CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-12-CFSA-1

Core Facility Support Awards

2011–2012

Fiscal Year Award Period
September 1, 2011 — August 31, 2012

TABLE OF CONTENTS

RFA VERSION HISTORY

Rev 2/15/11 RFA release

Rev 4/1/11 Updated Section 13.1, HelpDesk

- Revised HelpDesk hours; support available 7 a.m. to 4 p.m. Central Time

Rev 4/25/11 Updated Section 5, Funding Information

- Clarification: installation/renovation expenses cannot exceed 10 percent of the total first-year request; 10 percent limit does not apply to equipment or maintenance/service costs

Rev 5/4/11 Updated Section 5, Funding Information

- Clarification: installation/renovation expenses can be requested in the first year only

1. ABOUT CPRIT

The State of Texas has established the Cancer Prevention and Research Institute of Texas (CPRIT); CPRIT may issue $3 billion in general obligation bonds over 10 years to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to:

- Create and expedite innovation in the area of cancer research, thereby enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and 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 this State; and
- Continue to develop and implement the Texas Cancer Plan by promoting the development and coordination of effective and efficient statewide public and private policies, programs, and services related to cancer and by encouraging cooperative, comprehensive, and complementary planning among the public, private, and volunteer sectors involved in cancer prevention, detection, treatment, and research.

2. EXECUTIVE SUMMARY

CPRIT will foster cancer research in Texas by providing financial support for a wide variety of projects relevant to cancer research. This RFA solicits applications from institutions to establish or enhance core research facilities (laboratory based or clinical) that will directly support cancer research programs to advance knowledge of the causes, prevention, and/or treatment of cancer. CPRIT expects outcomes of supported activities to directly and indirectly benefit subsequent cancer research efforts, cancer public health policy, or the continuum of cancer care—from prevention to treatment and cure. To fulfill this vision, applications may address any topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, or cure.

3. MECHANISM OF SUPPORT

Core Facility Support Awards seek to permit the development or enhancement of core facilities that will provide valuable services to enhance the outcomes of scientifically meritorious cancer research projects. A user group of investigators must be identified, each of whom

should have supported cancer research projects that make use of the requested facility. However, this requirement is not intended to exclude early career–stage investigators who have not yet secured peer-reviewed grant support. Successful applicants should be working in a research environment capable of supporting potentially high-impact cancer studies.

4. RESEARCH OBJECTIVES

This award provides cancer researchers access to appropriate research infrastructure, instrumentation, and technical expertise necessary to achieve their research objectives. A wide variety of facilities can be supported, including, but not limited to, chemistry, high-throughput screening, biomedical imaging, proteomics, protein structure, molecular biology, genomics, metabolomics, animal physiology/metabolism, cell sorting, bioengineering, clinical research support, and the like. Funds may be requested to develop a new facility or to enhance the capabilities of an existing facility that will directly support and impact cancer research programs at the institution and in the region.

5. FUNDING INFORMATION

The maximum duration of the award is 5 years. The maximum amount that may be requested is $2 million (total costs) for the first year (minimum amount $100,000) and up to $1 million (total costs) for each subsequent year. Allowable expenses include the cost of instruments, installation and/or necessary renovation expenses in the first year (installation/renovation expenses not to exceed 10 percent of the total first-year request), and maintenance/service contracts. Installation/renovation expenses can be requested in the first year only. In addition, applicants may request salary support and fringe benefits for the facility director, data analysts, and technical staff; travel to scientific/technical meetings or collaborating institutions is also an allowable expense for these individuals. *All of these costs and expenses must be prorated for direct use in cancer research efforts.* Also allowable are funds to support the use of the facility by qualified cancer research investigators for relevant projects (research supplies and services, clinical research costs, etc.). Institutions must describe the process to be used to disburse funds to support use of the facility by cancer investigators. Finally, some fraction of available funds may be used by the facility director for development of new or improved approaches to technical challenges. State law limits the amount of award funding that may be spent on indirect costs to no more than 5 percent of the total award amount.

