CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

INSTRUCTIONS FOR APPLICANTS

Recruitment of
First-Time Tenure-Track Faculty Members

(RFA R-15-RFT-1)

Recruitment of Rising Stars

(RFA R-15-RRS-1)

Recruitment of Established Investigators

(RFA R-15-REI-1)

Fiscal Year Award Period

September 1, 2014 – August 31, 2015 (FY 2015)

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VERSION HISTORY

Rev 6/12/14   Document posted

1. INTRODUCTION

The CPRIT Application Receipt System (https://cpritgrants.org) provides a means for the research community (i.e., nominators, candidates, 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 nominators to submit an application in response to CPRIT's Request for Applications (RFA) for Recruitment of First-Time Tenure-Track Faculty Members (RFA R-15-RFT-1), Recruitment of Rising Stars (RFA R-15-RRS-1), and Recruitment of Established Investigators (RFA R-15-REI-1). Applications may be submitted from June 12, 2014 through August 29, 2014.

2. SUMMARY INSTRUCTIONS

- **Technical Support**: Nominators and candidates are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT HelpDesk (Section 18.1) is available to answer technical questions and guide nominators 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.

  o   Do NOT password-protect documents.

  o   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**: Use the provided template for candidate current and pending support.

- **Submission Process**:

  o   The candidate prepares the relevant information and documents for the nominator.

o The nominator completes/finalizes all sections in the system 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.

o The application must be submitted by the ASO on or before **August 29, 2014, 3 p.m., Central Time.**

o **Note:** CARS will be unavailable the third Thursday of each month between 7 p.m. and 9 p.m. Central Time for routine system maintenance.

- **Tab Finalization and Reset**:

  o Application information saved "as draft" can be edited at a later time.

  o 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 nominator.

3. APPLICATION SUBMISSION DEADLINE

Two submission periods have been established. For the most immediate submission period, nominations will be accepted beginning at 7 a.m. Central Time on June 12, 2014 and must be submitted by 3 p.m. Central Time on August 29, 2014. The next submission period will open at 7 a.m. Central Time on September 2, 2014.

Application Receipt System opens, 7 am CT	Application Receipt System closes, 3 pm CT
June12, 2014	August 29, 2014

4. APPLICATION PREPARATION AND SUBMISSION PROCESS

Nominations for CPRIT Recruitment awards will continue to be submitted on behalf of a specific candidate by the president, provost, vice president for research, or appropriate dean of a Texas-based public or private institution of higher education, including academic health institutions. However, a notable revision to the process moving forward is that all nominations must be submitted via a user account in the CPRIT Application Receipt System. Due to the nature of the recruitment process, the candidate will prepare and provide information and documents to the nominator who will then be in a position to supplement the candidate-provided documents with institutional documents to submit the

complete nomination in the system via their user account. As with other CPRIT award mechanisms, the application must be started by an individual (the nominator) and then forwarded to the institution's Application/Authorized Signing Official (ASO) for formal submission to CPRIT. In summary:

- The candidate prepares the relevant information and documents for the nominator.
- The nominator 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 (ASO)

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

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 nominator or the ASO can assign this individual to this role.

7.   USER REGISTRATION AND/OR LOGIN

Nominators begin the application process by registering or logging in to the CPRIT Application Receipt System (https://cpritgrants.org). User accounts for nominators may be created via the "Register here" link on the CPRIT Application Receipt System (https://cpritgrants.org). All nominator accounts must select the general role of "I am an Applicant or work for one", a role similar to that of a Principal Investigator (PI) on Research applications. On successful login into the system, nominators will be presented with the *My Applications* page shown on the next page. All prior 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.

8. STARTING A NEW APPLICATION

New applications can be started in one of two ways:

1. My Applications (this is the default page after login) → click *start a new application* → FY 2015 Research Programs → Recruitment of First-Time Tenure-Track Faculty Members, Recruitment of Rising Stars, or Recruitment of Established Investigators → click *New Application*, or

2. Current Funding Opportunities → click *FY 2015 Research Programs* → Recruitment of First-Time Tenure-Track Faculty Members, Recruitment of Rising Stars, or Recruitment of Established Investigators → click *Start New Application*.

Upon starting a new application, nominators are required to enter the title of the application (160 character limit; can be edited later) and select the submitter role. Symbols or special characters should NOT be used—these will not be transmitted correctly. Once this step is completed, nominators will be directed to the summary page. Examples of application titles for Recruitment nominations are:

- Nomination of Dr. John Smith for CPRIT Rising Stars Award
- Recruitment of First-Time, Tenure Track Faculty Member – Dr. Jane Cook
- Dr. Jack Frost: Genetic approches to identifying cancer mutations

Nominators 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 nominator before the ASO can review, approve, and successfully submit the application.

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

- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 4 (Required Documents).

