CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-19.2-CAP:RA

Collaborative Action Program to Reduce Liver Cancer Mortality in Texas: Investigator-Initiated Research Awards

Please also refer to the Instructions for Applicants document, which will be posted on August 17, 2018

Application Receipt Opening Date: October 17, 2018

Application Receipt Closing Date: January 30, 2019

FY 2019

Fiscal Year Award Period

September 1, 2018–August 31, 2019

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RFA VERSION HISTORY

Rev 08/17/18 RFA release

1. ABOUT CPRIT

The State of Texas has established the Cancer Prevention and Research Institute of Texas (CPRIT), which may issue up to $3 billion in general obligation bonds to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to do the following:

- Create and expedite innovation in the area of cancer research and in enhancing the potential for a medical or scientific breakthrough in the prevention of or cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in the State of Texas; and
- Develop and implement the Texas Cancer Plan.

1.1. Academic Research Program Priorities

The Texas Legislature has charged the CPRIT Oversight Committee with establishing program priorities on an annual basis. These priorities are intended to provide transparency with regard to how the Oversight Committee directs the orientation of the agency's funding portfolio.
Established Principles:

- Scientific excellence and impact on cancer
- Targeting underfunded areas
- Increasing the life sciences infrastructure

The program priorities for academic research adopted by the Oversight Committee include funding projects that address the following:

- Recruitment of outstanding cancer researchers to Texas
- Investment in core facilities
- A broad range of innovative, investigator-initiated research projects
- Implementation research to accelerate the adoption and deployment of evidence-based prevention and screening interventions.
- Computational biology and analytic methods
- Childhood cancers
- Hepatocellular cancer

2. PROGRAM DESCRIPTION

The goal of the **Collaborative Action Program to Reduce Liver Cancer Mortality in Texas** is to position Texas as a national leader in reversing the trajectory of liver cancer incidence.

Liver cancer, also known as hepatocellular cancer (HCC), is the fastest increasing lethal cancer in the United States, with an annual incidence that has tripled during the past 2 decades. The incidence of HCC is 3 times higher in men than women, and there are significant racial and ethnic differences in liver cancer occurrence.

Risk factors for liver cancer include viral hepatitis (hepatitis B virus and hepatitis C virus), nonalcoholic steatohepatitis (NASH), and alcoholic liver disease. Approximately 80 to 90% of HCCs occur in patients with underlying cirrhosis, making individuals with advanced cirrhosis at particularly high risk for developing HCC.

Texas is among states with the highest incidence of HCC with an annual incidence that is nearly double the national average. The rise is particularly virulent among Texans of Hispanic ethnicity living along the US-Mexican border where HCC incidence and related mortality is the highest in the nation. While the reasons for the increase in HCC among regional and or racial and ethnic populations are not fully understood, HCC development has been linked to multiple risk factors including genetic predisposition and socioeconomic factors, but significant gaps remain in knowledge about the relationship between HCC in high-risk populations compared to non-Hispanic whites.

To address this challenge, CPRIT is undertaking a **Collaborative Action Program (CAP) to reduce liver cancer mortality in Texas** and releasing 2 companion Request for Applications (RFA)s: (1) CAP Research Awards (RFA 19.2-CAP:RA) and (2) CAP Collaborative Action Center (RFA 19.2-CAP:CAC).

The **CAP Research Awards RFA (**RFA 19.2-CAP:RA) will support investigator-initiated research projects designed to understand the reasons for the increased incidence of HCC in Texas, to identify risk factors for cirrhosis and HCC, to identify biomarkers for HCC early detection, and to develop and implement prevention and early detection strategies.

3. AGREEMENT TO PARTICIPATE IN THE CAP COLLABORATIVE ACTION CENTER

In addition to the CAP Research Awards described in this RFA, a companion RFA (RFA R-19.2-CAP:CAC) seeks to support a CAP Collaborative Action Center that will (1) promote interactions and collaboration across the CAP Research Awards funded under the companion RFA, R-19.2-CAP:RA; (2) provide opportunities for the CAP Research Awardees and other academic content experts, health care providers, and community stakeholders to exchange ideas and to explore new opportunities to impact the rise of HCC in Texas; and (3) educate health care providers and the public on best practices to alter the trajectory of HCC in Texas.

