that includes what operating system you are currently using to the HelpDesk at [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org).

### 3.2. Internet Browsers

This site is best viewed at a resolution of 1024 x 768 using the following browsers:

- Microsoft Internet Explorer 10.0 and above,
- Mozilla Firefox 3.0 and above, and
- Apple Safari 3.0 and above.

If you are unsure whether your browser is compatible with CARS, please send an email indicating which Internet browser you are currently using to the HelpDesk at [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org).

### 3.3. Cookies

CARS requires the use of nonpersistent cookies. If you attempt to log into the system with the correct user ID/password, and you are denied access, please make sure that your Internet browser accepts nonpersistent cookies. If you need help configuring your browser to accept cookies, please refer to the FAQ (<https://cpritgrants.org/FAQ/>) or contact the HelpDesk.

### 3.4. Inactivity Timeout

For security reasons, the inactivity timeout rule for a session login is 4 hours. This means that if you are logged into the system but have not clicked on a link or button for a period greater than 4 hours, you will automatically be logged out of the system and will potentially lose any unsaved information. Please make sure you have saved any changes, and log out when you are not using the system. To log out, select the “Logout” link found in the top right portion of the page.

## 4. APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before March 3, 2016, 3 PM central time.

## 5. PERSONNEL AND APPLICATION ROLES IN CARS

### 5.1. Required personnel

- **Program Director (PD):** The PD oversees the project and is responsible for the overall performance of the funded project. The PD completes and finalizes a series of numbered tabs of the application. *The PD starts the application in CARS.*

- **Application/Authorized Signing Official (ASO):** The ASO is the organization’s representative that is authorized to officially submit the application to CPRIT. The ASO is identified by the PD in CARS, can reset applicant-finalized tabs to draft at the request of the applicant, and submits the application. *The ASO submits the application in CARS.*
- **Grants Contract/Office of Sponsored Projects Official (GC/OSPO):** The GC/OSPO manages the grant contract if the award is made. The GC/OSPO is identified by either the PD or ASO in CARS. *The GC/OSPO must be entered in CARS but does not have a required role in application submission.*

Note that in some organizations without an Office of Sponsored Projects, the roles of PD and/or ASO as well as Grants Contract Official may be assigned to the same individual.

## 5.2. Optional personnel

- **Co-Program Director (Co-PD):** The Co-PD assumes equal responsibility with the PD for overall performance of the funded project. *The Co-PD can start the application in CARS.*
- **Alternate Submitter:** The Alternate Submitter is designated by the PD to complete PD tasks in CARS.
- **Alternate ASO:** The Alternate ASO is designated by the ASO to complete ASO tasks in CARS.

## 6. USER REGISTRATION AND “MY PROFILE” SETUP

### 6.1. Registration

Applicants begin the application process by registering or logging in to CARS (<https://cpritgrants.org>). All users can register for an account in the “Sign In/Register” section of the home page. To register, select the “Register here” link and complete the required information. PDs, Co-PDs, and Alternate Submitters should register as an applicant (or someone who works for one). An ASO, Alternate ASO, or GC/OSPO should register as an ASO (or someone who works for one).

Upon successful login into the system, the applicant will be presented with the *My Applications* page screen shown below:

All prior submitted applications by that user are listed on this page.

## 6.2. My Profile

Profiles contain contact information for individuals and organizations. Profiles for PDs, Co-PDs, and Alternate Submitters contain contact and biosketch information. Profiles for ASOs, Alternate ASOs, and GC/OSPOs do not contain biosketches; these profiles contain only information pertaining to the organization. All profile information should be completed before adding an individual to an application.

### 6.2.1. My Profile for PDs, Co-PDs, and Alternate Submitters

PDs, Co-PDs, and Alternate Submitters can set up their user profile by selecting the “*My Profile*” link at the top left portion of the page. The user profile contains information that will be used to autofill some of the fields in the application. Multiple contact information records can be stored in a single profile in the system, but only the default contact information record will be used to populate the “*Contacts*” section of an application. If necessary, PDs can apply a different contact record in the “*Contacts*” section after a new application has been started.

