CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

INSTRUCTIONS FOR

APPLICANTS

Evidence-Based Cancer Prevention Services

RFA P-18.2-EBP

Expansion of Cancer Prevention Services to Rural and Medically Underserved Populations

RFA P-18.2-EPS

Tobacco Control and Lung Cancer Screening

RFA P-18.2-TCL

FY 2018
Fiscal Year Award Period
September 1, 2017-August 31, 2018

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VERSION HISTORY

Rev 11/20/17   Release of Instructions for Applicants

1. INTRODUCTION

The Cancer Prevention and Research Institute of Texas (CPRIT) Application Receipt System (CARS) (https://CPRITGrants.org) provides a means to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants on how to successfully submit an application in response to the CPRIT Prevention Program's Requests for Applications (RFAs) for FY18 Cycle 2. Applications for the current cycle may be submitted from November 20, 2017, to February 21, 2018.

2. FORMAT REQUIREMENTS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Applicants are advised to use font sizes, font faces, line spacing, page sizes, and page margins that permit easy readability of the application text. Applications that do not meet these guidelines are subject to administrative withdrawal.

Formatting guidelines for all submitted CPRIT applications are as follows:

- **Language:** English
- **Document Format for Uploaded Files:** PDF only
    - Do NOT password protect documents.
    - Do NOT submit documents that are bound together in a single PDF package.
- **Font Type/Size:** Arial (11 point), Calibri (11 point), or Times New Roman (12 point)
- **Line Spacing:** Single
- **Page Size:** 8.5 x 11 inches
- **Margins:** 0.75 inch in all directions
- **Color and High-Resolution Images:** Any images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. It is suggested that applicants include text to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** 100 to 150 dpi
- **References:** Use a citation style that includes the full name of the article and that lists at least the first 3 authors. Official journal abbreviations may be used. An example is

included below; however, other citation styles meeting these parameters are also acceptable as long as the aforementioned information is stated.

> Smith, P.T., Doe, J., White, J.M. (2006). Elaborating on a novel mechanism for cancer progression. *Journal of Cancer Research*. 135: 45-67.

Include URLs of publications referenced in the application.

- **Headers and Footers:** Page numbers may be included in the footer. Otherwise, headers and footers should not be used (unless they are part of a provided template).
- **Page Numbering:** Pages should be numbered.
- **Templates:** Use provided templates for Biographical Sketches (Biosketches), Current and Pending Support, Resubmission Summary, and CPRIT Grants Summary (as applicable).

3. SYSTEM REQUIREMENTS

Note that CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

3.1. Operating System

CARS has been developed to run on the following operating systems:

- Windows XP,
- Window Vista, and
- Windows 7 and above.

If you are unsure whether your operating system is compatible with CARS, please send an email that includes what operating system you are currently using to the Helpdesk at Help@CPRITGrants.org.

3.2. Internet Browsers

This site is best viewed at a resolution of 1,024 x 768 using the following browsers:

- Microsoft Internet Explorer 10.0 and above,
- Mozilla Firefox 41.0 and above, and
- Google Chrome (Mac and Windows) 46.0.2490 and above.

Note: CARS is not compatible with mobile technology (eg, Surface Pro, iPad). It is recommended that applicants use a PC to complete the application submission process.

If you are unsure whether your browser is compatible with CARS, please send an email indicating which Internet browser you are currently using to the Helpdesk at Help@CPRITGrants.org.

3.3.   Cookies

CARS requires the use of nonpersistent cookies. If you attempt to log into the system with the correct user ID/password and you are denied access, please make sure that your Internet browser accepts nonpersistent cookies. If you need help configuring your browser to accept cookies, please refer to the FAQ (https://cpritgrants.org/FAQ) or contact the Helpdesk.

3.4.   Inactivity Timeout

For security reasons, the inactivity timeout rule for a session login is 4 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 4 hours, you will automatically be logged out of the system and will potentially lose any unsaved information. Please make sure you have saved any changes, and log out when you are not using the system. To log out, select the *Logout* link found in the top right portion of the page.