CAP Research Awardees (under this RFA) must agree to participate in the Collaborative Action Center initiatives including the CAP Steering Committee's meetings and initiatives and the CAP program outreach and educational mission.

4. RESEARCH OBJECTIVES

This RFA solicits applications for investigator-initiated research projects targeting research in areas identified as a significant priority in reducing liver cancer mortality in Texas, which include the following:

- To understand the increased incidence of HCC in Texas,
- To discover and validate biomarkers including imaging modalities of high risk for developing cirrhosis and its progress to HCC, and
- To develop and implement prevention and early detection strategies for populations at risk for HCC.

Applications that propose research collaborations between multiple institutions, particularly those that involve different regions of Texas and/or access to different populations, are highly encouraged. As described in section 8, CPRIT will look with special favor upon responses that include multiple Texas institutions with substantive roles.

Examples of research projects that would be responsive to this RFA include projects to do the following:

(1) Identify risk factors for HCC in Texas populations and predictors of high risk for progression of cirrhosis to HCC, including environmental and behavioral factors, genetic markers, and health disparities;

(2) Identify and validate biomarkers and/or imaging methods that will enhance the surveillance and better stratify patients with cirrhosis leading to detection of HCC at an early stage;

(3) Increase implementation of evidence-based interventions for the prevention and/or early detection of HCC among populations at high risk;

(4) Conduct health services research in populations at highest risk for developing cirrhosis and HCC designed to identify most effective ways to address the disparities (eg, through systems change, outreach, access) and delivery of early detection and preventive care.

Examples of research projects that would not be considered responsive to this RFA include the following:

(1) Basic research using laboratory and/or animal models designed to identify underlying mechanisms causing HCC ***are not responsive*** to this RFA and should be directed to other CPRIT mechanisms supporting basic discovery research.

(2) Basic and clinical research to discover or to evaluate HCC treatment ***are not responsive*** to this RFA and should be directed to other CPRIT mechanisms supporting basic discovery research or clinical translational research.

5. FUNDING INFORMATION

CPRIT plans to make multiple awards in response to this RFA. Applicants may request a maximum of $500,000 in total costs per year for 5 years. Exceptions to these limits may be requested if extremely well justified. Funds may be used for salary and fringe benefits, research supplies, equipment, subject participation costs including diagnostic or interventional procedures associated with participation in a clinical trial and not considered routine patient care, and travel to scientific/technical meetings or collaborating institutions.

State law limits the amount of award funding that may be spent on indirect costs to no more than 5% of the total award amount.

6. ELIGIBILITY

- The applicant must be a Texas-based entity. Any not-for-profit institution or organization that conducts research is eligible to apply for funding under this award mechanism;
- The Principal Investigator (PI) must have a doctoral degree, including MD, PhD, DDS, DMD, DrPH, DO, DVM, or equivalent, and must reside in Texas during the time the research that is the subject of the grant is conducted;
- A PI may submit only 1 application under this RFA;
- A Co-PI is allowed and CPRIT is particularly interested in and will look with special favor upon responses to this RFA that include multiple Texas institutions with substantive roles;
- A PI may participate as a Co-PI on 1 or more applications as long as the applications are submitted by another Texas institution. A Co-PI may participate in only 1 application under this RFA except when the Co-PI is located at a separate Texas institution from the PI;
- An individual may serve as a PI on no more than 3 active CPRIT Academic Research grants. Recruitment Grants and Research Training Awards do not count toward the 3-grant maximum; however, CPRIT considers MIRA Project Co-PIs equivalent to a PI. For the purpose of calculating the number of active grants, CPRIT will consider the number of active grants at the time of the award contract effective date (for this cycle expected to be August 31, 2019);
- Collaborations are permitted and encouraged. Collaborating organizations may include public, not-for-profit, and for-profit entities. Such entities may be located outside of the State of Texas, but non-Texas-based organizations are not eligible to receive CPRIT funds;
- An applicant is eligible to receive a grant award only if the applicant certifies that the applicant institution or organization, including the PI, any senior member or key personnel listed on the grant application, and any officer or director of the grant applicant's institution or organization (or any person related to 1 or more of these

individuals within the second degree of consanguinity or affinity) has not made and will not make a contribution to CPRIT or to any foundation specifically created to benefit CPRIT;

