

# *CPRIT Application Receipt System (CARS)*

## *User Guide*



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS  
Application Receipt System

Cancer Prevention and Research Institute of Texas (CPRIT)  
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## Overview

The Cancer Prevention and Research Institute of Texas (CPRIT) Application Receipt System (CARS) is a web-based application designed to allow applicants to submit their applications electronically through a secure connection. The application submission process requires separate actions by both the Principal Investigator (PI) / Program Director (PD) / Applicant and the Application Signing Official (ASO) (i.e., person from the Business or Sponsored Programs Office authorized to conduct negotiations for the organization). You can access the CPRIT Application Receipt System home page at <https://cpritgrants.org>.

### *Purpose*

The purpose of this user guide is to provide general information and instructions to PIs/PDs/Applicants and ASOs regarding use of the CPRIT Application Receipt System. This user guide does not provide instructions for preparing your application. Information about application preparation and forms can be found in the “Funding Opportunities” section on the CPRIT Application Receipt System site.

**\*\*During application receipt, all relevant information in this user guide is also available in the *Instructions for Applicants* document for that specific program/award mechanism.**

### *HelpDesk Contact Information*

Contact the HelpDesk for questions about the CPRIT Grants Program, RFA requirements, electronic submission, and/or application format. HelpDesk staff are not in a position to answer questions regarding the scientific/programmatic aspects, scope, or focus of submissions. Queries submitted via e-mail will be answered within one business day.

NOTE: During application deadlines, hold times may be longer than usual. It is best to leave a message or send an email to receive a timely response.

*Effective October 4, 2012, a single new e-mail address will support all three CPRIT programs*

- **Hours of Operation: Monday through Friday, 7 a.m. to 4 p.m. Central Time**
- **E-mail: [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)**
- **Phone: 866-941-7146**

## *System Requirements*

### Operating System

The CPRIT Application Receipt System has been developed to run on the following operating systems:

- Windows 2000
- Windows XP
- Window Vista
- Mac OS X 10.2 and above

If you are unsure whether your operating system is compatible with the CPRIT Application Receipt System, please send an email including what operating system you are currently using to the HelpDesk at [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org).

## **Internet Browsers**

This site is best viewed at a resolution of 1024x768 using the following browsers:

- Microsoft Internet Explorer 7.0 and above
- Mozilla Firefox 3.0 and above
- Apple Safari 3.0 and above

If you are unsure whether your browser is compatible with the CPRIT Application Receipt System, please send an email indicating which internet browser you are currently using to the HelpDesk at [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org).

## **Cookies**

The CPRIT Application Receipt System requires the use of non-persistent cookies. If you have attempted to log into the CPRIT Application Receipt System with the correct user ID/password and you are denied access, please make sure that your Internet browser accepts non-persistent cookies. If you need help configuring your browser to accept cookies, please refer to the FAQ about cookies or contact the HelpDesk.

## **Inactivity Timeout**

For security reasons, the inactivity timeout rule for a session login is four hours. This means that if you are logged into the system, but have not clicked on a link or button for a period greater than four hours, you will automatically be logged out of the system and potentially lose any unsaved information.

Please make sure you have saved any changes, and log out when you are not using the CPRIT Application Receipt System. To logout, select the “Logout” link found in the top-right portion of your page.

## ***Roles***

There are six user roles in the CPRIT Application Receipt System:

- PI/PD/Applicant
- Co-PI/Co-PD/Co-Applicant
- Alternate Submitter
- ASO
- Alternate ASO
- Grants Contract/Office of Sponsored Projects Official

## ***Register***

All users can register for an account in the “Sign In/Register” section of the CPRIT Application Receipt System home page. To register, select the “Register here” link, and complete the required information. A PI, PD, Applicant, Co-PI, Co-PD, Co-Applicant and Alternate Submitter should register as an applicant (or someone who works for one). An ASO, Alternate ASO, or Grants Contract/Office of Sponsored Projects Official should register as an ASO (or someone who works for one).

## My Profile

Profiles contain contact information for individuals and organizations. Profiles for PIs/PDs, Co-PIs/Co-PDs, and Alternate Submitters contain contact and biosketch information for individuals associated with your application. Profiles for ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Official do not contain biosketches; these profiles contain only information pertaining to the organization.