Applicants must upload a biosketch under the Biosketch tab in the “*My Profile*” section. A biosketch is required for PDs and Co-PDs assigned to an application and will automatically be incorporated into each assigned application for that individual. Applicants **must** use the



Prevention Program biographical sketch template and include all requested information, including the organizational position title and the project position title.

Note that any biosketch updated or verified as current more than 1 year ago must either be replaced or verified as current.

### **6.2.2. My Profile for ASOs, Alternate ASOs, and GC/OSPOs**

ASOs, Alternate ASOs, and GC/OSPOs can set up their user profiles by selecting the “*My Profile*” link at the top left portion of the page. These profiles contain information pertaining to the organization, including name, address, institution, and DUNS and EIN numbers. Multiple contact information records can be stored in a single profile in the system, but only the default contact information record will be used to populate the “*Contacts*” section of the application submission. If necessary, these individuals can apply a different profile in the “*Contacts*” section after a new application has been started.

## **7. STARTING AN APPLICATION**

### **7.1. Starting a New Application**

New applications can be started in 1 of 2 ways:

1. My Applications (this is the default post-login page) → click *start a new application* → *FY 2016 Prevention Programs* → select the appropriate RFA → click *New Application*, or
2. Current Funding Opportunities → click *FY 2016 Prevention Programs* → select the appropriate RFA → click *Start New Application*.

Upon starting a new application, applicants are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly.

For Competitive Continuation/Expansion (CCE) and Dissemination of CPRIT- Funded Cancer Control Interventions (DI) applications, applicants are required to enter the 8-digit application ID for the initial funded project in the Initial Project ID text field.

## 7.2. Starting a Resubmission Application

Resubmission applications can be started from the *My Applications* page by clicking the “*Start Resubmission Application*” link of a previously nonfunded application.

Upon starting a resubmission application, applicants may revise the title of the application (prepopulated from the previous submission; 160-character limit) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

All other information, including the names of any Co-PDs, collaborators, and all required documents must be submitted afresh.

Applicants preparing a resubmission must complete the Resubmission Summary Form in addition to a full application to describe the approach to the resubmission and how reviewers’ comments were addressed. Any subsequent resubmission of the project needs to be substantially changed in order to be eligible for consideration.

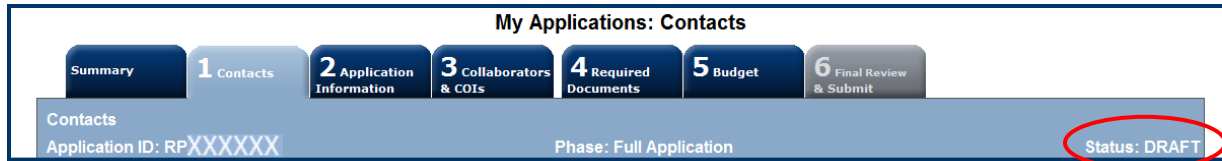
## 7.3. Starting a Continuation/Expansion Application

All continuation/expansion applications MUST be submitted through the CCE mechanism. First-time CCE applications will be considered as new applications. Previous CCE applications that were not funded may be resubmitted through the CCE mechanism; they will be considered as resubmission applications.

## 8. STATUS DISPLAY

### 8.1. Tab Status

The status of each individual tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1. It may display draft, pending ASO approval, or ASO approved and submitted.



Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert an application with this status back to draft.
ASO APPROVED AND SUBMITTED	The ASO has reviewed, approved, and submitted the application to CPRIT. Once the application has been submitted by the ASO, the PD is notified via email.

### 8.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the entire application (as indicated in the figure above—see Status: DRAFT circled in red).

Carefully read the information on the summary page before moving on to the numbered tabs.

- Tab 1 (*Contacts*) must be completed/finalized before Tab 3 (*Collaborating Organizations*).
- Tab 2 (*Application Information*) must be completed/finalized before Tab 5 (*Budget*).

Other tabs may be completed in any order. Applicants must successfully complete/finalize all tabs to obtain ASO approval before the application can be successfully submitted by the ASO.

## 9. TAB: SUMMARY

The status of each tab is also displayed on this page. Status definitions are described below.