- An applicant is not eligible to receive a CPRIT grant award if the applicant PI, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's organization or institution is related to a CPRIT Oversight Committee member;
- The applicant must report whether the applicant institution or organization, the PI, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way, whether or not those individuals are slated to receive salary or compensation under the grant award, are currently ineligible to receive federal grant funds or have had a grant terminated for cause within 5 years prior to the submission date of the grant application;
- CPRIT grants will be awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in section 10 and section 11. All statutory provisions and relevant administrative rules can be found at www.cprit.texas.gov.

7. RESPONDING TO THIS RFA

7.1. Application Submission Guidelines

Applications must be submitted via the CPRIT Application Receipt System (CARS) (https://CPRITGrants.org). **Only applications submitted through this portal will be considered eligible for evaluation.** The applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application was submitted. The PI must create a user account in the system to start and submit an application. The Co-PI, if applicable, must also create a user account to participate in the application. Furthermore, the Application Signing Official (a person authorized to sign and submit the application for the organization) and the Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant

contract if an award is made) also must create a user account in CARS. Applications will be accepted beginning at 7 AM central time on October 17, 2018, and must be submitted by 4 PM central time on January 30, 2019. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

7.1.1. Submission Deadline Extension

The submission deadline may be extended upon a showing of extenuating circumstances. A request for a deadline extension based on the need to complete multiple CPRIT or other grants applications will be denied. All requests for extension of the submission deadline must be submitted via email to the CPRIT Helpdesk, within 24 hours of the submission deadline. Submission deadline extensions, including the reason for the extension, will be documented as part of the grant review process records. Please note that deadline extension requests are very rarely approved.

7.2. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Please refer to the *Instructions for Applicants* document for details that will be available when the application receipt system opens. Submissions that are missing 1 or more components or do not meet the eligibility requirements listed in section 6 will be administratively withdrawn without review.

7.2.1. Abstract and Significance (5,000 characters)

It is the responsibility of the applicant to capture CPRIT's attention primarily with the Abstract and Significance statement alone. Therefore, applicants are advised to prepare this section wisely. **Based on this statement (and the Budget and Justification and Biographical Sketches), applications that are judged to offer only modest contributions to the CAP program or that do not sufficiently capture the reviewers' interest may be excluded from further peer review (see section 8.1).**

Clearly explain the question or problem to be addressed and the approach to its answer or solution. The specific aims of the application must be obvious from the abstract although they need not be restated verbatim from the research plan. Clearly address how the proposed project,

if successful, will have a major impact on the trajectory of HCC in Texas. Highlight any collaborations that will involve multiple Texas institutions and/or diverse populations.

7.2.2. Layperson's Summary (2,000 characters)

Provide a layperson's summary of the proposed work. Describe, in simple, nontechnical terms, the overall goals of the proposed work, the potential significance of the results, and the impact of the work on advancing the field of HCC research, early diagnosis, prevention, or treatment. The information provided in this summary will be made publicly available by CPRIT, particularly if the application is recommended for funding. Do not include any proprietary information in the layperson's summary. The layperson's summary will also be used by advocate reviewers (section 8.2) in evaluating the significance and impact of the proposed work.

7.2.3. Goals and Objectives

List specific goals and objectives for each year of the project. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of project success if the award is made.

7.2.4. Timeline (1 page)

Provide an outline of anticipated major milestones to be tracked. Timelines will be reviewed for reasonableness, and adherence to timelines will be a criterion for continued support of successful applications. If the application is approved for funding, this section will be included in the award contract. Applicants are advised not to include information that they consider confidential or proprietary when preparing this section.

7.2.5. Research Plan (10 pages)

Background: Present the rationale behind the proposed project, emphasizing the pressing problem in HCC research that will be addressed. Discuss special resources and expertise that are available in support of the application.

Hypothesis and Specific Aims: Concisely state the hypothesis and/or specific aims to be tested or addressed by the research described in the application.

Research Strategy: Describe the experimental design, including methods, anticipated results, potential problems or pitfalls, and alternative approaches. Preliminary data that support the proposed hypothesis are encouraged but not required.