9. STATUS DISPLAY

9.1. 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 nominator.
PENDNG ASO APPROVAL	The tab has been finalized by the nominator. When all tabs are finalized and reflect this status, the ASO will receive e-mail notification stating that the application can be reviewed/submitted. The nominator 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 nominator is notified via e-mail.

9.2. 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).

10. 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 nominator
	pending ASO approval	The tab has been finalized by the nominator. When all tabs are finalized and reflect this status, the ASO will receive e-mail notification that the application can be reviewed/submitted. The nominator 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 nominator 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.

11. TAB 1: CONTACTS

- **Nominator:** Verify information for the nominator; update as necessary.

- **Alternate Submitter (Optional):** An alternate submitter may be designated on the application by the nominator. Follow the search guidelines below.

- **Application Signing Official (Required):** An ASO <u>must</u> be listed in order to complete/finalize this tab. To designate the ASO:

  o Click the *Search for Application Signing Official* button.

  o Enter information, and click the *Search Contacts* button.

  o If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.

  o If the individual is not listed, different search criteria may be used (for example, using the last name only, spelling variations, etc.). Alternatively, the individual may be invited to register in the CPRIT Application Receipt 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 the ASO, their information will be listed in the appropriate section of the tab.

  o Change or remove an individual by clicking the appropriate button.

- **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 nominator or the Application Signing Official. 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 three required fields of this section, namely, "Nominator," "Application Signing Official," and "Grants Contract/Office of Sponsored Projects Official" has been completed. Nominator information is entered automatically; an Application Signing Official must be identified and added by the nominator. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the nominator or the Application Signing Official.

12. 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 (drop list defaults to *New Application*).

  – **Application Title:** The application title is stated. Edit, if necessary. Examples of application titles for Recruitment nominations are:

    – Nomination of Dr. John Smith for CPRIT Rising Stars Award

    – Recruitment of First-Time, Tenure Track Faculty Member – Dr. Jane Cook

    – Dr. Jack Frost: Genetic approches to identifying cancer mutations

- **Project Information**

  o **Contract Start Date (m/d/yyyy):** The contract start date of 12/1/2014 will be prepopulated.

  o **Proposed End Date (m/d/yyyy):** Enter the proposed end date of the contact. The maximum duration for each award mechanism is:

Award Mechanism	Maximum Duration
Recruitment of First-Time, Tenure-Track Faculty Members (RFT)	4 years
Recruitment of Rising Stars (RRS)	5 years
Recruitment of Established Investigators (REI)	5 years

o **Award Amount Requested:** The maximum award that may be requested is:

Award Mechanism	Maximum Award
Recruitment of First-Time, Tenure-Track Faculty Members (RFT)	$2,000,000
Recruitment of Rising Stars (RRS)	$4,000,000
Recruitment of Established Investigators (REI)	$6,000,000

- **Application Classification**:

  o **Research Area:** Select the research area that best describes the proposed work. Please refer to the *Appendix 1* (Section 19) for a detailed description of each Research Area.

  o **Program Focus:** Select the focus of the proposed work. Please refer to *Appendix 2* (Section 20) 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. If the proposed project is related to cancer of the esophagus, please select "Head and Neck" from the list.

- **Candidate Identification:** Provide information for the candidate: name, title, degree(s), gender, race and ethnicity (optional), institution from where the candidate is being recruited, contact information including telephone number and e-mail address, and expertise.

- **State Legislative Districts**

  o **State Senate District**: Enter the State Senate District of your (nominator) institution. Use the link provided to find this information using the nominator's institutional address.

  o **State House District**: Enter the State Senate District of your (nominator) institution. Use the link provided to find this information using the nominator's institutional address.

- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**

  o Select whether the applicant/nominator is currently eligible to receive Federal grant funds. If "No" is selected, provide a reason.

  o Select whether the applicant/nominator had an application or award terminated for cause within the last five 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:**

  o Select whether the grant applicant/nominator 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 non-profit organization/entity established to benefit CPRIT.

  o 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):**

  o Choose the CPRIT priority addressed in the application. More than one 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 nominator.

13. TAB 3: COLLABORATORS AND CONFLICTS OF INTEREST

- **Investigators and Submitters**: Ensure that the nominator and the candidate are listed.

- **Collaborators and Conflicts of Interest (COI)**: Enter information for all collaborators and conflicts of interest (select the appropriate *Role for Application* from the drop list). A COI identified by the nominator and/or candidate is an individual who may be regarded as having a conflict of interest in the evaluation of the application. 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 (COI) Listed**: Review the list to ensure that all entered conflicts of interest 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.

14. 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**: **Summary of Nomination** and **Summary of Goals and Objectives:** Enter a summary of the nomination (2,000 characters; character limit includes letters, spaces, and punctuations) and a broad summary of goals and objectives to be achieved. <u>The goals and objectives must be prepared by the candidate.</u>

Do NOT use symbols or special characters (e.g., 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 summary of the nomination and/or summary of goals and objectives will be lost when the upload refreshes the web page.