**My Applications: Summary**

Summary
**1** Contacts
**2** Application Information
**3** Collaborators & COIs
**4** Required Documents
**5** Budget
**6** Final Review & Submit

Summary

Application ID: PP140072 Phase: Full Application Status: DRAFT

**Application Title:** Test application  
**Program:** FY 2014 Prevention Programs  
**Award Type:** Evidence-Based Cancer Prevention Services

Please be sure to verify format requirements. Applications that do not meet format requirements and/or reviewers' determination of readability may result in rejection of your application. Please check the format requirements found in the [Request for Application \(RFA\)](#).

**Full Application Deadline:** February 27, 2014 by 3:00 PM CT ([check current official time](#))

**This application is in progress and is not ready for ASO approval.** Each section outlined below must be completed, finalized, and approved by the ASO at your institution prior to the submission deadline. When all sections have been completed and set to "PENDING ASO APPROVAL", the Application Signing Official will need to approve the application submission in order for it to be forwarded for review. The table below shows the status of each section in the submission process as of **December 18, 2013 10:00 AM CT**.

Section #	Application Section	Status
1	<a href="#">Contacts</a>	draft
2	<a href="#">Application Information</a>	pending ASO approval
3	<a href="#">Collaborating Organizations</a>	draft
4	<a href="#">Required Documents</a>	draft
5	<a href="#">Budget</a>	draft
6	Final Review and Submit	NOT APPROVED

Section	Status	Status Definition
	Draft	The tab is being prepared by the applicant.
1-5	Pending ASO Approval	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert a tab with this status back to draft.
	Not Approved	The application has not been approved/submitted by the ASO.
6	Pending	All tabs have been finalized by the applicant and reflect the status "pending ASO approval." At this point, the application is awaiting ASO approval and subsequent submission.

**Note:** As stated in the preceding section, the status displayed under the row of numbered tabs on this page indicates the status of the entire application.

## 10. TAB 1: CONTACTS

- **Program Director:** Verify information for the PD; update as necessary.
- **Co-Program Director (Optional):** Up to 2 Co-PDs may be designated on the application. Designate Co-PDs as follows:
  - Click the Search for Co-Program Director button.
  - Enter information and click the *Search Contacts* button.
  - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
  - If the individual is not listed, different search criteria may be used (for example, using the last name only or spelling variations). Alternatively, invite the individual to register in the system and be part of the application by clicking the *Send Them an Invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual joins the application as a Co-PD, his or her information will be listed in the appropriate section of the tab.
  - Change or remove an individual by clicking the appropriate button.
- **Alternate Submitter (Optional):** If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the search guidelines above.
- **Application/Authorized Signing Official:** An ASO must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.
- **Alternate Application/Authorized Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A GC/OSPO must be listed in order to complete/finalize this tab. This individual can be assigned by either the PD or by the ASO. Follow the search guidelines above.
- **Program Coordinator (Optional):** Information for this individual can be manually entered by the PD or by the ASO. A user account is not created or required for the optional Program Coordinator.

After a contact is added to the application, only the assigned contact can update his or her information within the application. When all information is entered, click *Finalize Contacts Section*. Note that this tab cannot be finalized until the 3 required fields of this section—“Program Director,” “Application Signing Official,” and “Grants Contract/Office of Sponsored Projects Official”—have been completed. PD information is entered automatically; an ASO must be identified and added by the PD. The GC/OSPO can be identified and added by the PD or by the ASO.

## 11. TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify the application type (drop list defaults to *New Application* or *Resubmission* as applicable).
  - **Application Title:** The application title is stated; edit if necessary.
- **Project Information**
  - **Contract Start Date:** This field is autopopulated with the required contract start date of August 31, 2016.
  - **Proposed End Date: (m/d/yyyy):** Enter a proposed end date for the program between 6 months and 3 years from August 31, 2016.
- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate district of your institution. Use the link provided to find this information using the applicant’s institutional address.
  - **State House District:** Enter the State House district of your institution. Use the link provided to find this information using the applicant’s institutional address.
- **Application Classification**
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed by the program.
  - **Primary Focus:** Select only 1 option that best describes the primary focus of the program.

