



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR  
APPLICATIONS  
RFA P-16-DI-2**

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

Please also refer to the "Instructions for Applicants" document, which will be posted September 24, 2015

**Application Receipt Opening Date:** September 24, 2015

**Application Receipt Closing Date:** March 3, 2016

**FY 2016**

Fiscal Year Award Period

September 1, 2015-August 31, 2016

## TABLE OF CONTENTS

<b>1. ABOUT CPRIT</b>	<b>4</b>
1.1. PREVENTION PROGRAM PRIORITIES	4
<b>2. FUNDING OPPORTUNITY DESCRIPTION</b>	<b>5</b>
2.1. SUMMARY	5
2.2. PROJECT OBJECTIVES	5
2.3. AWARD DESCRIPTION	6
2.3.1. <i>Priorities</i>	8
2.3.2. <i>Specific Areas of Emphasis</i>	9
2.3.3. <i>Outcome Metrics</i>	11
2.4. ELIGIBILITY	12
2.4.1. <i>Resubmission Policy</i>	13
2.5. FUNDING INFORMATION	13
<b>3. KEY DATES</b>	<b>14</b>
<b>4. APPLICATION SUBMISSION GUIDELINES</b>	<b>14</b>
4.1. <i>INSTRUCTIONS FOR APPLICANTS DOCUMENT</i>	14
4.2. <i>ONLINE APPLICATION RECEIPT SYSTEM</i>	14
4.3. <i>SUBMISSION DEADLINE EXTENSION</i>	15
4.4. <i>APPLICATION COMPONENTS</i>	15
4.4.1. <i>Abstract and Significance (5,000 characters)</i>	15
4.4.2. <i>Goals and Objectives (1,200 characters each)</i>	15
4.4.3. <i>Project Timeline (2 pages)</i>	16
4.4.4. <i>Project Plan (15 pages; fewer pages permissible)</i>	16
4.4.5. <i>References</i>	17
4.4.6. <i>CPRIT Grants Summary</i>	17
4.4.7. <i>Budget and Justification</i>	17
4.4.8. <i>Current and Pending Support and Sources of Funding</i>	18
4.4.9. <i>Biographical Sketches</i>	18
4.4.10. <i>Collaborating Organizations</i>	18
4.4.11. <i>Letters of Commitment (10 pages)</i>	19
<b>5. APPLICATION REVIEW</b>	<b>19</b>
5.1. <i>REVIEW PROCESS OVERVIEW</i>	19
5.2. <i>REVIEW CRITERIA</i>	20
5.2.1. <i>Primary Evaluation Criteria</i>	21
5.2.2. <i>Secondary Evaluation Criteria</i>	22
<b>6. AWARD ADMINISTRATION</b>	<b>22</b>
<b>7. CONTACT INFORMATION</b>	<b>23</b>
7.1. <i>HELPDESK</i>	23
7.2. <i>PROGRAM QUESTIONS</i>	24
<b>8. CONFERENCE CALLS TO ANSWER APPLICANT QUESTIONS</b>	<b>24</b>
<b>9. RESOURCES</b>	<b>24</b>
<b>10. REFERENCES</b>	<b>25</b>

## **RFA VERSION HISTORY**

Rev 09/10/15 RFA release

Rev 11/26/15 Changed the Application Receipt Closing Date on the cover page from January 7, 2016 to March 3, 2016 and revised the Key Dates on page 14

ARCHIVE

## **1. ABOUT CPRIT**

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

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

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

### **1.1. Prevention Program Priorities**

Legislation from the 83rd Texas Legislature requires that CPRIT's Oversight Committee establish program priorities on an annual basis. The priorities are intended to provide transparency in how the Oversight Committee directs the orientation of the agency's funding portfolio. The Prevention Program's principles and priorities will also guide CPRIT staff and the Prevention Review Council on the development and issuance of program-specific Requests for Applications (RFAs) and the evaluation of applications submitted in response to those RFAs.

