CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

INSTRUCTIONS FOR APPLICANTS

Research Training Awards
RFA R-17.1-RTA

FY 2017

Fiscal Year Award Period

September 1, 2016 - August 31, 2017

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VERSION HISTORY

Rev 3/21/16   Document posted

1. INTRODUCTION

The Cancer Prevention & Research Institute of Texas (CPRIT) Application Receipt System (CARS) (https://cpritgrants.org) provides a means for the research community (ie, Principal Investigators [PIs] and Application/Authorized Signing Officials [ASOs]) to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants to submit an application in response to CPRIT's Request for Applications (RFA) for Research Training Awards (RTAs)(RFA R-17.1-RT). Applications may be submitted from March 21, 2016, through May 19, 2016.

2. SUMMARY INSTRUCTIONS

- **Technical Support:** Applicants are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT HelpDesk ([section 21.1](#)) is available to answer technical questions and guide applicants with application submission. This *Instructions* document will be updated as necessary. Revisions will be listed in the *Revision History*.
- **Document Format for Uploaded Files:** Use Portable Document Format (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).
- **Page Format:** Single spacing, 0.75-inch margins in all directions.
- **Templates:** Templates are provided for biographical sketches (biosketches) and current and pending support. NIH-style biographical sketches can be used if desired.
- **Submission Process:**
  - The applicant completes/finalizes all sections and forwards it to the organization's ASO for review and final submission to CPRIT. The ASO is an individual authorized to submit an application for the organization.
  - The application must be submitted by the ASO on or before May 19, 2016, 3 PM central time.
  - **Note:** CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

- **Tab Finalization and Reset:**
  - Application information saved "as draft" can be edited at a later time.
  - Once application information is "finalized for ASO approval," it can be edited only after an ASO has reset the section to draft mode at the request of the PI.

3.   APPLICATION SUBMISSION DEADLINE

The application must be submitted **on or before May 19, 2016, 3 PM central time**.

4.   APPLICATION PREPARATION AND SUBMISSION PROCESS

- The applicant completes/finalizes a series of numbered tabs of the application.
- Finalized tabs can be reset by the ASO.
- Once all tabs are finalized, the ASO reviews, approves, and submits the application to CPRIT.

5.   APPLICATION/AUTHORIZED SIGNING OFFICIAL

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO is required on the application and must be identified by the PI.

As the organization's representative, the ASO is required to review the tabs finalized by the PI and subsequently submit the application. Only the ASO is authorized to officially submit the application to CPRIT. The ASO can reset PI-finalized tabs to draft at the request of the PI.

6.   GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL

The Grants Contract/Office of Sponsored Projects Official is the individual who will manage the grant if an award is made. This individual must be identified for the application. The PI or the ASO can assign this individual to this role.

7.   USER REGISTRATION AND/OR LOGIN

Applicants begin the application process by registering or logging into CARS (https://cpritgrants.org). On successful login into the system, applicants will be presented with the *My Applications* page shown on the next page. All prior submitted applications by that user are listed on this page. After initial registration or after login, all users are encouraged to complete/verify the information under the *My Profile* link on the top left of this screen. A biosketch is required for the PI and the Co-Principal Investigator (Co-PI).

8.   STARTING A NEW APPLICATION

New applications can be started in 1 of 2 ways:

1. My Applications (this is the default page after login) → click *start a new application* → FY 2017 Research Programs → Research Training Awards → click *New Application*, or

2. Current Funding Opportunities → click *FY 2017 Research Programs* → Research Training Awards → 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—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

<u>Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs.</u> All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 (Contacts) **must** be completed/finalized prior to Tab 3 (Collaborators & COIs).
- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

9.   STARTING A RESUBMISSION APPLICATION

Resubmission applications may be submitted for a previously not funded RTA.

An RTA Resubmission Application can be started from the *My Applications* page by clicking the "Start Resubmission Application" link of a previously not funded 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—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

IMPORTANT: More than 1 resubmission is not permitted. An application is considered a resubmission if the proposed project is the same project as presented in the original submission. A change in the identity of the PI for a project or a change of title of the project that was previously submitted to CPRIT does not constitute a new application; the application would be considered a resubmission.