4.   APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before February 21, 2018, 4 PM central time.

5.   PERSONNEL AND APPLICATION ROLES IN CARS

5.1.   Required personnel

- **Program Director (PD):** The PD oversees the project and is responsible for the overall performance of the funded project. The PD completes and finalizes a series of numbered tabs of the application. *The PD starts the application in CARS.*
- **Application/Authorized Signing Official (ASO):** The ASO is the organization's representative that is authorized to officially submit the application to CPRIT. The ASO is identified by the PD in CARS, can reset applicant-finalized tabs to draft at the request of the applicant, and submits the application. *The ASO submits the application in CARS.*

- **Grants Contract/Office of Sponsored Projects Official (GC/OSPO**): The GC/OSPO manages the grant contract if the award is made. The GC/OSPO is identified by either the PD or ASO in CARS. ***The GC/OSPO must be entered in CARS but does not have a required role in application submission.***

Note that in some organizations without an Office of Sponsored Projects, the roles of PD and/or ASO as well as Grants Contract Official may be assigned to the same individual. However, this individual will need to have separate accounts in CARS to carry out each of these distinct roles (see section 6.1 below).

5.2.   Optional personnel

- **Co-Program Director (Co-PD):** The Co-PD assumes equal responsibility with the PD for overall performance of the funded project. ***The Co-PD can start the application in CARS.***
- **Alternate Submitter:** The Alternate Submitter is designated by the PD to complete PD tasks in CARS.
- **Alternate ASO:** The Alternate ASO is designated by the ASO to complete ASO tasks in CARS.

6.   USER REGISTRATION AND "MY PROFILE" SETUP

6.1.   Registration

Applicants begin the application process by registering or logging in to CARS (https://CPRITGrants.org). All users can register for an account in the *Sign In/Register* section of the home page. To register, select the *Register here* link and complete the required information. PDs, Co-PDs, and Alternate Submitters should register as an applicant (or someone who works for one). An ASO, Alternate ASO, or GC/OSPO should register as an ASO (or someone who works for one).

Upon successful login into the system, the applicant will be presented with the *My Applications* page screen shown below:

All prior submitted applications by that user are listed on this page.

6.2. My Profile

Profiles contain contact information for individuals and organizations. All profile information should be completed before adding an individual to an application.

6.3. My Profile for PDs, Co-PDs, and Alternate Submitters

PDs, Co-PDs, and Alternate Submitters can set up 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 autofill some of the fields in the application.

A biosketch is required for PDs and Co-PDs assigned to an application. Note that biosketches will not be transferred from the user profile and will need to be separately uploaded into the application (see section 13).

6.4. My Profile for ASOs, Alternate ASOs, and GC/OSPOs

ASOs, Alternate ASOs, and GC/OSPOs can set up 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, and DUNS and EIN numbers.

7. STARTING AN APPLICATION

The table below summarizes eligibility requirements for new, resubmission and renewal applications.

Mechanism	New Application	Resubmission Application	Renewal Application
EBP	Application not previously submitted to CPRIT	Resubmission of EBP application not funded in previous cycles	Previously funded project with contract end date before September 1, 2016
EPS	Currently funded project or previously funded project with contract end date after September 1, 2016; expansion required	N/A	N/A
TCL	Application not previously submitted to CPRIT	Resubmission of TCL application not funded in previous cycles	Renewal of previously funded TCL application

7.1. Starting a New Application

Use this option to submit an EBP or TCL application not previously submitted to CPRIT. This option may also be used to submit an EPS application for a project that is currently funded or for a project that was previously funded with a contract end date <u>after</u> September 1, 2016. New applications can be started in 1 of 2 ways:

1. My Applications (this is the default post-login page) → click *Start a New Application* → *FY 2018 Prevention Programs* → select the appropriate RFA → click *New Application*, or

2. Current Funding Opportunities → click *FY 2018 Prevention Programs* → select the appropriate RFA → click *Start New Application*.

Upon starting a new application, applicants are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly.

When starting an EPS application, applicants will be required to enter the grant number of the funded CPRIT Prevention grant on which their EPS application is based. Applicants must also include a Most Recently Funded Project Summary in the Required Documents section.

7.2.   Starting a Resubmission Application

This option should be used for resubmission of an EBP or TCL application previously submitted but not awarded. Two resubmissions are permissible. Resubmission applications can be started from the *My Applications* page by clicking the *Start Resubmission Application* link of a previously nonfunded application.