#### **Established Principles**

- Fund evidence-based interventions and their dissemination
- Support the prevention continuum of primary, secondary, and tertiary (includes survivorship) prevention interventions

#### **Prevention Program Priorities**

- Prioritize populations and geographic areas of greatest need, greatest potential for impact
- Focus on underserved populations
- Increase targeting of preventive efforts to areas where significant disparities in cancer incidence or mortality in the state exist

## 2. FUNDING OPPORTUNITY DESCRIPTION

### 2.1. Summary

The ultimate goals of the CPRIT Prevention Program are to reduce overall cancer incidence and mortality and to improve the lives of individuals who have survived or are living with cancer. The ability to reduce cancer death rates depends in part on the application of currently available evidence-based technologies and strategies. CPRIT will foster the primary, secondary, and tertiary prevention of cancer in Texas by providing financial support for a wide variety of evidence-based risk reduction, early detection, and survivorship interventions.

The **Dissemination of CPRIT-Funded Cancer Control Interventions (DI)** award mechanism seeks to fund programs that facilitate the dissemination and implementation of successful CPRIT-funded, evidence-based cancer prevention and control interventions across Texas. **This award mechanism is open only to previously or currently funded CPRIT projects.**

The proposed program should describe and package strategies or approaches to introduce, modify, and implement previously funded CPRIT evidence-based cancer prevention and control interventions for dissemination to other settings and populations in the state. To be eligible, the applicant should be in a position to develop 1 or more “products” based on the results of the CPRIT-funded intervention. The proposed projects should also identify and assist others prepare to implement the intervention and/or prepare to apply for grant funding.

### 2.2. Project Objectives

CPRIT seeks to fund projects that will provide 1 or more of the following:

- Dissemination of tools or models to public health professionals, health care practitioners, health planners, policymakers, and advocacy groups;
- Dissemination of materials or information about an intervention to broader settings/systems; and
- Dissemination or scaling up of best practices (infrastructure and tools) and evidence-based interventions for implementation (ie, implementation guides).

### 2.3. Award Description

The **Dissemination of CPRIT-funded Cancer Control Interventions** RFA solicits applications from currently or previously funded CPRIT projects that have demonstrated exemplary success and have materials, policies, and other resources that have been successfully implemented and evaluated and could be scaled up and/or applied to other systems and settings.

**The Center for Research in Implementation Science and Prevention** website (<http://www.dissemination-implementation.org/measures.aspx>) defines active and passive dissemination strategies as follows: “Dissemination strategies describe mechanisms and approaches that are used to communicate and spread information about interventions to targeted users. Dissemination strategies are concerned with the packaging of the information about the intervention and the communication channels that are used to reach potential adopters and target audience. Passive dissemination strategies include mass mailings, publication of information including practice guidelines, and untargeted presentations to heterogeneous groups. Active dissemination strategies include hands on technical assistance, replication guides, point-of-decision prompts for use, and mass media campaigns. It is consistently stated in the literature that dissemination strategies are necessary but not sufficient to ensure wide-spread use of an intervention.”

Adopters will need to employ implementation strategies to replicate or adapt projects to their settings or populations. Implementation strategies are described as the systematic processes, activities, and resources that are used to integrate interventions into usual settings. Core implementation components or implementation drivers can be staff selection, preservice and in-service training, ongoing consultation and coaching, staff and program evaluation, facilitative administrative support, and systems interventions. (See <http://www.dissemination-implementation.org/measures.aspx>)

This award will support both passive and active dissemination strategies but must include 2 or more active dissemination strategies. This award will also support implementation strategies in the form of technical assistance, coaching, and consultation within the time period of the grant. CPRIT recognizes that there are limits to the amount of technical assistance or coaching that can be accomplished within the grant period; however, priority will be given to those projects that identify and assist potential adopters prepare to implement the intervention and/or prepare to

apply for grant funding. Examples of active dissemination strategies and implementation strategies follow.

#### Tools/models

- Toolkits with materials, sample policies, and procedures for implementation of CPRIT funded programs
- Interactive websites that provide future adopters with key information on how to implement CPRIT-related interventions
- Approaches for dissemination of findings via nontraditional channels (eg, social media);
- User-friendly summaries—short issue or policy briefs that tell a story for decision makers based on CPRIT findings
- Brief, user-friendly case studies from program developers and recipients to illustrate key issues