NOTE: Only the title of the previously submitted application is prepopulated for a resubmission application. All other information, including the Co-PI, collaborators, conflicts of interest (COIs), and all required documents must be submitted afresh. If a summary statement was prepared for the previous application, it will be automatically uploaded as part of the resubmission application (See section 16: Tab 4, Required Documents). If a summary statement was not prepared, no document will be uploaded.

Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 *(Contacts)* **must** be completed/finalized prior to Tab 3 *(Collaborators & COIs)*.
- Tab 2 *(Application Information)* **must** be completed/finalized prior to Tab 4 *(Required Documents)* and Tab 5 *(Budget)*.

10. STARTING A RENEWAL APPLICATION

Renewal applications may be submitted for funded RTAs.

Renewal applications can be started from the *My Applications* page by clicking the *"Start Renewal Application"* link of a previously funded application. Options to "Select Renewal Application Award Type" will appear on the screen. The appropriate award mechanism under which the renewal will be submitted must be selected. After selecting the award mechanism, instructions and requirements for selected mechanism, as specified in the appropriate RFA, must be followed.

Upon starting a renewal 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—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

NOTE: Only the title of the previously funded RTA is prepopulated for a renewal application. All other information, including the Co-PI, collaborators, COIs, and all required documents must be submitted afresh.

Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 *(Contacts)* **must** be completed/finalized prior to Tab 3 *(Collaborators & COIs)*.
- Tab 2 *(Application Information)* **must** be completed/finalized prior to Tab 4 *(Required Documents)* and Tab 5 *(Budget)*.

11. STATUS DISPLAY

11.1. Tab Status

The status of each tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1.

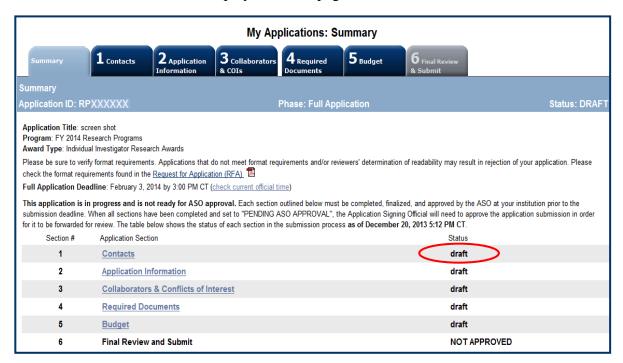| Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification.
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 PI is notified via email.

11.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the application (as indicated in the figure above).

12. TAB: SUMMARY

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

Section	Status	Status Definition
1-5	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 that the application can be reviewed/submitted. The applicant is included on this notification.
6	NOT APPROVED	The application has not been approved/submitted by the ASO.
	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.

13. TAB 1: CONTACTS

- **Principal Investigator (Required):** Verify information for the PI; update as necessary.
- **Co-Principal Investigator (Optional):.** If a Co-PI is to be designated on the application, follow these steps:
    - Click the *Search for Co-Principal Investigator* 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, the individual may be invited to register in CARS and be part of the application by clicking the *Send Invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual joins the application as a Co-PI, his/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):** An alternate submitter may be designated on the application by the PI. Follow the search guidelines above.
- **Application Signing Official (Required):** An ASO <u>must</u> be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.
- **Alternate Application Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official (Required):** A Grants Contract/Office of Sponsored Projects Official <u>must</u> be listed in order to complete/finalize this tab. This individual can be assigned by the PI or the ASO. Follow the search guidelines above.

When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the 3 required fields of this section, namely, "Principal Investigator," "Application Signing Official," and "Grants Contract/Office of Sponsored Projects Official" have been completed. PI information is entered automatically; an ASO must be identified and

added by the PI. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the PI or the ASO.