6. KEY DATES

RFA

RFA release	February 15, 2011

Application

Online application opens	April 15, 2011, 7 a.m. Central Time
Application due	May 31, 2011, 3 p.m. Central Time
Application review	September/October 2011

Award

Award notification	October 2011
Anticipated start date	December 2011

7. ELIGIBILITY

- The applicant must be a Texas-based entity. Any not-for-profit institution that conducts research is eligible to apply for funding under this award mechanism.
- The Principal Investigator (PI) must be the director of the facility and must have a doctoral degree, including M.D., Ph.D., D.D.S., D.M.D., Dr.P.H., D.O., D.V.M., or equivalent, and must reside in Texas during the time the research that is the subject of the grant is conducted.
- The award must be directed by the PI. Co-PIs are not permitted. Collaborators should have specific and well-defined roles.
- 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. In no event shall equipment purchased under this award leave the State.
- An institution may submit only one application in response to this funding opportunity. For purposes of this RFA, an institution is defined as that component of a university system that has a geographically distinct campus.
- Support for only one facility may be requested per application. Collaborative applications among institutions are permitted. However, such collaboration must not be used as a pretext for supporting more than one facility at a given institution. Further, applicants must not

attempt to assemble illogical technical combinations and capabilities under one roof. Examples of illogical combinations would include protein mass spectrometry with DNA sequencing or light microscopy with magnetic resonance imaging. The coherence of the facility and the ability of the PI/facility director to oversee all of the facility's operations will be critical components of the review process. If support is requested for an existing facility, applicants must make it clear how CPRIT support will enhance its capabilities and improve access for cancer investigators rather than simply replace ongoing institutional support.

- A PI may resubmit an application that was previously not funded (see Section 8).
- CPRIT grants will be awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in Sections 11 and 12. All statutory provisions and relevant administrative rules can be found at www.cprit.state.tx.us.

8. RESUBMISSION POLICY

An application previously submitted to CPRIT but not funded may be resubmitted once. More than one resubmission is not permitted. This policy is in effect for all applications submitted to date.

9. APPLICATION REVIEW

9.1. Outline

All eligible applications will be reviewed using a two-stage process: (1) Peer review, and (2) programmatic review. In the first stage, applications will be evaluated by an independent scientific merit review panel using the criteria listed below. In the second stage, applications judged to be most meritorious by review panels will be evaluated and recommended for funding by the CPRIT Scientific Review Council based on comparisons with applications from all of the merit review panels and programmatic priorities.

9.1.1. Confidentiality of Review

Each stage of application review is conducted confidentially, and all council and committee members are required to sign nondisclosure statements regarding the contents of the

applications. All council and committee members will be non-Texas residents and operate under strict conflict of interest prohibitions. Under no circumstances should institutional personnel and/or individual applicants initiate contact with any member involved in the peer review process (with the exception of members of the CPRIT Scientific Review Office) regarding the status or substance of the application. Violations of this prohibition will result in the administrative withdrawal of the application. Any communication regarding the application should be directed to the CPRIT Research HelpDesk and/or CPRIT's Scientific Review Office.

9.2. Review Criteria

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

9.2.1. Primary Criteria

Primary criteria will evaluate the scientific merit of the proposed work contained in the application. Concerns with any of these criteria potentially indicate a major flaw in the request for the instrument/equipment.

Justification of Need/Value and Quality of Research Projects: Is the need for the facility justified? Does the facility support a significant number of different, independently funded users? Is it necessary and appropriate for the research projects? Will the state-of-the-art facility directly support and impact cancer research programs at the institution and in the region? How will the availability of the facility offer incipient research projects by investigators at various career–stages the opportunity to develop? Will the facility make the user group more competitive for external funding?

Technical Expertise: Is there sufficient technical expertise for optimal use of the facility? How well qualified is the user group to take optimal advantage of the facility and evaluate the research results for the proposed projects? How will the facility be maintained? Is there a satisfactory training plan for new users?