### ***“My Profile” for PIs/PDs, Co-PIs/Co-PDs, and Alternate Submitters***

- Review/Update Account Information
- Review/Update Contact Information
- Review/Update Descriptive Information
- Biosketch

PIs/PDs, Co-PIs/Co-PDs, and Alternate Submitters can setup their user profile by selecting the “My Profile” link at the top-left portion of the page. The user profile contains information that will be used to auto-fill some of the fields in the application. Multiple contact information records can be stored in a single profile in the CPRIT Application Receipt System, but only the default contact information record will be used to populate the “Contacts” section of an application. If necessary, PIs/PDs can apply a different contact record in the “Contacts” section after a new application has been started.

Please upload a biosketch under the Biosketch tab in the “My Profile” section. A biosketch is required for PIs/PDs, and Co-PIs/Co-PDs assigned to an application. Note that different templates are available for Research/Commercialization programs and for Prevention programs.

### ***“My Profile” for ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Official***

- Review/Update Account Information
- Review/Update Contact Information
- Review/Update Descriptive Information

ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Officials can setup their user profiles by selecting the “My Profile” link at the top-left portion of the page. These profiles contain information pertaining to the organization, including name, address, institution, DUNS and EIN numbers.

Multiple contact information records can be stored in a single profile in the CPRIT Application Receipt System, but only the default contact information record will be used to populate the “Contacts” section of the application submission. If necessary, these individuals can apply a different profile in the “Contacts” section after a new application has been started.

## My Applications & the Full Application Process

Applicants must complete the Full Application phase in the CPRIT Application Receipt System application submission process to be considered for funding. The steps to complete the Full Application phase are outlined in the sections below.

PIs/PDs/Applicants may start a new application by selecting the “start a new application” link from the “My Applications” section. This will display a list of open funding opportunities by program. To continue, select a program award mechanism from the list.

PIs/PDs/Applicants may start a resubmission application from the My Applications page by clicking the “Start Resubmission Application” link of a previously not funded application.

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An application ID will be assigned by the CPRIT Application Receipt System once the PI/PD/Applicant has selected an award mechanism and completed the required preliminary application information (indicated by \*). After the application ID has been created, the “Summary” section is displayed. This section provides the status of each section in the full application submission process. Each section remains in Draft until finalized. Once finalized, the section status changes to Pending ASO Approval.

**PIs/PDs/Applicants:** It is required to assign an ASO to your application in the “Contacts” section in order to finalize that section. Your ASO will be notified by email immediately after they have been assigned to your application. It is highly recommended to assign an ASO to your application early in the application process so that your Business or Sponsored Programs Office is aware of your intent to submit an application. If the ASO is unfamiliar with the CPRIT Application Receipt System they will need time to understand their role and actions are required to complete application submission.

All sections of the application must be finalized before the ASO can approve and submit the full application in the “Final Review and Submit” section. Once all sections have been finalized, the status of the full application will change from “Draft” to “Pending ASO Approval.” When this occurs, the ASO is notified by email that the application is ready to be approved. The ASO should review each of the sections for accuracy and completeness prior to approving the application. Once the application has been submitted by the ASO, all application contacts will receive an email confirming ASO approval of the full application and submission.

The following sections provide information outlining the application process and include instructions specific to both the PI/PD and the ASO.

### ***Application Status***

The current status of each application is displayed in the application list on the My Applications main page. Below is a description of each application status:

**DRAFT**—The application has been started, but all sections have not been finalized. All sections must be finalized before an ASO can submit the full application in the Final Review and Submit tab.

**PENDING ASO APPROVAL**—All sections have been finalized. The ASO (and Alternate ASO, if specified) will be notified by email that the full application is awaiting final review and submission.

**ASO APPROVED AND SUBMITTED**—The ASO has reviewed and submitted the application. This indicates that the application submission process has been completed. Once the application has been submitted by the ASO, the PI/PD is notified via email.

**DELETED**—An application that has not been approved by the ASO can be flagged for deletion by selecting the “Delete” link in the application list.

**WITHDRAWN**—To withdraw an application after the ASO has approved and submitted the application, please contact the CPRIT Application Receipt System HelpDesk.

The application list in My Applications can be filtered by program, year, and application status by selecting the appropriate options in the “Filter Application List” box and clicking the “Refresh List” button.

### ***Instructions for PIs/PDs/Applicants***

#### **Summary**

The “Summary” section provides an overview and status of each section in the application submission process. Each section listed must be finalized and show a status of “Pending ASO Approval” before an ASO can review and submit the full application. Documents and forms specific to the program award mechanism also are available for download from the Summary tab.