14. TAB 2: APPLICATION INFORMATION

- **Application Identification:**
  - o **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed here.
  - o **Application Type:** Verify application type (droplist defaults to New Application, Resubmission, or Renewal, as applicable).
  - o **Application Title:** The application title is stated. Edit if necessary.
- **Project Information:**
  - o **Contract Start Date (m/d/yyyy):** The contract start date of 12/1/2016 is prepopulated.
  - o **Proposed End Date (m/d/yyyy):** Enter the proposed end date of the project. The maximum duration is 5 years (60 months).
  - o **Entity Fiscal Year End Date (mm/dd/yyyy): Should be completed and/or verified by the ASO.** Please enter your company's fiscal year end date for the current calendar year. Example: If your company's fiscal year ends on September 30th each year, please enter 9/30/2016. This date <u>must</u> be confirmed by your ASO.
- **Application Classification:**
  - o **Research Area:** Select the research area that best describes the proposed work. Please refer to the Appendix 1 for a detailed description of each research area.
  - o **Program Focus:** Select the focus of the proposed work. Please refer to Appendix 2 for the definitions of cancer research types.
  - o **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed project and that most closely represents the focus of your work. The selection of cancer sites in this section assists CPRIT with reporting on cancer research that is being performed. If the proposed project relates to all cancer types or focuses on general cancer research, select "All Sites" from the list. If the proposed project focuses on multiple cancer sites, but not all sites, please select only the sites for which actual work will be performed.

- **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.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years):**
    - Select whether the PI is currently eligible to receive federal grant funds. If "No" is selected, provide a reason.
    - Select whether the PI 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 add additional applications or awards.
- **Donations:**
    - Select whether the PI 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 add 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 is selected, then enter the name of the research sponsor and the sponsor's priority that the application addresses.

Review the instructions and click the appropriate button (*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 has reset the application to draft mode at the request of the PI.

15.   TAB 3: COLLABORATORS AND CONFLICTS OF INTEREST

- **Investigators and Submitters:** Ensure that biosketches for the PI and Co-PI (if designated) are uploaded. If the biosketches are missing, they can be uploaded under the *My Profile* link via that individual's account. <u>This tab cannot be finalized without the biosketch of the PI and Co-PI (if designated)</u>.

  Please note that the biosketch that is in *My Profile* when Tab 3 (Collaborators & COIs) is finalized will be reflected in the final application. Please make sure that you make any updates in the biosketch <u>before</u> finalizing this tab. Any changes after this point will be saved in *My Profile* but will not be copied to the final version of this application.

- **Collaborators and Conflicts of Interest (COIs):** Enter information for all collaborators and COIs (select the appropriate *Role for Application* from the drop list). Click the *Save as Draft* button to save additions.

- **Collaborators Listed:** Review the list to ensure that all entered collaborators have been successfully added.

- **Conflicts of Interest (COIs) Listed:** Review the list to ensure that all entered COIs have been successfully added.

When all information is entered, click the *Finalize Collaborators and COIs* button. Note that this tab can be finalized only after Tab 1 (Contacts) has been finalized.

16.   TAB 4: REQUIRED DOCUMENTS

NOTE: 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.

- **Application Abstracts**: **Abstract and Significance** and **Layperson's Summary:** Enter the Abstract and Significance (5,000 characters) and Layperson's Summary (2,000 characters) of the proposed work. Character limits include letters, spaces, and punctuations. Do NOT use symbols or special characters (eg, Greek letters)—these will not be transmitted correctly. Save the entered information by clicking the *Save*

Application Abstracts as Draft button. Information must be saved before any documents are uploaded below or else the Abstract and Significance and/or Layperson's Summary will be lost when the upload refreshes the Web page.