Upon starting a resubmission application, applicants may revise the title of the application (prepopulated from the previous submission; 160-character limit) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

All other information, including the names of any Co-PDs, collaborators, and all required documents must be submitted afresh.

Applicants preparing a resubmission must complete the Resubmission Summary form in addition to a full application to describe the approach to the resubmission and how reviewers' comments were addressed. Any subsequent resubmission of the project needs to be substantially changed in order to be eligible for consideration.

7.3.   Starting a Renewal Application

This option should be used to submit an application for delivery of clinical services to the EBP mechanism for previously funded projects with a contract end date before September 1, 2016. It may also be used for competitive renewal of a previously funded TCL application.

Renewal applications can be started from the *My Applications* page by clicking the *Start Renewal Application* link of a previously funded application. Upon starting a renewal application, applicants may revise the title of the application (prepopulated from the previous submission; 160-character limit) and select the submitter role. Do NOT use symbols or special

characters—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

NOTE: Only the title of the previously funded award is prepopulated. All other information, including the Co-PD, collaborators, and all required documents must be submitted afresh.

Applicants must include a Most Recently Funded Project Summary in the Required Documents section.

8.   STATUS DISPLAY

8.1.   Tab Status

The status of each individual tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1. It may display "DRAFT," "PENDING ASO APPROVAL," or "ASO APPROVED AND SUBMITTED."

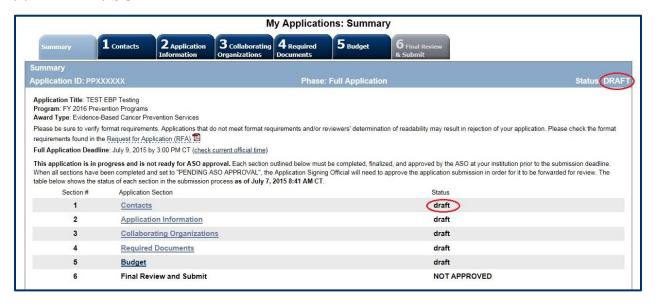| Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert an application with this status back to draft.
ASO APPROVED AND SUBMITTED	The ASO has reviewed, approved, and submitted the application to CPRIT. Once the application has been submitted by the ASO, the PD is notified via email.

8.2.   Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the entire application (as indicated in the figure below—see Status: DRAFT circled in red).

Carefully read the information on the summary page before moving on to the numbered tabs.

- Tab 1 (*Contacts*) must be completed/finalized before Tab 3 (*Collaborating Organizations*).
- Tab 2 (*Application Information*) must be completed/finalized before Tab 5 (*Budget*).

Other tabs may be completed in any order. Applicants must successfully complete/finalize all tabs to obtain ASO approval before the application can be successfully submitted by the ASO.

9. TAB: SUMMARY

Section	Status	Status Definition
	DRAFT	The tab is being prepared by the applicant.
1-5	PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert a tab with this status back to draft.
	NOT APPROVED	The application has not been approved/submitted by the ASO.
6	PENDING	All tabs have been finalized by the applicant and reflect the status "PENDING ASO APPROVAL." At this point, the application is awaiting ASO approval and subsequent submission.

The status of each tab is also displayed on this page. Status definitions are described below.

Note: As stated in the preceding section, the status displayed under the row of numbered tabs on this page indicates the status of the entire application.

10. TAB 1: CONTACTS

- **Program Director:** Verify information for the PD; update as necessary.

- **Co-Program Director (Optional):** Up to 2 Co-PDs may be designated on the application. Designate Co-PDs as follows:
  - Click the *Search for Co-Program Director* button.
  - Enter information and click the *Search Contacts* button.
  - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
  - If the individual is not listed, different search criteria may be used (for example, using the last name only or spelling variations). Alternatively, invite the individual to register in the system and be part of the application by clicking the *Send Them an Invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual joins the application as a Co-PD, his or her information will be listed in the appropriate section of the tab.
  - Change or remove an individual by clicking the appropriate button.

- **Alternate Submitter (Optional):** This role may be used for the Program Coordinator or Manager if he or she will be assigned duties in the grants management system. If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the search guidelines above.