#### Implementation guides

- Targeted communication materials emphasizing how to apply them to different populations, systems, settings
- Step-by-step implementation guides on how to translate an evidence-based intervention/program to broader settings, including guidelines for retaining core elements of the interventions or programs while offering suggested adaptations for the elements that would enhance the adoption and sustainability of the programs in different populations, settings, or circumstances (See Partnership for Prevention examples: <https://www.prevent.org/Action-Guides/The-Community-Health-Promotion-Handbook.aspx>)

#### Training/Technical assistance

- Provision of training and technical assistance to guide adopters in developing their plans to adapt, refine, and implement their projects

In addition, proposed materials should include a discussion of barriers to dissemination; a description of personnel and necessary resources to overcome barriers to implementation; a description of expected outcomes, evaluation strategies with a sample evaluation plan, and tools

(if applicable); and suggestions or plan for project sustainability, capacity building, or integration.

Under this RFA, CPRIT **will not** consider the following:

- Proposals to disseminate projects not previously or currently funded by CPRIT or
- **Projects involving prevention/intervention research.**

Applicants interested in prevention research should review CPRIT's Research RFAs (available at <http://www.cprit.state.tx.us>).

### 2.3.1. Priorities

Priority will be given to proposals to disseminate and replicate projects that when implemented can address the following program priorities set by the CPRIT Oversight Committee:

- Prioritize populations and geographic areas of greatest need, greatest potential for impact;
- Focus on underserved populations (see priority populations);
- Increase targeting of preventive efforts to areas where significant disparities in cancer incidence and mortality in the state exist (see [section 2.3.2](#)).

#### Priority Populations:

Priority populations are subgroups that are disproportionately affected by cancer.

- Underinsured and uninsured individuals
- Geographically or culturally isolated populations
- Medically unserved or underserved populations
- Populations with low health literacy skills
- Geographic regions or populations of the state with higher prevalence of cancer risk factors (eg, obesity, tobacco use, alcohol misuse, unhealthy eating, sedentary lifestyle)
- Racial, ethnic, and cultural minority populations
- Other populations with low screening rates, high incidence rates, and high mortality rates, focusing on individuals never before screened or who are significantly out of compliance with nationally recommended screening guidelines



### 2.3.2. Specific Areas of Emphasis

CPRIT is interested in applications focused on the areas listed below.

#### A. Primary Prevention

##### Tobacco Prevention and Control

- Decreasing tobacco use in areas of the state that have higher smoking rates per capita than other areas of the state
  - Health Service Regions (HSRs) 2, 4, and 5 have significantly higher tobacco use among adults than in other regions of the state. For more information about maps of Health Service Regions, please visit <http://www.dshs.state.tx.us/regions/state.shtm>.
- Decreasing tobacco use in vulnerable and high-risk populations, including people with mental illness, history of substance abuse, youth, and pregnant women, that have higher tobacco usage rates than the general population

##### HPV Vaccination

- Increasing access to, delivery of, and completion of the HPV vaccine regimen to males and females through evidence-based intervention efforts
  - HPV vaccine completion rates are low (15% for males and 39% for females) across the state compared to the CDC goals of 75% completion rates.<sup>1</sup>

##### Liver Cancer

- Decreasing disparities in incidence and mortality rates for hepatocellular cancer (HCC)
  - HCC incidence is significantly higher in Texas Hispanics, blacks, and Asian/Pacific Islanders than in non-Hispanic whites.<sup>2</sup>
  - Significantly higher HCC rates in Texas Hispanics versus the United States are driven by very high rates among Hispanics in South Texas.<sup>2</sup>
  - Males have significantly higher incidence and mortality rates than females.<sup>2</sup>
  - Age at diagnosis is shifting toward younger patients, both in Texas and the United States.<sup>2</sup>

## **B. Secondary Prevention - Screening and Early Detection Services**

### Colorectal Cancer

- Increasing screening/detection rates in HSRs 1 through 6 and HSR 9. For more information about maps of Health Service Regions, please visit <http://www.dshs.state.tx.us/regions/state.shtm>.
- The highest rates of cancer incidence mortality are found in these regions of Texas.<sup>2</sup>
- Decreasing disparities in incidence and mortality rates of colorectal cancer for racial/ethnic populations and rural communities
  - African Americans have the highest incidence and mortality rates, followed by non-Hispanic whites and Hispanics.<sup>2</sup>
- Decreasing incidence and mortality rates in rural counties
  - Incidence and mortality rates are higher in rural counties compared to urban counties.<sup>2</sup>

