



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

# **INSTRUCTIONS FOR APPLICANTS**

## **Multi-Investigator Research Awards**

### **Continuation for Years 4 and 5**

#### **RFA R-14-MIRA-C-1**

#### **FY 2014**

Fiscal Year Award Period  
September 1, 2013 — August 31, 2014

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## **VERSION HISTORY**

Rev 12/19/13 Document posted

Rev 1/3/14 Revised Section 21, Project Application → Tab 4: Required Documents

- Corrected page limit of Research Plan to 3 pages

## 1. INTRODUCTION

The CPRIT Application Receipt System (<https://cpritrants.org>) provides a means for the research community (i.e., 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 on submitting an application in response to CPRIT's Request for Applications (RFAs) for Multi-Investigator Research Awards-Continuation for Years 4 and 5 (RFA R-14-MIRA-C-1). Applications may be submitted from December 19, 2013 through January 10, 2014.

## 2. ANNOUNCEMENT

Submission of a Multi-Investigator Research Award application involves multiple investigators and several Application/Authorized Signing Officials, very likely affiliated with different institutions. The process for submission of an application for this award mechanism is considerably different from that used for the MIRA application in FY10 and also considerably different from that used for other CPRIT award mechanisms.

**Applicants are strongly advised to carefully read this document in its entirety BEFORE starting a new or a resubmission application. The CPRIT HelpDesk (Section 41.1) is available to answer questions and to guide applicants through application preparation and submission. Based on comments from the applicant community, this *Instructions* document may be revised to clarify specific aspects of the process. Revisions will be listed in the *Revision History*.**

## 3. SUMMARY INSTRUCTIONS

- **Document format for uploaded files:** 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 pt), Calibri (11 pt), or Times New Roman (12 pt).
- **Page Format:** Single spacing, 0.75 inch margins in all directions.

- **Templates:** Use the provided templates for biographical sketches (biosketches), the Product Development Plan, and current and pending support.
- **Product Development Plan:** A Product Development Plan is required for proposed research that will lead to the development of a product that requires regulatory filing.
- **Submission Process:**
  - i. All components (i.e., projects and cores) are prepared individually.
  - ii. The PI submits all components to the institution’s ASO for review and final submission to CPRIT.
  - iii. The application must be submitted by the ASO on or before the deadline: January 10, 2014, 3 p.m. Central time.
- **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 applicant.

#### 4. TERMINOLOGY

**PI:** The PI is the individual leading the entire Multi-Investigator Research program. The PI plays a central role in application preparation and submission—by creating the individual components, coordinating the preparation of the individual component applications, and finalizing the complete application to the institutional ASO for submission to CPRIT. Thus, the PI is designated as an Alternate Submitter on all component applications that constitute the overall application.

**Original Award:** An award made in 2010 pursuant to RFA R-10-MIRA1.

**Research Project (Project):** See RFA for definition (Section 4.3, Research Projects).

**Core Resource (Core):** See RFA for definition (Section 4.4, Core Resources).

**Co-PI (also referred to as Project Lead or Core Lead):** A Co-PI is an individual on the overall application who has been designated to lead a project or a core. Each project and core can have only one lead. Other individuals cannot be designated as a Co-PI, either on

the overall application or on the individual projects or cores. Other investigators participating on the projects and cores should be identified as collaborators or consultants. Thus, all Co-PIs are leads of either a project or a core, and all Leads are Co-PIs on the overall application. (The exception is when the PI leads a project or core (as in the Administrative Core) and is a project/core lead without being designated as a Co-PI).

**Application Structure:** The overall application is composed of two basic “types” of applications:

1. **Parent Application:** The parent application is the umbrella application with which individual projects and cores are associated. The PI completes the necessary information for the parent application, including defining and creating the component projects and cores, assigning leads for each component, and submitting additional required documents.

2. **Child Application:** A child application is any project or core associated with the parent application. Thus, each project is a “project child application”, each core is a “core child application”; the administrative core is the “administrative core child application”. Each child application is directed by a Lead, who, as stated above, is designated as a Co-PI on the parent application.

**Application/Authorized Signing Official:** The Application/Authorized Signing Official (ASO) is an individual authorized to submit an application on behalf of an organization (See Section 7, Application/Authorized Signing Official).