- **Application/Authorized Signing Official:** An ASO <u>must</u> be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.

- **Alternate Application/Authorized Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.

- **Grants Contract/Office of Sponsored Projects Official:** A GC/OSPO <u>must</u> be listed in order to complete/finalize this tab. This individual can be assigned by either the PD or by the ASO. Follow the search guidelines above.

After a contact is added to the application, only the assigned contact can update his or her information within the application. When all information is entered, click *Finalize Contacts Section*. Note that this tab cannot be finalized until the 3 required fields of this section—"Program Director," "Application Signing Official," and "Grants Contract/Office of Sponsored Projects Official"—have been completed. PD information is entered automatically; an ASO must be identified and added by the PD. The GC/OSPO can be identified and added by the PD or by the ASO.

11. TAB 2: APPLICATION INFORMATION

- **Application Identification:**
  - o **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - o **Application Type:** Verify the application type (drop list defaults to *New Application, Renewal,* or *Resubmission* as applicable).
  - o **Application Title:** The application title is stated; edit if necessary.
- **Project Information:**
  - o **Contract Start Date:** This field is autopopulated with the required contract start date of August 31, 2018.
  - o **Proposed End Date: (mm/dd/yyyy):** Enter a proposed end date for the program between 6 months and 3 years from August 31, 2018.
  - o **Entity Fiscal Year End Date (mm/dd/yyyy): Should be completed and/or verified by the ASO.** Please enter your company's fiscal year end date for the current calendar year. Example: If your company's fiscal year ends on September 30th each year, please enter 09/30/2018. This date <u>must</u> be confirmed by your ASO.
- **Application Classification:**
  - o **Cancer Site Addressed:** Select the cancer site(s) that will be addressed by the program.
    - ▪ **CANCER SITE OPTIONS**: If the application is HPV or tobacco prevention/cessation related, please choose HPV-related or tobacco-related cancer as the cancer site rather than multiple cancer sites.

- o **Primary Focus:** Select only 1 option that best describes the primary focus of the program.
- o **Topic:** Select the topic area(s) that will be addressed by the program; more than 1 option may be selected.

- **Total Number of People Reached (complete online):**
  - o Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be reached by the funded project. "Reached" refers to noninteractive public or professional education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. (This category includes individuals who would be reached through activities that are directly funded by CPRIT as well as individuals who would be reached through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project). Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided.

- **Number of Services Delivered (complete online):**
  - o Enter estimates (numbers only, without commas) for the overall number of services delivered directly to members of the public and/or professionals—direct, interactive public or professional education, outreach, training, navigation service, or clinical service, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. Note that 1 individual may receive multiple services.

- **Number of Unique People Served (complete online):**
  - o Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be served by the funded project. "Served" refers to direct, interactive public or professional education, outreach, training, navigation service, or clinical service, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. This category includes individuals who would be served through activities that are directly funded by CPRIT as well as individuals who would be served through activities that occur as

a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project. Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided. Note that the number of people served and the number of services may differ (for example, 1 person may receive multiple services such as breast, cervical, and colorectal cancer screening). For this example, indicate 1 person served and itemize 3 services.

- **Target Population:**
  - **Geographic Area to be Served:** Select the Texas counties where an activity or service will occur and where the project has a physical presence for the services provided.
  - **Gender of Target Population:** Choose 1 option.
  - **Age of Target Population:** Select all that apply.
  - **Ethnicity of Target Population:** Choose 1 option.
  - **Race of Target Population:** Select all that apply.

- **State Legislative Districts:**
  - **State Senate District:** Enter the State Senate district of your institution. Use the link provided to find this information using the applicant's institutional address.
  - **State House District:** Enter the State House district of your institution. Use the link provided to find this information using the applicant's institutional address.

- **Is the applying organization a Texas Department of State Health Services Breast and Cervical Cancer Services (BCCS) contractor?**
  - Select the appropriate option.

- **Cancellation of Applications/Awards by Granting Organization (in past 5 years):**
  - Select whether the PD is currently eligible to receive federal grant funds or ineligible because of scientific misconduct or fraud. If ineligible ("no" is selected), then provide an explanation in the text field.
  - Select whether the PD had an application or award terminated for cause within the last 5 years. If yes, then select the category of application or award. Select the granting organization. Enter the award title, award number, award amount, and the reason for cancellation. Click the *Add Application/Award* link to include additional applications or awards.