7.2.6. Agreement to Participate in the Collaborative Action Program and Center (2 pages)

State the intent to participate fully in the Collaborative Action Program and Center activities as defined in section 3. In addition, describe any special resources (eg, access to special populations or geographic regions of the state) or expertise that the project and its key personnel will make available to the other research projects participating in the CAP program.

7.2.7. Human Subjects (2 pages)

If human subjects or human biological samples will be used, provide a detailed plan for recruitment of subjects or acquisition of samples that will meet the time constraints of this award mechanism. If human subjects are included in the proposed research, reference biostatistical input for sample selection and evaluation. In addition, certification of approval by the institutional IRB, as appropriate, will be required before funding can occur.

7.2.8. Publications/References

Provide a concise and relevant list of publications/references cited for the application.

7.2.9. Budget and Justification

Provide a compelling and detailed justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, equipment, subject participation costs including diagnostic or interventional procedures associated with participation in a clinical trial and not considered routine patient care, and other expenses. Applicants are advised not to interpret the maximum allowable request under this award as a suggestion that they should expand their anticipated budget to this level. Reasonable budgets clearly work in favor of the applicant.

However, if there is a highly specific and defensible need to request more than the maximum amount in any year(s) of the proposed budget, include a special and clearly labeled section in the

budget justification that explains the request. Poorly justified requests of this type will likely have a negative impact on the overall evaluation of the application.

In preparing the requested budget, applicants should be aware of the following:

- Equipment having a useful life of more than 1 year and an acquisition cost of $5,000 or more per unit must be specifically approved by CPRIT. An applicant does not need to seek this approval prior to submitting the application.
- Texas law limits the amount of grant funds that may be spent on indirect costs to no more than 5% of the total award amount (5.263% of the direct costs). Guidance regarding indirect cost recovery can be found in CPRIT's Administrative Rules, which are available at www.cprit.texas.gov. So-called grants management and facilities fees (eg, sponsored programs fees; grants and contracts fees; electricity, gas, and water; custodial fees; maintenance fees) may not be requested. Applications that include such budgetary items will be rejected administratively and returned without review.
- The annual salary (also referred to as direct salary or institutional base salary) that an individual may be reimbursed from a CPRIT award is limited to a maximum of $200,000. In other words, an individual may request salary proportional to the percent of effort up to a maximum of $200,000. Salary does not include fringe benefits and/or facilities and administrative costs, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of his or her duties to the applicant organization.

7.2.10. Biographical Sketches (5 pages each)

Applicants should provide a biographical sketch that describes their education and training, professional experience, awards and honors, and publications relevant to cancer research.
A biographical sketch must be provided for the PI and the Co-PI (as required by the online application receipt system). In addition, up to 3 additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed 5 pages. The NIH biosketch format is appropriate.

7.2.11. Current and Pending Support

State the funding source and duration of all current and pending support for all personnel who have included a biographical sketch with the application. For each award, provide the title, a 2-line summary of the goal of the project, and, if relevant, a statement of overlap with the current application. At a minimum, current and pending support of the PI and the Co-PI must be provided. Refer to the sample current and pending support document located in *Current Funding Opportunities* for Academic Research in CARS.

7.2.12. Institutional/Collaborator Support and/or Other Certification (4 pages)

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of 4 pages may be provided.

7.3. Formatting Instructions

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 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 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 (see following point).
- **Page Numbering:** Pages should be numbered at the bottom right corner of each page.
- All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.

8. APPLICATION REVIEW

8.1. Preliminary Evaluation

To ensure the timely and thorough review of only the most innovative and cutting-edge research with the greatest potential for advancement of cancer research, all eligible applications may be preliminarily evaluated by CPRIT Scientific Research Program panel members for scientific merit and impact.

This preliminary evaluation will be based on a subset of material presented in the application—namely Abstract and Significance, Budget and Justification, and Biographical Sketches. Applications that do not sufficiently capture the reviewers' interest at this stage will not be considered for further review. Such applications will have been judged to offer only modest contributions to the field of HCC research and will be excluded from further peer review.

Due to the volume of applications to be reviewed, comments made by reviewers at the preliminary evaluation stage may not be provided to applicants. The preliminary evaluation process will be used only when the number of applications exceeds the capacity of the review panels to conduct a full peer review of all received applications.