- **Topic:** Select the topic area(s) that will be addressed by the program; more than 1 option may be selected.

For the DI mechanism, select the categories for which the dissemination product would be used.

- **People Reached (complete online)**

- Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be reached by the funded project. “Reached” refers to noninteractive public or professional education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided. **Note that the separate calculations of number of people and number of activities are new for this cycle.**

Note that people reached are not applicable for DI applications

- **People Served (complete online)**

- Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be served by the funded project. “Served” refers to interactive public or professional education, outreach, training, or clinical service delivery, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management services, and physician consults. Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided. Note that the number of people served and the number of services may differ (for example, 1 person may receive multiple services such as breast, cervical, and colorectal cancer screening). For this example, indicate 1 person served and itemize 3 services. **Note that the separate calculations of number of people and number of activities are new for this cycle.**

Note that people reached are not applicable for DI applications

- **Target Population (not applicable for DI applications)**

- **Geographic Area to be Served:** Select the Texas counties that apply.

- **Gender of Target Population:** Choose 1 option.
- **Age of Target Population:** Select all that apply.
- **Ethnicity/Race of Target Population:** Select all that apply.
- **Is the applying organization a Texas Department of State Health Services Breast and Cervical Cancer Services (BCCS) contractor?** Select the appropriate option.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
  - Select whether the PD is currently eligible to receive federal grant funds or ineligible because of scientific misconduct or fraud. If ineligible (“no” is selected), then provide an explanation in the text field.
  - Select whether the PD had an application or award terminated for cause within the last 5 years. If yes, then select the category of application or award. Select the granting organization. Enter the award title, award number, award amount, and the reason for cancellation. Click the “Add Application/Award” link to include additional applications or awards.
- **Donations**
  - Select whether the PD or any individual listed on the application has made a donation, gift, or grant to CPRIT, the CPRIT Foundation, the Texas Cancer Coalition, or any nonprofit organization/entity established to benefit CPRIT. If yes, then enter the name of the donor, entity name, donation amount, and date of donation. Click the “Add Donation” link to include additional donations.
- **CPRIT Priorities Addressed (from Statute or Texas Cancer Plan)**
  - Choose the CPRIT priority addressed in the application. More than 1 priority may be selected. If Choice 5 (“address Federal or other major research sponsors’ priorities”) is selected, then enter the name of the research sponsor and the sponsor’s priority that the application addresses.

Click the appropriate box (“Save Application Information as Draft” or “Finalize Application Information for ASO Approval”) to save entered application information.

**Note:** Application information saved as “draft” can be edited at a later time. Application information “finalized for ASO approval” can be edited only after the ASO (or designated alternate ASO) has reset the section to draft mode at the request of the applicant.



## 12. TAB 3: COLLABORATING ORGANIZATIONS

- **Collaborating Organizations:** Enter information for all collaborating organizations. A collaborating organization is any organization other than the applicant organization that will contribute 1 or more components essential to the success of the program. Indicate if the organization is a Texas Department of State Health Services BCCS contractor. Click the “*Save as Draft*” button to save additions.
- **Collaborators Listed:** Review the list to ensure that all collaborators have been successfully added. Applicants **must** define the role of the collaborator by selecting provision of clinical services, education/recruitment, evaluation, project lead, or other from the “Role for Application” dropdown menu. Applicants **must** provide a more detailed summary of the role for this project in the “Description of Role” text field.

The Project Lead role is required for EBP-CRC applications. Although the PD is responsible for directing and overseeing the entire program, each clinical project site requires a leader who should be designated with the title of “Project Lead.” Choose “Project Lead” from the dropdown menu, and then summarize the specific role in the “Description of Role” text field.

Click “Save as Draft” to include additional collaborators.

When all information is entered, click “*Finalize Collaborating Organizations.*”

Please note that the Biosketch in *My Profile* when Tab 3 is finalized will appear in the final application. Please be sure that you make updates to the Biosketch before finalizing this tab. Any changes after this point will be saved in *My Profile* but will not be transferred to the final application.