### Cervical Cancer

- Increasing screening/detection rates for women in Texas-Mexico border counties
  - Women in these counties have a 30% higher cervical cancer mortality rate than women in nonborder counties.<sup>2</sup>
- Decreasing disparities in racial/ethnic populations
  - Hispanics have the highest incidence rates, while African Americans have the highest mortality rate.<sup>2</sup>
- Reaching women never before screened

### Breast Cancer

- Increasing screening/detection rates in rural and medically underserved areas of the state
- Reaching women never before screened

Data on cancer incidence and mortality are provided by the Texas Cancer Registry.<sup>2</sup> For more information about cancer in Texas, visit CPRIT's website at

<http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control> or visit the Texas Cancer Registry site at <http://www.dshs.state.tx.us/tcr/>.

### **C. Tertiary Prevention - Survivorship Services**

- Preventing secondary cancers and recurrence of cancer
- Managing the aftereffects of cancer and treatment to maximize quality of life and number of years of healthy life
- Minimizing preventable pain, disability, and psychosocial distress

Applicants proposing survivorship projects may address people with any type of cancer.

#### **2.3.3. Outcome Metrics**

The applicant is required to describe how the goals and objectives for each year of the project as well as the final outcomes will be measured. The applicant should provide a clear and appropriate plan for data collection and interpretation of results to report against goals and objectives.

#### **Reporting Requirements**

Funded projects are required to report quantitative output and outcome metrics (as appropriate for each project) through the submission of quarterly progress reports, annual reports, and a final report.

- Quarterly progress report sections include, but are not limited to the following:
  - Narrative on project progress, including the number and description of all active and passive dissemination and implementation activities undertaken.
- Annual and Final progress report sections include, but are not limited to the following:
  - Key accomplishments, including discussion of barriers to dissemination,
  - Progress against goals and objectives,
  - Materials produced,
  - Presentations, publications, etc.

## 2.4. Eligibility

- The applicant must be a Texas-based entity, such as a community-based organization, health institution, government organization, public or private company, college or university, or academic health institution.
- The designated Program Director (PD) will be responsible for the overall performance of the funded project. The PD must have relevant education and management experience and must reside in Texas during the project performance time.
- The applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application was submitted.
- An applicant is not eligible to receive a CPRIT grant award if the applicant PD, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's organization or institution is related to a CPRIT Oversight Committee member.
- The applicant may submit more than 1 application, but each application must be for distinctly different projects without overlap in the projects. Applicants who do not meet this criterion will have all applications administratively withdrawn without peer review.
- Collaborations are permitted and encouraged, and collaborators may or may not reside in Texas. However, collaborators who do not reside in Texas are not eligible to receive CPRIT funds. Subcontracting and collaborating organizations may include public, not-for-profit, and for-profit entities. Such entities may be located outside of the state of Texas, but non-Texas-based organizations are not eligible to receive CPRIT funds.
- An applicant organization is eligible to receive a grant award only if the applicant certifies that the applicant organization, including the PD, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's organization (or any person related to 1 or more of these individuals within the second degree of consanguinity or affinity), has not made and will not make a contribution to CPRIT or to any foundation created to benefit CPRIT.
- The applicant must report whether the applicant organization, the PD, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way, (whether slated to receive salary or compensation under the grant award or not), are

currently ineligible to receive federal grant funds because of scientific misconduct or fraud or have had a grant terminated for cause within 5 years prior to the submission date of the grant application.

- CPRIT grants will be awarded by contract to successful applicants. CPRIT grants are funded on a reimbursement-only basis. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in [section 6](#). All statutory provisions and relevant administrative rules can be found at <http://www.cprit.state.tx.us>.

#### **2.4.1. Resubmission Policy**

Two **resubmissions** are permitted. An application is considered a resubmission if the proposed project is the same project as presented in the original submission. A change in the identity of the PD for a project or a change of title for a project that was previously submitted to CPRIT does not constitute a new application; the application would be considered a resubmission.