- **Goals and Objectives:** Please enter your goals and objectives as plain text (1,200 characters per goal and per objective). Goals and objectives will be reviewed during the evaluation of annual progress reports. HTML formatting, tables, charts, and diagrams are not supported. Goals and objectives may be saved as a DRAFT at any time by clicking the *Goals and Objectives as Draft* button. Any unsaved goals and objectives will be lost.
    - At least 1 goal and 1 objective are required. At least 1 objective is required per goal. Up to 5 goals and 5 objectives per goal may be entered.
    - Click the *Add Objective* link to add an additional objective to a goal.
    - Click the *Add Goal* link to add additional goals.
- **Timeline:** Upload Timeline PDF document (1 page). Timeline will be reviewed during the evaluation of annual progress reports.
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.
- **Renewal Summary:** Upload the Renewal Summary PDF document (5 pages). This option is available for renewal applications only. Describe and demonstrate that appropriate/adequate progress has been made on the current funded award to warrant further funding. Publications and manuscripts in press that have resulted from work performed during the initial funded period should be listed in the Renewal Summary.
- **Research Training Plan:** Upload the Research Training Plan PDF document (up to 20 pages) (See RFA for details).
- **Publications/References:** Upload the Publications/References PDF document. Journal articles are <u>not allowed</u> under this section.
- **Biographical Sketches of additional Key Personnel:** If desired, up to 10 additional biographical sketches for key personnel may be provided (template is posted under the *Summary* tab. NIH biosketches may be used). Biosketches must <u>not</u> exceed 5 pages for each individual. If more than 1 biosketch is being provided, these must be combined into a single file and submitted as a single PDF document (ie, two 5-page biosketches are to be submitted as a single 10-page document.)

Attention: **Biosketches of the PI and the Co-PI (if designated) are extracted from their respective profiles and are automatically part of the application; these should not be part of this document.**

- **Current and Pending Support:** For all personnel for whom a biosketch is submitted with the application, upload their current and pending support (use the template posted under the *Summary* tab). Multiple documents must be combined and submitted as a single PDF document. At a minimum, the current and pending support of the PI and Co-PI (if designated) must be included in this document.

- **Institutional/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of institutional and/or collaborator support and other certification documents (up to 3 pages). Multiple letters/files must be combined and submitted as a single PDF document. Applicants are strongly advised not to submit "appendix material," such as publications, figures, and/or data.

- **Budget Justification:** Upload the Budget Justification PDF document. Provide a brief and concise justification of the budget for the entire proposed period of support for the entire program and for all charge categories: personnel (salaries and fringe benefits), travel, equipment, supplies, consultant charges, contractual (subaward/consortium) charges, research-related subject charges, other expenses (including animal care charges), and indirect charges. Each subaward must itemize project charges for all charge categories. (See also section 17.4).

- **Summary Statement of Previous Application:** If a summary statement was prepared for the previous application, it will be automatically uploaded as part of a resubmission application. If a summary statement was not prepared, no document is uploaded.

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

17.   TAB 5: BUDGET

This tab should include only the amount requested from CPRIT; do NOT include the amount of the matching funds.

The Budget Section is composed of 4 subtabs:

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. Applicants may request a maximum of $800,000 in total costs per year for up to 5 years.

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 to another tab without saving will result in loss of any unsaved changes.

17.1. Senior/Key Person & Other Personnel

Complete the requested information.

First Name and **Last Name:** The PI'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 PI's role is prepopulated. Enter roles of other individuals as necessary.

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

Annual Base Salary: For each individual listed, enter his/her institutional base salary. The salary cap for CPRIT awards for FY 2017 (September 1, 2016, through August 31, 2017) is $200,000; see section 17.5, Salary Cap.

Effort on Project: For each individual listed, enter his or her percent effort on the project.

Salary Requested: After entering the information in these categories, click "Calc" to autocalculate the requested salary.

Fringe Benefits: For each individual listed, his/her institutional fringe benefits must be calculated based on their direct *Salary Requested*. Fringe benefits may not exceed 35% of the salary requested (a warning will be displayed).

17.2.   Detailed Budget for Year 1

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

Travel Costs: Include any costs associated with necessary travel. CPRIT funds may be used to send up to 2 people to CPRIT's biennial conference. (The next conference will be held in 2017.)

Equipment (400-character limit)**:** Itemize as necessary. 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. Preapproval is not required; if the project is funded, approval may be requested at that time.

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

Consultant Charges: State charges for consulting services that may be used during the proposed work.

Contractual (Subaward/Consortium) (400-character limit)**:** Itemize all subaward- and consortium-associated amounts. State direct charges only. Each subaward must be itemized in the *Budget Justification* subtab by stating project charges for personnel, travel, equipment, supplies, consultants, research-related subjects, and other expenses.

Research-Related Subject Charges: Enter charges associated with subjects related to the proposed work (eg, charges associated with participation of human subjects in clinical trials). CPRIT cannot support patient-related travel charges.