## 13. TAB 4: REQUIRED DOCUMENTS

All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or of documents that exceed the page limits specified in the individual RFAs. Do NOT password protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract and Significance (use text box provided):** Enter the abstract and significance statement (limit of 5,000 characters, including spaces) for the overall program. Do NOT

use symbols or special characters (including bullets)—these will not be transmitted correctly. Save entered information.

- **Goals and Objectives (use text box provided):** Enter goals and objectives for the project. Up to 5 goals and 5 objectives per goal may be entered (limit of 1,200 characters, including spaces, per goal and objective). Do NOT use symbols or special characters—these will not be transmitted correctly. Save entered information. Each objective text field will be populated with sections for objective, baseline, and measure. Provide an explanation if 0 is entered for any baseline or measure. Plans to establish baseline and method(s) of measurement in cases where a baseline has not been defined **must** be provided. The goals and objectives will be used during contract negotiation and for evaluation of annual progress reports.
- **Project Timeline (PDF format):** Upload the project timeline PDF document (up to 2 pages). The timeline does not have a specified format, such as a table or Gantt chart. However, time should be listed as general Year 1, Month 1 instead of as specific months and years (ie, do not specify August 2016). The timeline will be used during contract negotiation and for evaluation of annual progress reports.
- **Project Plan (PDF format):** Upload the project plan PDF document (up to 15 pages). The project plan must follow the required format specified in the RFA. Note that the project plan page limit is 30 pages for EBP-CRC and 5 pages for EBP-STT.
- **Project References (PDF format):** Upload the project references PDF document.
- **Resubmission Summary (PDF format; use template provided):** Upload the Resubmission Summary, if applicable (up to 1 page). Applicants **must** use the template provided under the *Summary* tab.
- **CPRIT Grants Summary: (PDF format; use template provided):** Upload the CPRIT Grants Summary. Applicants **must** use the template provided under the *Summary* tab. Provide a description of the progress or final results of all CPRIT-funded projects of the PD or Co-PD, regardless of their connection to this application. If no previous CPRIT funding has been received, indicate not applicable or “N/A” on the form and upload the document.

For CCE applications, the progress for the initial project will be detailed in the Goals and Objectives template form and need not be repeated here.

- **Current and Pending Support (PDF format; use template provided):** List all current and pending awards/grants related to this project. Provide the funding source, amount, status (awarded or pending), duration, and a 2-line summary of the goal/use of the funds. Applicants **must** use the template provided under the *Summary* tab. If no other current or pending awards/grants exist, indicate not applicable or “N/A” on the form and upload the document.

For CCE applications, information for the initial funded project need not be included.

- **Letters of Commitment:** Upload letters of institutional and/or collaborator support. Multiple letters must be combined and submitted as a single PDF document (up to 10 pages). A maximum of 2 letters may be present on a page. Provide an explanation if no letters of support are provided; upload this explanation as a PDF document. Note that the page limit for EBP-CRC is 20 pages and letters of commitment are optional for DI.
- **Evaluation Professional Biographical Sketch (optional for DI; PDF format; use template provided):** A biosketch for the evaluation professional is required. Use the template provided under the *Summary* tab for the biosketch. The biosketch must not exceed 2 pages. If the position is not yet filled, upload a job description. Note that the evaluation professional biographical sketch is optional for DI.
- **Biographical Sketches of Key Personnel (required for EBP-CRC; PDF format; use template provided):** Up to 3 additional biosketches of key personnel (in addition to PI and Co-PI) may be submitted. Use the template provided under the *Summary* tab for each biosketch. Biosketches must not exceed 2 pages for each individual. Multiple biosketches must be combined into a single file and submitted as a single PDF document. If the position is not yet filled, upload a job description. Note that up to 10 additional biosketches of key personnel (including the project leads) may be submitted for EBP-CRC. Biographical sketches of key personnel are **required** for EBP-CRC.

Only biographical sketches will be accepted; do not submit resumes and/or CVs.

Do NOT include a biographical sketch for the PD or Co-PDs in this section as they will be automatically pulled into the application from the PD and Co-PD(s) profile(s).