#### **2.5. Funding Information**

Applicants may request any amount of funding up to a maximum of \$300,000 in total funding over a maximum of 24 months. Grant funds may be used to pay for salary and benefits, project supplies, equipment, costs for outreach and education, and travel of project personnel to project site(s). Requests for funds to support construction, renovation, or any other infrastructure needs or requests to support lobbying will not be approved under this mechanism. Grantees may request funds for travel for 2 project staff to attend CPRIT's conference.

The budget should be well justified. In addition, CPRIT seeks to fill gaps in funding rather than replace existing funding, supplant funds that would normally be expended by the applicant's organization, or make up for funding reductions from other sources.

### 3. KEY DATES

#### RFA

RFA release September 10, 2015

#### Application

Online application opens September 24, 2015, 7 AM central time

Application due March 3, 2016, 3 PM central time

Application review May 2016

#### Award

Award notification August 2016

Anticipated start date August 2016

Applicants will be notified of peer review panel assignment prior to the peer review meeting dates.

### 4. APPLICATION SUBMISSION GUIDELINES

#### 4.1. *Instructions for Applicants* document

It is imperative that applicants read the accompanying instructions document for this RFA (<https://CPRITGrants.org>). Requirements may have changed from previous versions.

#### 4.2. Online Application Receipt System

Applications must be submitted via the CPRIT Application Receipt System (CARS) (<https://CPRITGrants.org>). **Only applications submitted through this portal will be considered eligible for evaluation.** The PD must create a user account in the system to start and submit an application. The Co-PD, if applicable, must also create a user account to participate in the application. Furthermore, the Authorized Signing Official (a person authorized to sign and submit the application for the organization) and the Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant contract if an award is made) also must create a user account in CARS. Applications will be accepted beginning at 7 AM central time on September 24, 2015, and must be submitted by 3 PM central time on March 3, 2016. Detailed instructions for submitting an application are in the *Instructions for Applicants* document, posted

on CARS. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

#### 4.3. Submission Deadline Extension

The submission deadline may be extended for 1 or more grant applications upon a showing of good cause. All requests for extension of the submission deadline must be submitted via email to the CPRIT [HelpDesk](#). Submission deadline extensions, including the reason for the extension, will be documented as part of the grant review process records.

#### 4.4. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Refer to the *Instructions for Applicants* document for details.

**Submissions that are missing 1 or more components or do not meet the eligibility requirements will be administratively withdrawn without review.**

##### 4.4.1. Abstract and Significance (5,000 characters)

Clearly explain the problem(s) to be addressed, the approach(es) to the solution, and how the application is responsive to this RFA. In the event that the project is funded, the abstract will be made public; therefore, no proprietary information should be included in this statement. Initial compliance decisions are based in part upon review of this statement.

**The required abstract format is as follows (use headings as outlined below):**

- **Need:** Include a description of need for the proposed project.
- **Overall Project Strategy:** Describe the project and how it will address the identified need.
- **Specific Goals:** State specifically the overall goals of the proposed project.
- **Innovation:** Describe the creative components of the proposed project.
- **Significance and Impact:** Explain how the proposed project, if successful, will have a unique and major impact on cancer prevention and control and for the state of Texas.

##### 4.4.2. Goals and Objectives (1,200 characters each)

List specific goals and **measurable** objectives for each year of the project. A baseline and method(s) of measurement are required for each objective.

#### 4.4.3. Project Timeline (2 pages)

Provide a project timeline for project activities that includes deliverables and dates. Use Years 1, 2, 3, and Months 1, 2, 3, etc, as applicable instead of specific months or years (eg, Year 1, Months 3-5, not 2017, March-May).

#### 4.4.4. Project Plan (15 pages; fewer pages permissible)

*The required project plan format follows. Applicants must use the headings outlined below. Applications not following the required format will be administratively withdrawn.*

**Background:** Describe the project to be disseminated and how and why it lends itself to replication and scalability. Describe the effectiveness of the intervention that is being proposed for replication/dissemination and the expected short- and long-term impacts of the project. Describe why this project is needed, creative, or unique.

**Goals and Objectives (optional):** Goals and Objectives will be entered in separate fields in CARS and need not be provided in the project plan. However, if desired, goals and objectives may be fully repeated or briefly summarized here.