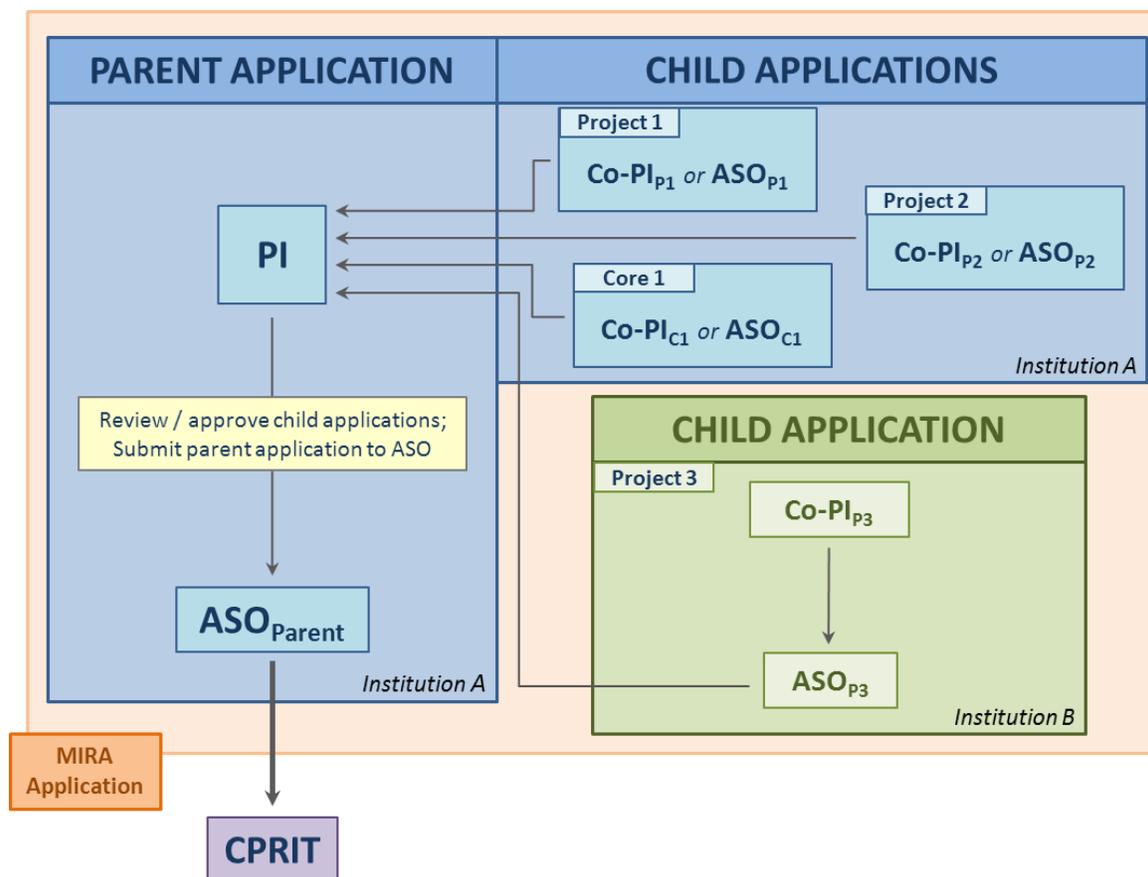
**Grants Contract/Office of Sponsored Projects Official:** This individual will manage the grant if an award is made (See Section 8, Grants Contract/Office of Sponsored Projects Official).

## **5. APPLICATION PREPARATION AND SUBMISSION PROCESS**

- i. The PI completes a series of numbered tabs on the parent application, revises the individual projects and cores, and creates an Administrative Core.
- ii. Each project and core application is an independent application that must be completed by the assigned Leads. Completion of each independent application follows a process similar to the completion of the parent application.

- iii. Once individual child applications are completed, they are forwarded to the PI for review. Note exception to this process (Section 7, Application/Authorized Signing Official).
- iv. The PI reviews and approves each child application, finalizes the entire application, and submits it to the ASO assigned to the parent application.
- v. The ASO reviews, approves, and submits the application to CPRIT.

A diagrammatic overview of the application preparation and submission process is shown on the next page. Details of each step are not included; applicants are directed to individual sections in this document for specific aspects to be completed and/or submitted at each stage.