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

Indirect Charges: CPRIT limits indirect charges to a maximum of 5%. *Total Indirect Charges for Year 1* (line D) should not exceed 5% of the *Total Charges for Year 1* (line E). As an example, for a total award of $100,000, indirect charges may not exceed $5,000; direct charges would be $95,000.

Calculate as follows: Total Indirect Charges = (Total Direct Charges/0.95) – Total Direct Charges.

Note for Subawards: Subawards may recover indirect charges of up to the maximum of 5% of the total requested subaward amount. However, because CPRIT awards will be made to the primary institution (which, in turn, will manage the subcontracts), the indirect charges for each subcontract are calculated as part of the total amount requested by the primary institution. Do not include indirect charges in the *Contractual (Subaward/Consortium)* category. The appropriate subaward amount—including the allowable indirect charges—will be forwarded to the subcontracting institution by the primary institution.

17.3. 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*. For each additional year of support requested, enter the budget requested for personnel charges and other applicable direct charges. Fringe benefits may not exceed 35% of the salary (a warning will be displayed). Cost adjustments of up to a 3% annual increase for salary and other categories are permitted for Years 2 through 5. A 3% salary increase for Years 2 through 5 is permitted up to the cap of $200,000. The salary cap (section 17.5) may be revised every year at CPRIT's discretion.

Enter the indirect charges for each additional year of support requested. *Total Indirect Charges* (line D) should not exceed 5% of the total requested award amount for that year (sum of lines C and D). Calculate as follows: Total Indirect Charges = (Total Direct Charges/0.95) – Total Direct Charges.

17.4. Budget Justification

Provide a brief and concise justification of the budget for the entire proposed period of support for all charge categories: Personnel (salaries and fringe benefits), travel, equipment, supplies, consultant charges, contractual (subaward/consortium) charges, research-related subject charges, other expenses (including animal care charges), and indirect charges. **Each subaward must itemize project charges for all charge categories.** If more than the maximum dollar amount is requested in any year(s) of the proposed budget of an application, include a special and clearly labeled section that explains the request.

If you uploaded this document under Tab 4 (Required Documents) (See section 16), you can click on the link directing you to your uploaded file. If you have not uploaded this document, please click on the link that will direct you to Tab 4 (Required Documents) where you can upload this file.

17.5. Salary Cap

The salary cap for CPRIT awards in FY 2017 (September 1, 2016, through August 31, 2017) is $200,000. Thus, the maximum direct salary support an individual can request is up to $200,000 of his/her institutional salary based on effort on a project:

- With 100% effort on the project, individuals with an institutional base salary of less than $200,000 would request the entire base salary amount.
- With 100% effort on the project, individuals with an institutional base salary of more than $200,000 would request the salary cap of $200,000.
- With 50% effort on the project, individuals with an institutional base salary of more than $200,000 would request $100,000.

The following table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

Base institutional salary (full-time calendar appointment)	Effort on project	Maximum direct salary support that would be requested by the applicant
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

18. TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the applicant, the status of the application is set to "PENDING ASO APPROVAL." The ASO will then receive email notification to review, approve, and submit the application to CPRIT. Only the ASO is authorized to officially submit the application. The ASO must log in to the system and click the appropriate application ID number listed under his or her *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 be "ASO APPROVED AND SUBMITTED." The ASO at the PI's institution must submit the application by the submission deadline: **May 19, 2016, 3 PM central time.**

19. PROVIDED TEMPLATES

Applicants must use the provided template to prepare and submit the following documents.

- Current and Pending Support (.doc, .PDF)
- A template is provided for the biographical sketch, but an NIH biographical sketch may be used if desired.

Templates are posted under the *Summary* tab and are available in .doc and .PDF format.

20. FORMATTING INSTRUCTIONS

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. Every attempt should be made to keep files sizes to a minimum (See *Scanning Resolution* below). 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:** PDF only.
- **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, all directions.
- **Color and High-Resolution Images:** Images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. Applicants should include text to explain illustrations that may be difficult to interpret when printed in black and white.