**Components of the Project:** Clearly describe the data demonstrating success of the CPRIT-funded project that justifies dissemination. Describe components of the proposed dissemination project and the dissemination approach, strategy (eg, passive and active dissemination and implementation strategies), and the products being designed or packaged. Clearly describe the established theory and practice that support the proposed approach or strategy. Describe parameters of the CPRIT-funded project that may affect its dissemination and replication such as target audience for which it was designed, specialized resources that may be needed, or geographic considerations.

**Evaluation Strategy:** Describe the evaluation plan and methodology to assess dissemination effectiveness (eg, include short and intermediate impact of dissemination activities, knowledge and behavior change among the audience likely to adopt the project). Describe a clear and appropriate plan for data collection and interpretation of results to report against goals and objectives. If needed, applicants may want to consider seeking expertise at Texas-based academic cancer centers, schools/programs of public health, prevention research centers,



or the like. Applicants should budget accordingly for the evaluation activity and should ensure, among other things, that the evaluation plan is linked to the proposed goals and objectives.

**Organizational Qualifications and Capabilities:** Describe the organization and its qualifications and capabilities to deliver the proposed project. Describe the role and qualifications of key collaborating organizations/partners (if applicable) and how they add value to the project and demonstrate commitment to working together to implement the project. Describe the key personnel who are in place or will be recruited to implement, evaluate, and complete the project.

#### 4.4.5. References

Provide a concise and relevant list of references cited for the application. The successful applicant will provide referenced evidence and literature support for the proposed project.

#### 4.4.6. CPRIT Grants Summary

Please use the template provided on the CARS (<https://CPRITGrants.org>). Provide a description of the progress or final results of **all** CPRIT-funded projects of the PD or Co-PD, regardless of their connection to this application. Indicate how the current application builds on the previous work or addresses new areas of cancer prevention and control services. Applications that are missing this document and for which CPRIT records show a PD and/or Co-PD with previous or current CPRIT funds will be administratively withdrawn.

#### 4.4.7. Budget and Justification

Provide a brief outline and detailed justification of the budget for the entire proposed period of support, including salaries and benefits, travel, equipment, supplies, contractual expenses, and other expenses. CPRIT funds will be distributed on a reimbursement basis. Applications requesting more than the maximum allowed cost (total costs) as specified in [section 2.5](#) will be administratively withdrawn.

- **Personnel:** The individual salary cap for CPRIT awards is \$200,000 per year. Describe the source of funding for all project personnel where CPRIT funds are not requested.
- **Travel:** PDs and related project staff are expected to attend CPRIT's conference. CPRIT funds may be used to send up to 2 people to the conference.

- **Equipment:** Equipment having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit must be specifically approved by CPRIT. An applicant does not need to seek this approval prior to submitting the application. Justification must be provided for why funding for this equipment cannot be found elsewhere; CPRIT funding should not supplant existing funds. Cost sharing of equipment purchases is strongly encouraged.
- **Other Expenses**
  - **Indirect/Shared Costs:** It is CPRIT’s policy not to allow recovery of indirect or shared costs for prevention programs.

#### **4.4.8. Current and Pending Support and Sources of Funding**

Please use the template provided on the CARS (<https://CPRITGrants.org>). Describe the funding source and duration of all current and pending support for the proposed project, including a capitalization table that reflects private investors, if any. Information for the initial funded project need not be included.

#### **4.4.9. Biographical Sketches**

The designated PD will be responsible for the overall performance of the funded project and must have relevant education and management experience. The PD/Co-PD(s) must provide a biographical sketch that describes his or her education and training, professional experience, awards and honors, and publications and/or involvement in programs relevant to cancer prevention and/or service delivery.

The evaluation professional biographical sketch is optional. Up to 3 additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed 2 pages and must use the “Prevention Programs: Biographical Sketch” template.

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

#### **4.4.10. Collaborating Organizations**

List all key participating organizations that will partner with the applicant organization to provide 1 or more components essential to the success of the program (eg, evaluation).

#### 4.4.11. Letters of Commitment (10 pages)

Applicants may provide optional letters of commitment and/or memoranda of understanding from community organizations, key faculty, or any other component essential to the success of the program.