8.2. Full Peer Review Process

Applications that pass preliminary evaluation will undergo further review using a 2-stage peer review process: (1) Full peer review and (2) prioritization of grant applications by the CPRIT Scientific Review Council (SRC). In the first stage, applications will be evaluated by an independent peer review panel consisting of scientific experts as well as advocate reviewers using the criteria listed in section 8.4. Applicants will be notified of peer review panel assignments prior to the peer review meeting dates. Peer review panel membership can be found on the CPRIT website. In the second stage, applications judged to be most meritorious by the peer review panels will be evaluated and recommended for funding by the CPRIT SRC based on comparisons with applications from all the peer review panels and programmatic priorities. Applications approved by SRC will be forwarded to the CPRIT Program Integration Committee (PIC) for review. The PIC will consider factors including program priorities set by the Oversight Committee, portfolio balance across programs, and available funding.

The CPRIT Oversight Committee will vote to approve each grant award recommendation made by the PIC. The grant award recommendations will be presented at an open meeting of the Oversight Committee and must be approved by two-thirds of the Oversight Committee members present and eligible to vote. The review process is described more fully in CPRIT's Administrative Rules, chapter 703, sections 703.6 to 703.8.

8.3. Confidentiality of Review

Each stage of application review is conducted confidentially, and all CPRIT Scientific Peer Review Panel members, SRC members, PIC members, CPRIT employees, and Oversight Committee members with access to grant application information are required to sign nondisclosure statements regarding the contents of the applications. All technological and scientific information included in the application is protected from public disclosure pursuant to Health and Safety Code §102.262(b).

Individuals directly involved with the review process operate under strict conflict-of-interest prohibitions. All CPRIT Scientific Peer Review Panel members and SRC members are non-Texas residents.

By submitting a grant application, the applicant agrees and understands that the only basis for reconsideration of a grant application is limited to an undisclosed Conflict of Interest as set forth in CPRIT's Administrative Rules, chapter 703, section 703.9.

Communication regarding the substance of a pending application is prohibited between the grant applicant (or someone on the grant applicant's behalf) and the following individuals: an Oversight Committee Member, a PIC Member, a Scientific Review Panel member, or a SRC member. Applicants should note that the CPRIT PIC comprises the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention Officer, the Chief Product Development Research Officer, and the Commissioner of State Health Services. The prohibition on communication begins on the first day that grant applications for the particular grant mechanism are accepted by CPRIT and extends until the grant applicant receives notice regarding a final decision on the grant application.

The prohibition on communication does not apply to the time period when preapplications or letters of interest are accepted. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

8.4. Review Criteria

Peer review of applications will be based on primary scored criteria and secondary unscored criteria, listed below. Review panels will evaluate and score each project and core individually according to the primary criteria and subsequently assign a global score that reflects an overall assessment of the application. **The overall assessment will not be an average of the scores of individual criteria; rather, it will reflect the reviewers' overall impression of the application. Evaluation of the scientific merit of each application is within the sole discretion of the peer reviewers.**

8.4.1. Primary Criteria

Primary criteria will evaluate the scientific merit and potential impact of the proposed work contained in the application. **Projects that propose collaborations that include multiple (separate) Texas institutions with substantive roles and those that provide access to unique populations are particularly responsive to this RFA.** Concerns with any of these criteria

potentially indicate a major flaw in the significance and/or design of the proposed study. Primary criteria include the following:

Significance and Impact: Will the results of this research, if successful, significantly change the research of others or the opportunities for better HCC prevention or diagnosis? Is the application innovative? Does the applicant propose new paradigms or challenge existing ones? Does the project develop state-of-the-art technologies, methods, tools, or resources for cancer research or address important underexplored or unexplored areas? If the research project is successful, will it lead to truly substantial advances in the field rather than add modest increments of insight?

Research Plan: Is the proposed work presented as a self-contained research project? Does the proposed research have a clearly defined hypothesis or goal that is supported by sufficient preliminary data and/or scientific rationale? Are the methods appropriate, and are potential experimental obstacles and unexpected results discussed?