- **Scanning Resolution:** Images and figures must be of lowest reasonable resolution that permits clarity and readability. Unnecessarily large files will NOT be accepted, especially those that include only text.

- **References:** Applicants should use 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 journal information is stated. Include URLs of publications referenced in the application.

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

- **Internet URLs:** Applicants are encouraged to provide the URLs of publications referenced in the application; however, applicants should not include URLs directing reviewers to websites containing additional information about the proposed research.

- **Headers and Footers:** These should not be used unless they are part of a provided template. Page numbers may be included in the footer.

- **Supplemental ("Appendix") Material:** These are permitted only if certification documents and/or clinical trial protocols are vital to the evaluation of the proposed research study. Applicants are strongly advised not to submit publications, figures, and/or data.

- **All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.**

21. CONTACT INFORMATION

21.1. 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 is not in a position to answer questions regarding scientific aspects 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

21.2. Scientific and Programmatic Questions

Questions regarding the CPRIT program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Senior Program Manager for Research.

Tel: 512-305-8491

Email: Help@CPRITGrants.org

Website: www.cprit.state.tx.us

Appendix 1: DESCRIPTION OF RESEARCH AREAS

In Tab 2 (Application Information/Application Classification) the applicant is required to select a research area that best describes the proposed work. Descriptions of research areas are as follows:

- **Cancer biology:** Research on the biology of how cancer starts and progresses as well as normal biology relevant to these processes. Examples include oncogenes and suppressor genes, epigenetics, DNA repair, growth factors, signaling pathways, cancer immunology, microenvironment, tumor progression, and metastasis.

- **Cancer control, survivorship, and outcomes research:** Research in this category covers a broad range of areas including patient care and pain management, cancer surveillance, cancer disparities research, quality of life for patients with cancer and their families, identification and reduction of late effects of cancer treatment, education and communications that reduce cancer risk, health services research, and attitudes and belief systems that affect cancer control.

- **Childhood and adolescent cancer**

- **Computational biology and analytic methods**

- **Early detection, diagnosis, and prognosis:** Identification and testing cancer markers and imaging methods detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence. Examples include discovery of markers and/or technologies for use in cancer detection and diagnosis and/or prognosis, animal trials and clinical human trials, tumor response to therapy, risk assessment, screening methods, informatics and informatics networks, and biostatistics.

- **Etiology:** Research on the causes of cancer—genetic, environmental, and lifestyle factors and their interactions. Examples include environmental chemicals, hormone-disrupting agents, gene-environment interactions, microbial agents, radiation exposure, and genetic polymorphisms that affect carcinogen metabolism.

- **Prevention:** Identification of interventions that reduce cancer risk. Examples include chemoprevention, vaccines to prevent cancer, behavioral modifications that reduce cancer risk, studies on energy balance and dietary factors associated with cancer risk, and identification of cancer risk factors.

- **Scientific model systems:** Development of new animal models, cell culture systems, and computer simulations and their application to other studies across the spectrum of cancer research. Examples include mathematical modeling of cancer processes; development of diverse animal models, including transgenic mice, zebrafish, *Drosophila*, etc; and development of organ and tissue model systems.

- **Treatment:** Identification, development, and testing of treatments for cancer. Examples include drug development, immunotherapy, personalized cancer therapy, methods of drug delivery, antiangiogenic therapy, clinical trials, and treatments to prevent recurrence.

Appendix 2: PROGRAM FOCUS - Definitions of Cancer Research Types

In Tab 2 (Application Information/Application Classification), the applicant is required to select a program focus that best describes the proposed cancer research type. Descriptions of cancer research types are as follows*:

- **Basic Research** - results in the acquisition of new knowledge and elucidates fundamental mechanisms in biology.

- **Translational Research** - involves the application of discoveries from basic research to practical problems associated with cancer as well as research on how to improve best practices in the community.

- **Clinical Research** - involves studies with human subjects and includes patient-oriented research on mechanisms of disease, therapy, and development of new technologies as well as epidemiologic and behavioral studies and outcomes and health services research.

*Taken from, Rubio et al, "Defining Translational Research: Implications for Training," Academic Medicine; 85:470-475, 2010.