**Overview of MIRA application preparation and submission process**

## 6. APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before January 10, 2014, 3 p.m. Central Time.

## 7. APPLICATION/AUTHORIZED SIGNING OFFICIAL (ASO)

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO is required for the parent application and for all child applications. The ASO must be identified by the PI (for the parent application) or by the Lead (for a project/core).

As the organization's representative, the ASO is required to review the PI-approved application and submit the application. Only the ASO assigned to the parent application is authorized to officially submit the application to CPRIT. The parent application ASO can reset the parent application at the request of the applicant. Note that individual projects and cores cannot be reset by the parent application ASO.

The ASOs of child applications are not required to approve their assigned child applications prior to PI review. **However, if the Co-PI does NOT belong to the same institution as the PI, then the ASO of that institution must approve the Co-PI-finalized child application and must then forward it to the PI for review.**

## 8. 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 an individual to this role.

## 9. USER REGISTRATION AND/OR LOGIN

Applicants begin the application process by registering or logging in to the CPRIT Application Receipt System (<https://cpritrgrants.org>). On successful login into the system, applicants will be presented with the *My Applications* page shown below. 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 bio sketch is required for the PI and the Co-PIs.

## 10. STARTING A FULL APPLICATION FOR MIRA-C FROM AN ORIGINAL AWARD MADE UNDER RFA R-10-MIRA1

This award mechanism is open only to programs funded in 2010 pursuant to RFA R-10-MIRA1. The MIRA-C application form in CARS is prepopulated from the information in the Original Award, (made pursuant to RFA R-10-MIRA1). Only information for previously funded Research Projects and Core Resources will be included. All information from TAB1 (Contacts), TAB2 (Application Information) and TAB3 (Collaborators & COIs) will be prepopulated. Prepopulated data can be edited. TAB4 (Required Documents, please see Section 15 for exception) and Tab5 (Budget) will need to be inputted anew. **New Research Projects and Resources Cores may not be added in this award continuation. An Administrative Core must be created afresh as it was not a part of the Original Award.** The status of a prepopulated application is listed as “DRAFT – Full Application” on the *My Applications* page. Full applications can be started only by the PI of a prepopulated application by clicking *View/Edit*. In doing so,

the PI is starting only the parent application. Upon starting a MIRA-C Parent application, applicants may revise the title of the application (prepopulated from the Original Award; 160 character limit), and select the submitter role. Once this step is completed, applicants will be directed to the summary page of this newly-created MIRA-C parent application. The *Application Information* tab of this Parent MIRA-C lists the prepopulated child applications— note new applications IDs. (The application titles are the same and can be revised from within the child application). The PI must create an Administrative Core (see Section 13, Parent Application: Managing Projects and Cores).

## 11. PARENT APPLICATION → TAB 1: CONTACTS

- **Principal Investigator:** Verify information for the PI; update as necessary.
- **Co-Principal Investigator:** As stated in the system, Co-PIs are automatically added to this page from the “Projects and Cores” section on the next tab (Application Information). See Section 13 for complete details.
- **Alternate Submitter (optional):** If an alternate submitter is to be designated on the application:
  - Click the Search for Alternate Submitter 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, 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 an alternate submitter, their information will be listed in the appropriate section of the tab.
  - An individual may be changed or removed by clicking the appropriate button.

- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above. Note that the assigned ASO will be the ASO for the parent application.
- **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:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines above. Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for the parent application.

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, “Principal Investigator”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” has been completed. PI information is entered automatically; an Application Signing Official 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 by the ASO.

## 12. PARENT APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type. Select: *New Application*
  - **Application Title:** The application title of the Original Award is stated. Review and edit, if necessary.
- **Project Information**
  - **Proposed Start Date (m/d/yyyy):** The contract start date of 3/1/2014 is prepopulated for all applications.

- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the program. The maximum duration is 2 years.
- **Projects and Cores:** This section lists all the projects and cores of the full application, the Lead on each project and core, and the submission status. See Section 13 (Parent Application: Managing Projects and Cores) for complete details
- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work.
  - **Program Focus:** Select the focus of the proposed work.
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
- **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
- **Product Development:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the Product Development Plan using the template provided (posted under the *Summary* tab). This document must be submitted via Tab 4 (Required Documents). See Section 37 (Product Development Plan) for additional details.
- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution's address.

- **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution’s address.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
  - Select whether the PI is currently eligible to receive Federal grant funds.
  - 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 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.
- **Application Summary Information Instructions:** 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 that has been finalized can be edited only after an ASO has reset the application to draft mode at the request of the PI. The *Application Information* tab for the parent application can be finalized only after each child application is approved by the PI.