Applicant Investigator: Does the applicant investigator demonstrate the required creativity and expertise to make a significant contribution to the research? Applicants' credentials will be evaluated in a career stage–specific fashion. Have early-career–stage investigators received excellent training, and do their accomplishments to date offer great promise for a successful career? Has the applicant devoted a sufficient amount of his or her time (percent effort) to this project?

Relevance: Does the proposed research have a high degree of relevance to HCC research? **This is a critical criterion for evaluation of projects for CPRIT support.**

8.4.2. Secondary Criteria

Secondary criteria contribute to the global score assigned to the application. Concerns with these criteria potentially question the feasibility of the proposed research.
Secondary criteria include the following:

Research Environment: Does the research team have the needed expertise, facilities, and resources to accomplish all aspects of the proposed research? Are the levels of effort of the key personnel appropriate? Is there evidence of institutional support of the research team and the project?

Human Subjects: If human biological samples are included in the proposed research, is the human subjects plan adequate and sufficiently detailed? Note that certification of approval by the institutional IRB will be required before funding can occur.

Budget: Is the budget appropriate for the proposed work?

Duration: Is the stated duration appropriate for the proposed work?

9. KEY DATES

RFA

RFA release	August 17, 2018

Application

Online application opens	October 17, 2018, 7 AM central time
Application due	January 30, 2019, 4 PM central time
Application review	February 2019 to August 2019

Award

Award notification	August 21, 2019
Anticipated start date	August 31, 2019

10. AWARD ADMINISTRATION

Texas law requires that CPRIT grant awards be made by contract between the applicant and CPRIT. CPRIT grant awards are made to institutions or organizations, not to individuals. Award contract negotiation and execution will commence once the CPRIT Oversight Committee has approved an application for a grant award. CPRIT may require, as a condition of receiving a grant award, that the grant recipient use CPRIT's electronic Grant Management System to exchange, execute, and verify legally binding grant contract documents and grant award reports. Such use shall be in accordance with CPRIT's electronic signature policy as set forth in chapter 701, section 701.25.

Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, progress and fiscal monitoring, and terms relating to revenue sharing and intellectual property rights. These contract provisions are specified in CPRIT's Administrative Rules, which are available at

www.cprit.texas.gov. Applicants are advised to review CPRIT's Administrative Rules related to contractual requirements associated with CPRIT grant awards and limitations related to the use of CPRIT grant awards as set forth in chapter 703, sections 703.10, 703.12.

Prior to disbursement of grant award funds, the grant recipient organization must demonstrate that it has adopted and enforces a tobacco-free workplace policy consistent with the requirements set forth in CPRIT's Administrative Rules, chapter 703, section 703.20.

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals documented in the grant award contract and address plans for the upcoming year. In addition, fiscal reporting and human studies reporting will be required as appropriate.

CPRIT will review annual progress reports and continuation of funding is contingent upon the timely receipt of these reports and documentation of sufficient progress toward completing project goals. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of award contract. Forms and instructions will be made available at www.cprit.texas.gov.

11. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS

Texas law requires that prior to disbursement of CPRIT grant funds, the award recipient must demonstrate that it has an amount of funds equal to one-half of the CPRIT funding dedicated to the research that is the subject of the award. A grant recipient that is a public or private institution of higher education, as defined by §61.003, Texas Education Code, may credit toward the Grant Recipient's Matching Funds obligation the dollar amount equivalent to the difference between the indirect cost rate authorized by the federal government for research grants awarded to the grant recipient and the 5% indirect cost limit imposed by §102.203(c), Texas Health and Safety Code. Grant applicants are advised to consult CPRIT's Administrative Rules, chapter 703, section 703.11, for specific requirements regarding demonstration of available funding. The demonstration of available matching funds must be made at the time the award contract is executed, and annually thereafter, not when the application is submitted.

12. CONTACT INFORMATION

12.1. Helpdesk

Helpdesk support is available for 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 scientific aspects of applications.

Hours of operation: Monday through Friday, 8 AM to 6 PM central time.

Tel: 866-941-7146

Email: Help@CPRITGrants.org

12.2. Scientific and Programmatic Questions

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

Tel: 512-305-8491

Email: Help@CPRITGrants.org

Website: www.cprit.texas.gov