#### **Contacts**

- Review/Update Contact Information
- Assign Application Contacts
- Finalize

### Assigning Contacts

In this section, the PI/PD/Applicant must identify an ASO and any other roles required for the application (for example, the Grants Contract/Office of Sponsored Projects Official). The ASO is an individual from the organization's Business or Sponsored Programs Office who is authorized to conduct negotiations and approve the application submission in the CPRIT Application Receipt System. An ASO should be assigned to the application as soon as possible so that the Business or Sponsored Programs Office is aware of the PI's/PD's/Applicant's intent to submit an application, and the ASO has time to understand what actions are required on their part to review and approve the full application submission. The Alternate Submitter should be an individual that can assist the PI/PD/Applicant in the application submission process. The Grants Contract/Office of Sponsored Projects Official is the individual who will manage the grant after an award is made.

The PI/PD/Applicant can assign contacts to their application in the CPRIT Application Receipt System by selecting the search button under the role of the contact to be assigned. A search can be performed on last name, email address, or institution. If the contact is found in the search results, the PI/PD/Applicant can assign them to the application by selecting the "Add Contact" link in the search results list. Once the contact has been assigned to the application they will receive an email with information regarding their assignment and their role in the application submission process.

If a contact one is searching for does not have an account in the CPRIT Application Receipt System, an email invitation can be sent to the contact inviting them to register by selecting the link ("send them an invitation") at the bottom of the page. When the contact accepts the invitation by selecting the link in the email they receive, they will be directed to the CPRIT Application Receipt System site with the ability to register for a new account or login with their existing account. After the new contact has accepted the invitation and successfully logged into the CPRIT Application Receipt System, they will automatically be assigned to the application and an email will be sent notifying the PI/PD/Applicant that the contact has been assigned.

Note: Contacts are listed in the system based on their user role. Thus, when searching for a PI/PD/Applicant, Co-PI/Co-PD/Co-Applicant, or an Alternate Submitter, only those individuals with that role will be listed in the search results. Similarly, when searching for an ASO, Alternate ASO, or Grants Contract/Office of Sponsored Projects Official, only those individuals with those roles will be listed in the search results.

### Finalize Contacts

The "Contacts" section must be finalized by selecting the "Finalize Contacts Section" button at the bottom of the page. This section must be finalized and have a status of "Pending ASO Approval" before the ASO can approve the full application submission.

### Application Information

- Complete Application Information
- Save and Verify
- Finalize

### Complete Application Information

The "Application Information" section contains the information submitted when the application was created and other information related to the application. The PI/PD/Applicant should complete the "Application Information" section and save the information as draft by selecting the "Save Application Information as Draft" button at the bottom of the page.

### Finalize Application Information

After all required fields are completed; the "Application Information" section may be finalized by selecting the "Finalize Application Information for ASO Approval" button at the bottom of the page. After submitting as final, the application information will appear in read-only format and may not be modified. The "Application Information" section must be finalized in order for the ASO to approve the full application submission. To modify the application information after the section has been submitted as final, the ASO must reset the "Application Information" section to draft status. This action can be performed by the ASO under the Final Review and Submit tab, provided the receipt deadline has not passed.

### **Collaborators & COIs (for Research and Commercialization programs only)**

- Verify Investigators and Submitters
- Add Collaborators and Conflicts of Interests for the application
- Finalize

#### **Verify Investigators and Submitters**

A list of the investigators and alternate submitters currently assigned to the application is displayed in the “Collaborators & COIs” section. This includes the PI, Applicant, Co-PI(s), Co-Applicant and Alternate Submitter (if applicable).

It is the responsibility of the PI to ensure that their own biosketch and a biosketch for each of the Co-PIs assigned to the application has been uploaded. If a biosketch has not been uploaded for one of Co-PIs, the PI should contact the individual to have them login into the CPRIT Application Receipt System and upload their biosketch under the Biosketch tab in their “My Profile” section. The “Collaborators & COIs” section cannot be finalized until all Co-PIs have uploaded a biosketch. Biosketches must be in PDF format and cannot exceed two pages.

#### **Add Collaborators & COIs**

Additional application key personnel or conflicts of interest should be entered in the “Collaborators and COIs” sections. This includes collaborators, consultants, sub-awardees, and anyone outside of the application who may have a conflict of interest in the review of this application. A person can be added to the list of collaborators and conflicts of interest by entering the name, institution, phone number, email address, and the role of this person as it relates to the application.

#### **Finalize Collaborators & COIs**

The “Collaborators & COIs” section must be finalized before the entire submission process can be approved. To modify this information after the section has been finalized, the ASO must reset the “Collaborators & COIs” section to draft status. This action can be performed by the ASO in the Final Review and Submit tab, provided the receipt deadline has not passed.