## 13. PARENT APPLICATION: MANAGING PROJECTS AND CORES

The listing of all projects and cores has been extracted from the Original Award.

**New Research Projects and Resource Cores may not be added in this award continuation. An Administrative Core must be created.** To create a new Administrative Core, click the *Add Admin Core* button. PI must lead this component therefore PI's contact details are prepopulated under TAB1 of the Administrative Core.

### 13.1. Deleting an Existing Project/Core

**If the Core or a project was originally awarded for up to 3 years only** it should no longer to be part of the Continuation application and the PI must remove that component from the listing using the *Remove* link.

### 13.2. Project/Core Status Definitions

**In Progress:** The Lead has been added and is assumed to be preparing the application.

**Pending P/C ASO Approval:** This status is indicated when ASO approval is necessary. This is the status displayed for components where the organization of the Co-PI is not the same as that of the PI. In cases where the organization of the Co-PI is the same as that of the PI, this status is skipped, as no separate ASO review is necessary.

**Pending PI Review:** The Project/Core Leads have completed their component applications and have forwarded it to the PI. Whenever necessary, this step follows approval of a component application by an ASO from an organization different from the PI. In the case of the Administrative Core and any other project or core lead by the PI, this status is skipped, as it is assumed the PI has reviewed and approved the application while completing it.

**PI Approved:** The PI has reviewed and approved the component applications. All project/core applications must reflect this status before the parent application may be submitted to the ASO. Rejection of a project or core application by the PI resets all tabs within that application to draft.

### 13.3. Additional Comments

- Newly-created Administrative Core application appears on the *My Applications* page of the PI
- A Co-PI has access only to their project/core and the parent application. The PI has access to all projects and cores.
- Each prepopulated project and core application and newly created Administrative Core is assigned a new application ID.

## 14. PARENT APPLICATION → TAB 3: COLLABORATORS & COIs

- **Applicants and Submitters:** Ensure that biosketches for the PI and Co-PIs are uploaded. All project and core leads are Co-PIs on the parent application. If a bio sketch is missing, or outdated the bio sketch for an individual must be uploaded under the *My Profile* link via that individual's account. This tab cannot be finalized without the biosketches of the PI and Co-PIs.
- **Collaborators Listed:** Personnel listed on each project and core are listed in this section.
- **Conflicts of Interest (COI) Listed:** Conflicts of interest listed on each project and core are listed in this section.
- **Other CPRIT Funding:** Other CPRIT funding for personnel listed on each project and core are listed in this section.
- **Other Non-CPRIT Funding:** Funding from non-CPRIT sources for personnel listed on each project and core are listed in this section.

When all information is entered, click the *Finalize Collaborators and COIs* button. Note that the *Collaborators & COIs* tab for the parent application can be finalized only after the *Application Information* tab for the parent application is finalized.

## 15. PARENT APPLICATION → TAB 4: REQUIRED DOCUMENTS

Please note that the two required documents: **Overview of Research Program and Publications/References** have been prepopulated from the Original Award as a reference for the PI. Please replace them by the new documents related to MIRA-C only.

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or documents that exceed the page limits specified in the RFA. 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 (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 and/or layperson’s summary will be lost when the upload refreshes the web page.
- **Overall Goals and Timeline:** Upload the Specific Goals and Timeline PDF document (2 page2).
- **Overview of Research Program:** Upload the Overview of Research Program PDF document (5 pages) (see RFA for details).
- **Publications/References:** Upload the Publications/References PDF document.

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

## 16. PARENT APPLICATION → TAB 5: BUDGET

The budget tab for the parent application is composed of three subtabs:

- i. Projects and Cores
- ii. Budget for Entire Proposed Period of Performance
- iii. Budget Justification

All values in the budget tab of the parent application are extracted from individual budgets submitted for the individual projects/cores. If desirable and/or necessary, provide an overview of the justification of the budget for the overall research program. This section is not intended to duplicate information in the budget justifications of the individual projects/core.

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

**Previous** = move to the previous subtab

**Next** = move to the next subtab

**Finalize Budget** = finalize section

The *Previous* and *Next* buttons allow a user to move between subtabs while retaining entered information while the user is on the *Budget* tab.