- **Budget Justification (PDF Format):** Provide a brief and concise justification of the budget for the entire proposed period of support, including specific descriptions of charges for personnel, travel, equipment, supplies, contractual services, and other expenses. For any subcontracts, itemize and provide a brief description of each item to be paid through the contract (eg, personnel, travel, equipment, supplies, services, or other expenses).
- **Summary Statement (Applies to CCE and Resubmissions only):** If a summary statement was prepared for the previous application, it will automatically be uploaded as part of the resubmission application. Applicants can view the summary statement prior to finalizing the section. If a summary statement was not prepared, no document is required, and no document will be uploaded.

When all information is entered, click the “*Finalize Required Documents*” button.

## 14. TAB 5: BUDGET

The budget section is composed of 4 subtabs that must be completed.

1. Senior/Key Person & Other Personnel
2. Detailed Budget for Year 1
3. Budget for Entire Proposed Period of Performance
4. Budget Justification

All 4 subtabs must be completed to finalize this section. A detailed budget for the first year of the project is required. For CCE awards, applicants may request up to \$1.5 million in direct costs for up to 36 months. For DI awards, applicants may request up to \$300,000 in direct costs for up to 24 months. For EBP awards, applicants may request up to \$1.5 million in direct costs for up to 36 months. For EBP-CRC awards, there is no dollar limit, and the maximum duration is up to 36 months. For PN awards, applicants may request up to \$400,000 in direct costs for up to 36 months. For STT awards, applicants may request up to \$25,000 in direct costs for up to 12 months. Budget requests must be well justified. Do NOT include unallowable expenses (eg, indirect/shared costs, promotional items).

**Note:** Some or all of the following buttons appear on each subtab.

**Previous** = move to the previous subtab

**Next** = move to the next subtab

**Save Budget as Draft** = save entered information

**Finalize Budget for ASO Approval** = finalize section

The *Previous* and *Next* buttons allow the user to move between subtabs while retaining entered information for as long as the user is on the *Budget* tab. Information entered on any subtab is NOT saved until the “*Save Budget as Draft*” button is clicked. Moving from the *Budget* tab to another tab without saving will result in loss of any unsaved changes.

#### **14.1. Senior/Key Person & Other Personnel**

**First Name and Last Name:** The PD’s name is prepopulated. Enter names of other individuals as necessary. Additional rows will autoappear once text is entered into the existing last row.

**Role on Project:** The PD’s role is prepopulated. Enter roles of other individuals as necessary.

**Type Appointment (Months):** For each individual listed, enter appointment type (eg, 6-month, 9-month, 12-month appointment).

**Annual Base Salary:** For each individual listed, enter institutional base salary.

**Effort on Project:** For each individual listed, enter percent effort on the project.

**Salary Requested:** The individual salary cap for CPRIT awards is \$200,000. (See [section 14.5](#), Salary Cap.) Click “*Calc*” to autocalculate the requested salary.

**Fringe Benefits:** For each individual listed, institutional fringe benefits must be calculated based on the individual’s direct salary requested.

#### **14.2. Detailed Budget for Year 1**

Provide the information requested for other direct charges in the first year of the project.

**Travel:** Include any charges associated with necessary travel. CPRIT funds may be used to send up to 2 people to CPRIT’s conference.

**Equipment:** Itemize as necessary (400-character limit). Equipment having a useful life of more than 1 year and an acquisition charge of \$5,000 or more per unit must be specifically approved by CPRIT if the project is funded. Note that this category should be used ONLY for equipment

with a cost of \$5,000 or more **per unit**. Use the Supplies category for any equipment with a cost of less than \$5,000 per unit.

**Supplies:** Itemize by category (800-character limit).

**Consultant Charges:** Enter charges for consulting services that may be used during the proposed project.

**Contractual (Subaward/Consortium):** List all subawards as well as collaborator-associated or contractually associated amounts (400-character limit). State direct charges only. Each subaward must be itemized in the *Budget Justification* by stating project charges for personnel, equipment, supplies, clinical services, and other expenses.