Administration: Is there assurance that the facility will be managed and operated in a superior fashion? To whom does the facility director report? Is that person committed to appropriate

oversight (a letter of commitment should be submitted)? Is there an adequate plan for the management of the facility, including an appropriate system for charging for services and subsidy of user fees for specific cancer-related projects and individuals (especially early career–stage investigators)? Are sharing arrangements appropriate and fair? How will facility time be allocated among the projects? Have biosafety issues been addressed?

Institutional Commitment: Is there clear institutional commitment for support of the facility for cancer research and, if applicable, for non-cancer research efforts as well? Has the host institution provided an appropriate site for the facility?

9.2.2. Secondary Criteria

Secondary criteria contribute to the global score assigned to the application.

Vertebrate Animals and/or Human Subjects: If vertebrate animals and/or human subjects are included in the proposed research, certification of approval by the institutional IACUC and/or IRB, as appropriate, will be required before funding can occur.

Budget: Is the budget appropriate for the proposed work? Are proposed user fees appropriate and do they subsidize cancer research relative to non-cancer research projects that may access the facility?

10. SUBMISSION GUIDELINES

10.1. Online Application Receipt System

Applications will be accepted beginning at 7 a.m. Central Time on April 15, 2011 and must be submitted via the CPRIT Application Receipt System (https://CPRITGrants.org). **Only applications submitted at this portal will be considered eligible for evaluation.** The PI must create a user account in the system to start and submit an application. Submission of an application is considered an acceptance of the terms and conditions of the RFA.

10.2. Submission Deadline

All applications must be submitted by 3 p.m. Central Time on May 31, 2011.

10.3. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Submissions that are missing one or more components or do not meet the eligibility requirements listed in Section 7 will be administratively withdrawn without review.

10.3.1. Application Signing Official (ASO)

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO must be identified and assigned to the application by the PI. An application may not be submitted without ASO approval. Only the ASO is authorized to officially submit the application to CPRIT. The ASO must also create a user account in the online application receipt system.

10.3.2. 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 and assigned to the application either by the PI or by the ASO. The grants contract/Office of Sponsored Projects official must also create an ASO-type user account in the online application receipt system.

10.3.3. Summary (5,000 characters)

Provide a summary of the proposed program, including a summary of the facility to be developed, an outline of the goals of the research projects that will be supported, and an overview of institutional infrastructure and commitment.

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

Provide a layperson's summary of the proposed work. Describe, in very simple, nontechnical terms, the overall goals of the proposed work, the type(s) of cancer addressed, the potential significance of the results, and the impact of the work on advancing the field of cancer research. The information provided in this summary will be made publicly available by CPRIT, particularly if the application is recommended for funding. Do not include any proprietary information in the Layperson's Summary.

10.3.5. Overall Goals and Timeline (1 page)

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

10.3.6. Institutional Support (2 pages)

Each application must be accompanied by a letter of institutional support from the president or provost indicating commitment to the program and certifying that this is the sole application submitted by this institution in response to this RFA. Furthermore, the letter should indicate support of the facility for activities not related to cancer research. An additional letter should be submitted by the person to whom the facility director reports, assuring that the facility will be operated in a superior fashion and discussing how this will be ascertained.

10.3.7. Core Facility Plan (5 pages)

Background: Present the rationale and need for the facility, emphasizing the pressing problems in cancer research that will be addressed.

Instrument Details: Provide details of the equipment/instruments, if any, that will be acquired.

Technical Expertise: Describe the qualifications of the facility director and other key personnel that make them suitable to oversee the establishment and operations of the facility.

Administrative Plan: Clearly describe the plan under which the operation, sharing, time allocation, and maintenance of the facility will be administered.

Training Plan: Describe the plan to train users to use the facility and also to evaluate the results obtained.

Human Studies: If human subjects or human biological samples will be used, provide a plan for recruitment of subjects or acquisition of samples that will meet the time constraints of this award mechanism.