## 17. PARENT APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the PI, the status of the application is “PENDING ASO APPROVAL”. The parent application ASO will then receive a notification e-mail to approve and submit the application to CPRIT. Only the parent application ASO is authorized to officially submit the application. The parent application ASO must log in to the system and click the appropriate parent application ID listed under the *My Applications* page. To submit the application, the parent application ASO must enter his or her password and click the *Approve and Submit Application* button. The parent application 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 will state “ASO Approved and Submitted”. The

parent application ASO at the PI's organization must submit the application by the submission deadline (January 10, 2014 3 p.m. Central Time).

## **18. PROJECT APPLICATION → TAB 1: CONTACTS**

- **Project Lead:** Verify information for the Project Lead; update as necessary.
- **Alternate Submitter:** The PI of the parent application, i.e., the PI of the entire Multi-Investigator Research Award application should be assigned as an alternate submitter on the project child application. Additional Alternate Submitter may be added.
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines outlined in Section 11 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for that project child application.
- **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 11 (Parent Application → Tab 1: Contacts). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for that project child application.

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, “Project Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” has been completed. The Project Lead information is entered automatically; an Application Signing Official must be identified and added by the Project Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the Project lead or by the Project ASO.

## 19. PROJECT APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
- **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
- **Application Type:** Verify application type (drop list defaults to *New Application*)
- **Application Title:** The application title of the project from the Original Award is stated. Review and edit, if necessary. **All project titles must begin with the letter “P” followed by the project number, e.g., P1, P2, P3, P4, and/or P5. For example: “P1: Elucidating a novel cancer pathway using mutational analysis”.**
- **Project Information**
- **Proposed Start Date (m/d/yyyy):** The contract start date of 3/1/2014 is prepopulated for all applications.
- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the project. The maximum duration is 2 years.
- **Product Development:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the Product Development Plan using the template provided (posted under the *Summary* tab). This document must be submitted via Tab 4 (Required Documents). See Section 37 (Product Development Plan) for additional details.
- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work.
  - **Program Focus:** Select the focus of the proposed work.
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
- **Vertebrate Animals:** Indicate whether vertebrate animals will be used.

- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution’s address.
  - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution’s address.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
  - Select whether the PI is currently eligible to receive Federal grant funds.
  - 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 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.
- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized can be edited only after the PI of the parent application has reset the application to draft mode at the request of the Project Lead. Tab 2 (Application Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## **20. PROJECT APPLICATION → TAB 3: COLLABORATORS & COIs**

- **Investigators and Submitters:** Ensure that the bio sketch for the Project Lead is uploaded. If missing, upload the bio sketch under the “My Profile” link via that individual’s account. This tab cannot be finalized without the bio sketch of the Project Lead and the PI (listed as the Alternate Submitter).
- **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). 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.
- **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For

collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.

- **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
- **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this Information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for the other category. If an individual does not have non-CPRIT support, indicate by checking the box.
- **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click the *Finalize Collaborators and COIs* button. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

## **21. PROJECT APPLICATION → 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 documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract and Layperson’s Summary:** Enter the abstract and significance (2,500 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 (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 abstract will be lost when the upload refreshes the web page.

- **Overall Goals and Timeline:** Upload the Specific Aims and Timeline PDF document (1 page).
- **Summary of Progress:** Upload the Summary of Progress PDF document (3 pages) (see RFA for details).
- **Research Plan:** Upload the Research Plan PDF document (3 pages) (see RFA for details).
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. Biosketches of the PI and Project Lead (Co-PI) 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 bio sketch 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. The current and pending support of the PI and Project Lead 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. Multiple letters/files must be combined and submitted as a single PDF document (up to 4 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.

- **Product Development Plan:** If applicable, upload the Product Development Plan PDF document. The Product Development Plan must be submitted as a single PDF document.
- **Publications Resulting from this Program:** Upload as a single PDF document the list of Publications resulting from the Program so far.

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

## 22. PROJECT APPLICATION → TAB 5: BUDGET

See Section 36 (Budget).

## 23. PROJECT APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW”, the Project Lead or Project ASO submits the project application to the PI of the parent application. The PI will then submit the project application, along with the other components of the full application, to the parent application ASO for submission to CPRIT. Rejection of a project application by the PI resets all tabs within that application to draft.