- **Recruitment Activities/Institutional Commitment**: Describe the recruitment activities, strategies, and priorities that have led to nomination of this candidate. Up to three pages may be submitted for the RFT mechanism; up to two pages may be submitted for the RRS and REI mechanisms. See individual RFAs for details.

- **Curriculum Vitae (CV)**: Provide a complete CV and list of publications for the candidate. The document must be prepared by the candidate.

- **Research (up to 4 pages)**: Upload a Research PDF document that provides an overview of the candidate's proposed research (see RFA for details). Citations must be referenced within the page limit. This document must be prepared by the candidate.

- **Publications:** Upload the most significant publications that have resulted from the candidate's research efforts. Three publications should be provided for the RFT mechanism; five publications must be provided for the RRS and REI mechanisms. Only articles that have been published or that have been accepted for publication ("in press") should be submitted. Publications files must be provided by the candidate.

- **Timeline (1 page):** Upload a timeline that provides a general outline of the major outcomes to be tracked during this award. The timeline must be prepared by the candidate.

- **Current and Pending Support:** Upload the candidate's current and pending support. Candidates must use the "Recruitment - Current and Pending Support" template posted under the *Summary* tab). This document must be prepared by the candidate.

- **Letters of Recommendation:** For the RFT mechanism, upload three letters of recommendation from individuals who are in a position to detail the candidate's academic and scientific research accomplishments. Letters of recommendation are not required for the RRS and REI mechanisms.

- **Research Environment (1 page):** Upload a document that briefly describes the research environment available to support the candidate's research program, including core facilities, training programs, and collaborative opportunities.

- **Descriptive Biography (up to 2 pages)** Provide a brief descriptive biography of the candidate. If the nomination is approved for funding, this section will be made publicly available on CPRIT's Web site. Candidates are advised not to include information that they consider confidential or proprietary when preparing this document. See RFA for details. This document must be prepared by the candidate.

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

15. TAB 5: FINAL REVIEW & SUBMIT

When Tabs 1 through 4 have been completed and finalized by the nominator, the status of the application is set to "PENDING ASO APPROVAL." The ASO will then receive e-mail notification to review, approve, and submit the application to CPRIT. Only the ASO is authorized to officially submit the application. The ASO must login in to the system and click the appropriate application ID number listed under their *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 nominator's institution must submit the application by the submission deadline: August 29, 2014, 3 p.m., Central Time.**

Upon successful submission of the application by the ASO, a confirmation notification will be sent to the nominator at the e-mail address provided with a link to download the complete auto-concatenated application.

16. PROVIDED TEMPLATES

Candidates must use the provided template – Recruitment - Current and Pending Support – to prepare their current and pending support. The template is posted under the *Summary* tab, and is available in .doc and .PDF format.

17. FORMATTING INSTRUCTIONS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Nominators and candidates 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 must be submitted as part of the appropriate submitted document. Candidates 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 just include only text.

- **References**: Applicants should use citation style that includes the full name of the article and that lists at least the first three 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**: The nominator/candidate are encouraged to provide the URLs of publications referenced in the application; however, URLs directing reviewers to Web sites containing additional information about the proposed research should not be included.

- **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**: Add page numbers in the footer for each document that is uploaded as a PDF. Restart the page numbering at 1 for each document. 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.**

18. CONTACT INFORMATION

18.1. HelpDesk

HelpDesk support is available for technical questions regarding user registration and online submission of applications. Queries submitted via e-mail will be answered within 1 business day. HelpDesk staff are not in a position to answer questions regarding scientific aspects of applications.

Dates of operation: June 12, 2014 onward (excluding public holidays)

Hours of operation: Monday, Tuesday, Thursday, Friday, 7 a.m. to 4 p.m. Central Time
Wednesday, 8 a.m. to 4 p.m. Central Time

Tel: 866-941-7146

E-mail: Help@CPRITGrants.org

18.2. 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

E-mail: Help@CPRITGrants.org

Web site: www.cprit.state.tx.us

19. APPENDIX 1: DESCRIPTION OF RESEARCH AREAS

In Tab 2 (Application Information / Application Classification), the nominator is required to select a Research Area that best describes the proposed work. Descriptions of Research Areas are the following:

- **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 cancer patients and families, identification and reduction of late effects of cancer treatment, education and communications that reduce cancer risk, health services research, attitudes and belief systems that affect cancer control.

- **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, 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, 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, identification of cancer risk factors.

- **Scientific model systems:** Development of new animal models, cell culture systems, 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, zebra fish, drosophila, etc., 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, anti-angiogenic therapy, clinical trials, and treatments to prevent recurrence.

20. 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," Acad. Med. 85:470–475, 2010.