**Services Charges (Screening or Survivorship):** Use only if vaccination, screening, diagnostic (or other clinical), or survivorship services will be provided. Provide a total amount for services. Provide details on the *Budget Justification* for each service to be provided. Details should include service, CPT code (if applicable), rate, and estimated number of people served. Calculate the charge of each service (by CPT code, if applicable) as follows:

$$\text{Rate} \times \text{Estimated number of people to receive service} = \text{Charge}$$

CPRIT reimburses at the Medicare reimbursement rates. If rates exceed these rates, provide a detailed justification/explanation, which will be closely reviewed. CPRIT funds will be distributed on a reimbursement basis.

**Other:** Itemize other project-associated direct expenses by category (800-character limit).

**Note:** It is CPRIT's policy **not** to allow recovery of indirect/shared costs for Prevention Programs.

### **14.3. Budget for Entire Proposed Period of Performance**

Amounts for *Budget Year 1* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year 1*. Adjustments of up to a 3% annual increase for salary and other categories are permitted for additional years. A 3% salary increase for Years 2 to 3 is permitted up to the cap of \$200,000. The salary cap (see [Section 14.5: Salary Cap](#)) may be revised every year at CPRIT's discretion.

**Dollars Per Person Served:** Dollars per person served will be autocalculated by dividing the total charges for the entire proposed period of support by the total population served (as indicated in Tab 2: *Application Information*).

**Estimated Revenue:** Applicants should provide estimated revenue amounts and the source of estimated revenue (eg, collected registration fees for professional conferences). Estimated revenue should not be deducted from or added to the total requested budget.

#### 14.4. Budget Justification

Note that the information for the fourth subtab, *Budget Justification*, is now submitted as a PDF upload under Tab 4 *Required Documents*. Click the link on the *Budget Justification* subtab to go to Tab 4 *Required Documents*.

#### 14.5. Salary Cap

The salary cap for CPRIT awards in FY 2016 (September 1, 2015, through August 31, 2016) is \$200,000. Thus, the maximum direct salary support that an individual can request is up to \$200,000 of his or her institutional salary based on percentage effort on a project. The following table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

<b>Base institutional salary (full-time calendar appointment)</b>	<b>Effort on project</b>	<b>Maximum direct salary support that would be requested by the applicant</b>
Less than \$200,000	1-100%	Up to base salary
More than \$200,000 (eg, \$300,000)	100%	\$200,000
More than \$200,000 (eg, \$300,000)	50%	\$100,000

### 15. TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the applicant, the status of the application will be set to “PENDING ASO APPROVAL.” The ASO will then receive a notification email to review, approve, and submit the application to CPRIT. Only the ASO (or the designated alternate ASO) is authorized to officially submit the application. The ASO should

log in to the system and click the appropriate application ID number under the *My Applications* page. To submit the application, the ASO must enter his or her password and click the *Approve and Submit Application* button. The ASO will then be asked to click the *Continue* button to submit the application. After the application has been submitted, the status of the application on the *My Applications* page (and also on all tabs of that application) will state “ASO APPROVED AND SUBMITTED.” The ASO at the PD’s institution must submit the application by the submission deadline: March 3, 2016, 3 PM central time.

## 16. PROVIDED TEMPLATES (REQUIRED)

Applicants **must** use the provided templates to prepare and submit the following documents. Templates are posted under the *Summary* tab and are available in Word (.doc) and PDF (.pdf) formats.

- Biographical Sketch
- CPRIT Grants Summary
- Resubmission Summary (for resubmissions only)
- Goals and Objectives of Initial Funded Project (for CCE only)
- Current and Pending Support

## 17. CONTACT INFORMATION

### 17.1. HelpDesk

HelpDesk support is available for technical questions regarding user registration and online submission of applications. Queries submitted via email will be answered within 1 business day. HelpDesk staff are not in a position to answer questions regarding the scope and focus of applications.

**Hours of operation:** Monday, Tuesday, Thursday, Friday, 7 AM to 4 PM central time  
Wednesday, 8 AM to 4 PM central time

**Tel:** 866-941-7146

**Email:** [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)



## 17.2. Programmatic Questions

Questions regarding the CPRIT Prevention program, including questions regarding this or any other funding opportunity, should be directed to the CPRIT Prevention Program Office.

**Tel:** 512-305-8422

**Email:** [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)

**Website:** [www.cprit.state.tx.us](http://www.cprit.state.tx.us)