**Note:** If a Project Lead is not from the same institution as the PI of the parent application, then the finalized project application will be first forwarded to that institution’s ASO. Upon ASO approval, the project application will be forwarded to the PI of the parent application, who will submit it to the parent application ASO.

## 24. CORE APPLICATION → TAB 1: CONTACTS

- **Core Lead:** Verify information for the Core Lead; update as necessary.
- **Alternate Submitter:** The PI of the parent application, i.e., the PI of the entire Multi-Investigator Research Award application should be assigned as an alternate submitter on the core child application. Additional Alternative Submitter can be added.
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official*

button. Follow the search guidelines outlined in Section 11 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for that core child application.

- **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 11 (Parent Application → Tab 1: Contacts). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for that core child application.

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, “Core Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” has been completed. The Core Lead information is entered automatically; an Application Signing Official must be identified and added by the Core Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the Core Lead or by the Core ASO.

## **25. CORE APPLICATION → TAB 2: APPLICATION INFORMATION**

- **Application Identification**
- **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
- **Application Type:** Verify application type (drop list defaults to *New Application*).
- **Application Title:** The title of the core from the Original Award stated. Review and edit, if necessary. If a new core has been created, the title must be entered. **All core titles must begin with the letter “C” followed by the core number, e.g., C1, C2, and/or C3. For example: “C1: Histopathology Core”. Only “technical” cores should be numbered.**

**Note:** The Administrative Core should not be considered in the numbering of cores. As an example: if 2 technical cores are proposed, these would be numbered C1 and C2. The Administrative Core would NOT be numbered C3; C3 would not exist.

- **Project Information**
- **Proposed Start Date (m/d/yyyy):** The contract start date of 3/1/2014 is prepopulated for all applications.
- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the core. The maximum duration is 2 years.
- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work.
  - **Program Focus:** Select the focus of the proposed work.
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
- **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
- **Product Development:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the Product Development Plan using the template provided (posted under the *Summary* tab). This document must be submitted via Tab 4 (Required Documents). See Section 37 (Product Development Plan) for additional details.

- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution’s address.
  - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution’s address.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
  - Select whether the PI is currently eligible to receive Federal grant funds.
  - 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 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.
- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized cannot be edited unless the PI of the parent application has reset the application to draft mode at the request of the Core Lead.

Tab 2 (Application Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 26. CORE APPLICATION → TAB 3: COLLABORATORS & COIs

- **Investigators and Submitters:** Ensure that the bio sketch for the Core Lead is uploaded. If missing, upload the bio sketch under the “My Profile” link via that individual’s account. This tab cannot be finalized without the bio sketch of the Core Lead and the PI (listed as the Alternate Submitter).
- **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). 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.
- **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.
- **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
- **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this Information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for

the other category. If an individual does not have non-CPRIT support, indicate by checking the box.

- **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click the *Finalize Collaborators and COIs button*. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

## **27. CORE APPLICATION → 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 documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract:** Enter the abstract (2,500 characters) of the proposed core resource. Character limits include letters, spaces, and punctuations. 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 abstract will be lost when the upload refreshes the web page.
- **Overall Goals and Timeline:** Upload the Specific Aims and Timeline PDF document (1 page).
- **Resource Plan:** Upload the Resource Plan PDF document (2 pages) (see RFA for details).
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. Biosketches of

the PI and Core Lead (Co-PI) 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 bio sketch 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. The current and pending support of the PI and Core Lead 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. Multiple letters/files must be combined and submitted as a single PDF document (up to 2 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.
- **Product Development Plan:** If applicable, upload the Product Development Plan PDF document. The Product Development Plan must be submitted as a single PDF document.
- **Publications Resulting from this Program:** Upload as a single PDF document the list of Publications resulting from the Program so far.

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

## **28. CORE APPLICATION → TAB 5: BUDGET**

See Section 36 (Budget).

## **29. CORE APPLICATION → TAB 6: FINAL REVIEW & SUBMIT**

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW,” the Core Lead or Core ASO submits the core application to the PI of the parent application. The PI will then submit the core application, along with the other components of the full application, to the parent application ASO for submission to CPRIT. Rejection of a core application by the PI resets all tabs within that application to draft

**Note:** If a Core Lead is not from the same institution as the PI of the parent application, then the finalized core application will be first forwarded to that institution’s ASO. Upon ASO approval, the core application will be forwarded to the PI of the parent application, who will submit it to the parent application ASO.