10.3.8. Publications/References

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

10.3.9. Budget and Justification

Provide a compelling justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, patient care costs, animal care costs, and other expenses such as installation and/or necessary renovation expenses and maintenance/service contracts. Justify charges for services and subsidies for specific projects and/or individuals. Facility costs MUST be prorated for direct use in cancer research efforts and must be clearly explained.

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

- Texas law limits the amount of grant funds that may be spent on indirect costs to no more than 5 percent of the total award amount (5.263 percent of the direct costs). Guidance regarding indirect cost recovery can be found in CPRIT's administrative rules, which are available at www.cprit.state.tx.us. So-called grants management and facilities fees (e.g., sponsored programs fees; grants and contracts fees; electricity, gas, and water; custodial fees; maintenance fees; etc.) may not be requested. Applications that include such budgetary items will be rejected administratively and returned without review.
- The annual salary (also referred to as direct salary or institutional base salary) that an individual may receive under a CPRIT award for FY 2012 is $200,000; CPRIT FY 2012 is from September 1, 2011 through August 31, 2012. Salary does not include fringe benefits and/or facilities and administrative (F&A) costs, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of his or her duties to the applicant organization.

10.3.10. User Group (5 pages)

Provide concise descriptions of the research projects of major users of the facility. Provide a tabular summary of all users of the requested facility. List the names of all researchers, their academic appointment and affiliation, funded project title(s)/number(s) (wherever applicable), a brief description of the project(s), and approximate percentage use of the facility for direct use in cancer research efforts.

10.3.11. Biographical Sketches (2 pages each)

Applicants should provide a biographical sketch that describes their education and training, professional experience, awards and honors, and publications relevant to cancer research. A biographical sketch must be provided for the PI (as required by the online application receipt system). Up to five additional biographical sketches for key personnel from the user group may be provided. Each biographical sketch must not exceed 2 pages.

10.3.12. Current and Pending Support

Describe the funding source and duration of all current and pending support for all personnel who have included a biographical sketch with the application. For each award, provide the title, a two-line summary of the goal of the project, and, if relevant, a statement of overlap with the current application. At a minimum, Current and Pending Support of the PI must be provided.

10.3.13. Institutional/Collaborator Support and/or Other Certification (5 pages)

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of 5 pages may be provided.

Applications that are missing one or more of these components, exceed the specified page, word, or budget limits, or do not meet the eligibility requirements listed in Section 7 will be administratively rejected without review.

11. AWARD ADMINISTRATION

Texas law requires that CPRIT research awards be made by contract between the applicant and CPRIT. Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, and terms relating to intellectual property rights. These contract provisions are specified in CPRIT's administrative rules, which are available at www.cprit.state.tx.us.

All CPRIT awards will be made to institutions, not to individuals. Facility awards are not transferrable to another institution.

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals and address plans for the upcoming year. In addition, fiscal reporting, human studies reporting, and vertebrate animal use reporting will be required as appropriate. Continuation of funding is contingent upon receipt of these reports. Forms and instructions will be made available at www.cprit.state.tx.us.

12. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS

Texas law requires the CPRIT award recipient to demonstrate that it has an amount of funds equal to one-half of the CPRIT funding dedicated to the research that is the subject of the award. The demonstration of available matching funds must be made at the time the award contract is executed, not when the application is submitted.

13. CONTACT INFORMATION

13.1. HelpDesk

HelpDesk support is available for 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: February 15, 2011 to May 31, 2011 (excluding public holidays)

Hours of Operation: Monday through Friday, 7 a.m. to 4 p.m. Central Time

Tel: 866-941-7146

E-mail: ResearchHelp@CPRITGrants.org

13.2. Scientific and Programmatic Questions

Questions regarding the CPRIT program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Scientific Review Office:

Tel: 512-305-8491

E-mail: ResearchHelp@CPRITGrants.org

Web: www.cprit.state.tx.us