### **Collaborating Organizations (for Prevention programs only)**

- Verify Program Directors and Submitters
- Add Collaborating Organizations for the application
- Finalize

#### **Verify Program Directors and Submitters**

A list of the program directors and alternate submitters currently assigned to the application is displayed in the “Collaborating Organizations” section. This includes the PD, Co-PD(s), and Alternate Submitter (if applicable).

It is the responsibility of the PD to ensure that their own biosketch and a biosketch for each of the Co-PDs assigned to the application has been uploaded. If a biosketch has not been uploaded for one of these assigned roles, the PD should contact the individual to have them login into the CPRIT Application Receipt System and upload their biosketch under the Biosketch tab in their “My Profile” section. The “Collaborating Organizations” section cannot be finalized until all Co-PDs have uploaded a biosketch. Biosketches must be in PDF format and cannot exceed two pages.

#### **Add Collaborating Organizations**

Additional collaborating organizations should be added in this area. This includes consultants, service providers, and other organizations. An organization can be selected from the list of collaborating organizations. Additionally, a contact individual at the collaborating organization must be specified.

#### **Finalize Collaborating Organizations**

The “Collaborating Organizations” section must be finalized before the entire submission process can be approved. To modify this information after the section has been finalized, the ASO must reset the “Collaborating

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Organizations” section to draft status. This action can be performed by the ASO in the Final Review and Submit tab, provided the receipt deadline has not passed.

### **Required Documents**

- Submit Application Abstracts
- Submit Public Abstract
- Upload Required Documents
- Finalize

#### **Application Abstracts**

The Application Abstract field(s) must be completed in the Required Documents tab. Text for these fields can be copied and pasted from a word processing application. Please note the character limits specified for each field. To save text after pasting, select the “Save Application Abstracts as Draft” button at the bottom of the “Application Abstracts” section. Do not use symbols or special characters—these will not be transmitted correctly.

#### **Required Documents**

The required documents (e.g., research plan, project plan, project references) must be uploaded as separate documents in the file attachment slots provided. The files can be viewed or deleted after being uploaded by using the view and delete buttons. Revised versions of these files may be uploaded at any time prior to finalizing this section, but please note that subsequent uploads of these files will replace previously uploaded files. Please ensure that these files are uploaded in PDF format and are not password protected.

#### **Finalize Required Documents**

When all documents have been saved or uploaded, the “Required Documents” section can be finalized by selecting the “Finalize Required Documents” button at the bottom of the page. The “Required Documents” section must be finalized before the full application submission process can be approved. To modify the documents in the “Required Documents” section after the section has been submitted as final, the ASO must reset the “Required Documents” section to draft status. This action can be performed by the ASO under the Final Review and Submit tab, provided the receipt deadline has not passed.

### **Budget**

- Complete Detailed Budget and Justification
- Save and Verify
- Finalize

#### **Complete Detailed Budget and Justification**

The budget section 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

The PI/PD should complete all four subtabs of the “Detailed Budget and Justification” section and save the information as draft by selecting the “Save Budget as Draft” button at the bottom of the page.

#### **Finalize Budget**

After all required fields are completed; the “Budget” section may be finalized by selecting the “Finalize Budget” button at the bottom of the page. After submitting as final, the budget will appear in read-only format and may not be modified. The “Budget” section must be finalized in order for the ASO to approve the full application submission. To modify the budget after the section has been submitted as final, the ASO must reset the “Budget” section to draft status. This action can be performed by the ASO under the Final Review and Submit tab, provided the receipt deadline has not passed.

### ***Instructions for Application Signing Officials***

All sections of the application must be finalized before the ASO can approve and submit the application. Once all sections have been finalized, the status of the application submission will change from “Draft” to “Pending ASO Approval.” When this occurs, the ASO is notified by email that the application is ready for review and approval. The ASO should review each of the sections for accuracy and completeness prior to approving the full application. Following approval by the ASO, all application contacts will receive an email confirming approval of the full application submission.

### **Final Review and Submit**

- Reset Application Sections to Draft (if necessary)
- Review and Approve the Full Application Submission

### **Reset Application Sections to Draft**

From the Final Review and Submit tab, the status of any section can be reset to draft for any sections that need to be modified or re-submitted in the estimation of the ASO. The ASO has the option to modify these sections directly, or contact the PI/PD and request modifications or file re-submissions for the sections in question. Once the sections have been modified, they must be finalized once again before the status of the application will change to “Pending ASO Approval.” Any sections in the application submission can be reset to draft by the ASO prior to the application submission deadline.

### **Full Application Approval**

Once the ASO has deemed the full application ready for submission, he/she can approve the entire submission by entering their password at the bottom of the section. This approval must occur prior to the full application receipt deadline for the submission to be considered for funding.