### **30. ADMINISTRATIVE CORE APPLICATION → TAB 1:**

#### **CONTACTS**

- **Admin Lead:** Verify information for the Admin Lead; update as necessary. The PI is the Admin Lead.
- **Alternate Submitter:** If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the guidelines in Section 11 (Parent Application → Tab 1: Contacts).
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines outlined in Section 11 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for the administrative core child application (who should be the same individual listed as the ASO for the parent application).
- **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 13 (Parent Application: Managing Projects and Cores). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for the administrative core child application (who should be the same individual listed for the parent application).

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, “Admin

Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” has been completed. The Admin Lead information is entered automatically; an Application Signing Official must be identified and added by the Admin Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the PI or by the ASO.

## **31. ADMINISTRATIVE CORE APPLICATION → TAB 2: APPLICATION INFORMATION**

- **Application Identification**
- **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
- **Application Type:** Verify application type (drop list defaults to *New Application*).
- **Application Title:** The title cannot be edited. Note that, unlike the “technical” cores, the Administrative Core should not be considered a numbered core (see Section 25, Core Application → Tab 2: Application Information, Application Identification/Application Title).
- **Project Information**
- **Proposed Start Date (m/d/yyyy):** The contract start date of 3/1/2014 is prepopulated for all applications.
- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the administrative core. The maximum duration is 2 years.
- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
  - Select whether the PI is currently eligible to receive Federal grant funds.
  - 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 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.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized cannot be edited unless reset to draft mode by the PI himself/herself. Tab 2 (Application Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## **32. ADMINISTRATIVE CORE APPLICATION → TAB 3:**

### **COLLABORATORS & COIs**

- **Investigators and Submitters:** Ensure that bio sketch for the Lead (i.e., the PI) is uploaded. If missing, upload the bio sketch under the “My Profile” link via the PI’s account. This tab cannot be finalized without the bio sketch of the PI.
- **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). 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.
- **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.
- **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
- **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this Information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for the other category. If an individual does not have non-CPRIT support, indicate by checking the box.
- **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click “Finalize Collaborators & COIs”. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

### **33. ADMINISTRATIVE CORE APPLICATION → 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 documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Administrative Plan:** Upload the Administrative Plan PDF document (2 pages).
- **Summary of Progress:** Upload the Summary of Progress PDF document (3 pages) (see RFA for details).
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. The bio sketch of the PI is extracted from his/her profile and is automatically part of the application; it should not be included in this document.
- **Current and Pending Support:** For all personnel for whom a bio sketch 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. The current and pending support of the PI 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. Multiple letters/files must be combined and submitted as a single PDF document (up to 2 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.

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

### **34. ADMINISTRATIVE CORE APPLICATION → TAB 5: BUDGET**

See Section 36 (Budget).

## 35. ADMINISTRATIVE CORE APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW”, the Administrative Core must be formally “submitted” to the PI. The PI will then submit the administrative core application, along with the other components of the full application, to the parent application ASO for submission to CPRIT.

## 36. BUDGET

A budget is required for each project and core (including the administrative core). The budget section for all component applications is composed of four subtabs:

- i. Senior/Key Person & Other Personnel
- ii. Detailed Budget for Year One
- iii. Budget for Entire Proposed Period of Performance
- iv. Budget Justification

All four subtabs must be completed to finalize the budget tab of a component application. A detailed budget for the first year of the project/core is required. Applicants may request up to two-thirds of the total amount awarded as part of the initial 3-year award.

**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** = finalize section

The *Previous* and *Next* buttons allow a 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 to Draft” button is clicked. Moving to another tab without saving will result in loss of any unsaved changes.

### 36.1. Senior/Key Person & Other Personnel

Complete requested information.

**First Name and Last Name:** The Project/Core Lead'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/Project Lead/Core Lead role is prepopulated. Enter roles of other individuals, as necessary.

**Type Appt. (Months):** For each individual listed, enter their appointment type, e.g., 6 month, 9 month, 12 month appointment.

**Annual Base Salary:** For each individual listed, enter their institutional base salary. The salary cap for CPRIT awards for FY 2014 (September 1, 2013 through August 31, 2014) is \$200,000; see Section 36.5, Salary Cap.

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

**Note:** A minimum of 15% effort is required for the administrative core; a minimum of 10% effort is required for a project or a core. Applicants will not be able to finalize the budget tab with percent efforts less than these amounts (an "error" will be displayed). Errors must be addressed before finalizing the tab.