**Applications that are missing 1 or more of these components; exceed the specified page, word, or budget limits; or that do not meet the eligibility requirements listed above will be administratively withdrawn without review.**

## 5. APPLICATION REVIEW

### 5.1. Review Process Overview

All eligible applications will be reviewed using a 2-stage peer review process: (1) evaluation of applications by peer review panels and (2) prioritization of grant applications by the Prevention Review Council. In the first stage, applications will be evaluated by an independent review panel using the criteria listed below. In the second stage, applications judged to be meritorious by review panels will be evaluated by the Prevention Review Council and recommended for funding based on comparisons with applications from all of the review panels and programmatic priorities. Programmatic considerations may include, but are not limited to, geographic distribution, cancer type, population served, and type of program or service. The scores are only 1 factor considered during programmatic review. At the programmatic level of review, priority will be given to proposed projects that target geographic regions of the state or population subgroups that are not well represented in the current CPRIT Prevention project portfolio.

Applications approved by Review Council will be forwarded to the CPRIT Program Integration Committee (PIC) for review. The PIC will consider factors including program priorities set by the Oversight Committee, portfolio balance across programs, and available funding. The CPRIT Oversight Committee will vote to approve each grant award recommendation made by the PIC. The grant award recommendations will be presented at an open meeting of the Oversight Committee and must be approved by two-thirds of the Oversight Committee members present and eligible to vote. The review process is described more fully in CPRIT's Administrative Rules, chapter 703, sections 703.6 through 703.8.

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

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

An applicant will be notified regarding the peer review panel assigned to review the grant application. Peer Review Panel members are listed by panel on CPRIT's website. **By submitting a grant application, the applicant agrees and understands that the only basis for reconsideration of a grant application is limited to an undisclosed Conflict of Interest as set forth in CPRIT's Administrative Rules, chapter 703, section 703.9.**

Communication regarding the substance of a pending application is prohibited between the grant applicant (or someone on the grant applicant's behalf) and the following individuals: an Oversight Committee Member, a PIC Member, a Review Panel member, or a Review Council member. Applicants should note that the CPRIT PIC comprises the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention and Communications Officer, the Chief Product Development Officer, and the Commissioner of State Health Services. The prohibition on communication begins on the first day that grant applications for the particular grant mechanism are accepted by CPRIT and extends until the grant applicant receives notice regarding a final decision on the grant application. The prohibition on communication does not apply to the time period when preapplications or letters of interest are accepted. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

## **5.2. Review Criteria**

Peer review of applications will be based on primary scored criteria and secondary unscored criteria, identified below. Review panels consisting of experts in the field and advocates will evaluate and score each primary criterion and subsequently assign an overall score that reflects

an overall assessment of the application. The overall evaluation score will not be an average of the scores of individual criteria; rather, it will reflect the reviewers' overall impression of the application and responsiveness to the RFA priorities.

### **5.2.1. Primary Evaluation Criteria**

#### **Impact and Innovation**

- Does the proposed project demonstrate creativity, ingenuity, resourcefulness, or imagination?
- Does the applicant describe the project to be disseminated and how and why it lends itself to replication and scalability?
- Does the applicant outline the target metrics established for the CPRIT-funded project and describe the effectiveness of the intervention that is being proposed for replication/dissemination?
- Do the data (results) demonstrate success of the CPRIT-funded project and justify dissemination?
- Has the applicant convincingly demonstrated the short- and long-term impacts of the project?

#### **Project Strategy and Feasibility**

- Does the proposed project address requirements of the RFA?
- Is the overall project dissemination approach, strategy, and design clearly described and supported by established theory and practice and likely to result in successful dissemination and adoption? Are 2 or more active dissemination strategies described?
- Does the proposal clearly describe an approach and demonstrate the capacity of the applicant to develop the proposed dissemination project?
- Are the proposed objectives and activities feasible within the duration of the award?
- Are possible barriers addressed and approaches for overcoming them proposed?
- If the CPRIT-funded project is to be adapted for different populations and settings, are specific adaptations and evaluation strategies clearly outlined as a part of the project?
- Does the project identify and assist potential adopters prepare to implement the intervention and/or prepare to apply for grant funding?

## **Evaluation**

- Are specific goals and measurable objectives for each year of the project provided?
- Are the proposed measures appropriate for the project (eg, include short and intermediate impact of dissemination activities and knowledge or behavior change among audience likely to adopt the intervention)?
- Does the application provide a clear and appropriate plan for data collection and interpretation of results to report against goals and objectives?