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

- If preferred, the salary requested may be manually entered.
- A salary of \$0 may be entered for any listed individual. In such cases, the system will display a "warning" to notify the submitter of this amount. The tab may still be finalized with warnings. As stated above, an "error" must be addressed before finalizing the tab.

**Fringe Benefits:** For each individual listed, their 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).

## 36.2. Detailed Budget for Year One

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

**Travel:** Include any project-related travel charges. CPRIT cannot support patient-related travel charges.

**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. Pre-approval is not required; if the project is funded, approval may be requested at that time.

**Supplies** (800-character limit): Itemize 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 subawards, consortiums, and/or contractual associated amounts. State direct charges only. Each subaward must be itemized in the *Budget Justification* subtab by stating project charges for personnel, equipment, supplies, research-related subjects, and other expenses.

**Research-Related Subject Charges:** Enter charges associated with subjects related to the proposed work, e.g., 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 One (line D) should not exceed 5% of the Total Charges for Year One (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 is 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.

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

Amounts for *Budget Year One* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year One*. For each additional year of support requested, enter the budget requested for personnel 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 2-5. A 3% salary increase for years 2-3 is permitted up to the cap of \$200,000. The salary cap (Section 36.5) 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:  $\text{Total Indirect Charges} = (\text{Total Direct Charges} / 0.95) - \text{Total Direct Charges}$ .

### **36.4. Budget Justification**

Provide a brief and concise justification of the budget (15,000-character limit) for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care charges, animal care charges, other expenses, and indirect charges. Each subaward must itemize project charges for all expense categories.

### **36.5. Salary Cap**

The salary cap for CPRIT awards in FY 2014 (September 1, 2013 through August 31, 2014) is \$200,000. Thus, the maximum direct salary support an individual can request is up to \$200,000 of their institutional salary based on effort on a project. In other words:

- 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.

<b>Base Institutional Salary (full-time calendar appointment)</b>	<b>Effort of Project</b>	<b>Maximum direct salary support that would be requested by the applicant</b>
Less than \$200,000	1-100%	Up to base salary
More than \$200,000 (e.g., \$300,000)	100%	\$200,000
More than \$200,000 (e.g., \$300,000)	50%	\$100,000

### **37. PRODUCT DEVELOPMENT PLAN**

If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the Product Development Plan using the template provided (posted under the Summary tab). Applicants have the option of submitting a Product Development Plan for the entire application and/or for individual projects/cores.

- If 2 or fewer projects/cores have the potential for Product Development, then a Product Development Plan for only those projects/cores will suffice.
- If 3 or more projects/cores have the potential for Product Development, then the applicants should consider submitting a Product development Plan for those projects and cores and also a Product Development Plan for the entire application. This decision is at the discretion of the PI and Co-PI(s).

## 38. PROVIDED TEMPLATES

Applicants must use the provided templates to prepare and submit the following documents. Templates are posted under the *Summary* tab, and are available in .doc and .pdf format.

- (i) Biographical Sketches
- (ii) Product Development Plan
- (iii) Current and Pending Support

## 39. VERTEBRATE ANIMALS/HUMAN SUBJECTS

Whenever vertebrate animals or human subjects are part of a CPRIT-funded project, a copy of the recipient organization's Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval must be provided to CPRIT before funding can be released. For multi-year projects, annual confirmation of IRB or IACUC approval is required. This information is not required at the time of submission of the application.

## 40. 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 pt), Calibri (11 pt), or Times New Roman (12 pt).
- **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 just include only text.
- **References:** List all contributing authors. Applicants should use the following format. Smith, P.T., Doe, J., White, J.M. (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 Web sites containing additional information about the proposed research.
- **Headers and Footers:** Should not be used (unless part of a provided template).
- **Page Numbering:** Pages should be numbered at the bottom right corner of each page.
- **Supplemental (“Appendix”) Material:** 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 as a PDF file.

## **41. CONTACT INFORMATION**

### **41.1. 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:** December 19, 2013 to January 10, 2014 (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:** ResearchHelp@CPRITGrants.org

### **41.2. Scientific and Programmatic Questions**

Questions regarding the CPRIT Program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Research Program Director.

**Tel:** 512-305-8491

**E-mail:** Help@CPRITGrants.org

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