## **Organizational Qualifications and Capabilities**

- Do the organization and its collaborators/partners (if applicable) demonstrate the ability to deliver the proposed project?
- Does the described role of each collaborating organization/partner (if applicable) add value to the project and demonstrate commitment to working together to implement the project?
- Are the appropriate personnel in place or have they been recruited to implement, evaluate, and complete the project?

### **5.2.2. Secondary Evaluation Criteria**

#### **Budget**

- Is the budget appropriate and reasonable for the scope of the proposed work?
- Are all costs well justified?
- Is the project a good investment of Texas public funds?

## **6. AWARD ADMINISTRATION**

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

Such use shall be in accordance with CPRIT's electronic signature policy as set forth in chapter 701, section 701.25.

Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, progress and fiscal monitoring, and terms relating to revenue sharing and intellectual property rights. These contract provisions are specified in CPRIT's Administrative Rules, which are available at [www.cprit.state.tx.us](http://www.cprit.state.tx.us). Applicants are advised to review CPRIT's administrative rules related to contractual requirements associated with CPRIT grant awards and limitations related to the use of CPRIT grant awards as set forth in chapter 703, sections 703.10, 703.12.

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

CPRIT requires the PD of the award to submit quarterly, annual, and final progress reports. These reports summarize the progress made toward project goals and address plans for the upcoming year and performance during the previous year(s). In addition, quarterly fiscal reporting and reporting on selected metrics will be required per the instructions to award recipients. Continuation of funding is contingent upon the timely receipt of these reports. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of the award contract.

## **7. CONTACT INFORMATION**

### **7.1. HelpDesk**

HelpDesk support is available for questions regarding user registration and online submission of applications. Queries submitted via email will be answered within 1 business day. HelpDesk staff are not in a position to answer questions regarding the scope and focus of applications. Before contacting the HelpDesk, please refer to the *Instructions for Applicants* document (posted by September 24, 2015), which provides a step-by-step guide to using CARS.

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

**Tel:** 866-941-7146

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

## 7.2. Program Questions

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

**Tel:** 512-305-8417

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

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

## 8. CONFERENCE CALLS TO ANSWER APPLICANT QUESTIONS

CPRIT will host a webinar to provide an overview of this RFA and a demonstration of CARS. A programmatic and technical question-and-answer session will be included. Applicants should sign up for CPRIT's electronic mailing list at <http://www.cprit.state.tx.us> to ensure that they receive notification of this webinar.

## 9. RESOURCES

- The Texas Cancer Registry. <http://www.dshs.state.tx.us/tcr>
- The Community Guide. <http://www.thecommunityguide.org/index.html>
- Cancer Control P.L.A.N.E.T. <http://cancercontrolplanet.cancer.gov>
- Guide to Clinical Preventive Services: Recommendations of the U.S. Preventive Services Task Force. <http://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/guide/>
- Brownson, R.C., Colditz G.A., and Proctor, E.K. (Editors). *Dissemination and Implementation Research in Health: Translating Science to Practice*. Oxford University Press, March 2012



- Centers for Disease Control and Prevention: The Program Sustainability Assessment Tool: A New Instrument for Public Health Programs  
[http://www.cdc.gov/pcd/issues/2014/13\\_0184.htm](http://www.cdc.gov/pcd/issues/2014/13_0184.htm)
- Centers for Disease Control and Prevention: Using the Program Sustainability Tool to Assess and Plan for Sustainability. [http://www.cdc.gov/pcd/issues/2014/13\\_0185.htm](http://www.cdc.gov/pcd/issues/2014/13_0185.htm)

## 10. REFERENCES

1. <http://www.cdc.gov/vaccines/vpd-vac/hpv/vac-faqs.htm>
2. Texas Cancer Registry, Cancer Epidemiology and Surveillance Branch, Texas Department of State Health Services. <http://www.dshs.state.tx.us/tcr/default.shtm>
3. Brownson, R.C., Colditz G.A., and Proctor, E.K. (Editors). *Dissemination and Implementation Research in Health: Translating Science to Practice*. Oxford University Press, March 2012
4. Cancer Prevention and Control Research Network: Putting Public Health Evidence in Action Training Workshop. <http://cpcrn.org/pub/evidence-in-action/>