- **Donations:**
  - o Select whether the PD or any individual listed on the application has made a donation, gift, or grant to CPRIT, the CPRIT Foundation, the Texas Cancer Coalition, or any nonprofit organization/entity established to benefit CPRIT. If yes, then enter the name of the donor, entity name, donation amount, and date of donation. Click the *Add Donation* link to include additional donations.
- **CPRIT Priorities Addressed (from Statute or Texas Cancer Plan):**
  - o Choose the CPRIT priority addressed in the application. More than 1 priority may be selected. If Choice 5 ("address Federal or other major research sponsors' priorities") is selected, then enter the name of the research sponsor and the sponsor's priority that the application addresses.

Click the appropriate box ("*Save Application Information as Draft*" or "*Finalize Application Information for ASO Approval*") to save entered application information.

Note: Application information saved as "draft" can be edited at a later time. Application information "finalized for ASO approval" can be edited only after the ASO (or designated alternate ASO) has reset the section to draft mode at the request of the applicant.

12.   TAB 3: COLLABORATING ORGANIZATIONS

- **Collaborating Organizations:**
  - o Enter information for all collaborating organizations. A collaborating organization is any organization other than the applicant organization that will contribute 1 or more components essential to the success of the program. Indicate if the organization is a Texas Department of State Health Services BCCS contractor. Click the *Save as Draft* button to save additions.
- **Collaborators Listed:**
  - o Review the list to ensure that all collaborators have been successfully added. Applicants **must** define the role of the collaborator by selecting provision of clinical services, education/recruitment, evaluation, project lead, or other from the "Role for Application" dropdown menu. Applicants **must** provide a more detailed summary of the role for this project in the "Description of Role" text field. Please

provide information for all key personnel in the application who are not part of the applicant organization.

Click *Save as Draft* to include additional collaborators.

When all information is entered, click *Finalize Collaborating Organizations*.

13. TAB 4: REQUIRED DOCUMENTS

All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or of documents that exceed the page limits specified in the individual RFAs. Do NOT password protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract and Significance (use text box provided):** Enter the abstract and significance statement (limit of 5,000 characters, including spaces) for the overall program. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Save entered information.

- **Goals and Objectives (use text box provided):** Enter goals and objectives for the project. Up to 3 goals and 3 objectives per goal may be entered (limit of 700 characters, including spaces, per goal and objective). Do NOT use symbols or special characters— these will not be transmitted correctly. Save entered information. Each objective text field will be populated with sections for objective, baseline, and measure; all sections <u>must</u> be completed. Provide an explanation if "0" is entered for any baseline or measure. Plans to establish baseline and method(s) of measurement in cases where a baseline has not been defined **must** be provided. The goals and objectives will be used during contract negotiation and for evaluation of annual progress reports.

- **Project Timeline (PDF format):** Upload the project timeline PDF document (up to 2 pages). The timeline does not have a specified format, such as a table or Gantt chart. However, time should be listed as general (Year 1, Month 1) instead of as specific months and years (ie, do not specify September 2018). The timeline will be used during contract negotiation and for evaluation of annual progress reports.

- **Project Plan (PDF format):** Upload the project plan PDF document (up to 12 pages). The project plan must follow the required format specified in the RFA.

- **Project References (PDF format):** Upload the project references PDF document.

- **Resubmission Summary (PDF format; use template provided):** Upload the Resubmission Summary, if applicable (up to 1 page). Applicants **must** use the template provided under the *Summary* tab.

- **Most Recently Funded Project Summary (PDF format):** Upload the Most Recently Funded Project Summary, if applicable (up to 3 pages). This document is required for all EPS applications and all TCL renewal applications. It is optional for EBP (as it is not required for completely new applications), but **MUST BE SUBMITTED** in all EBP applications that are based on a prior CPRIT-funded Prevention grant.

- **CPRIT Grants Summary (PDF format; use template provided):** Upload the CPRIT Grants Summary. Applicants **must** use the template provided under the *Summary* tab. Ensure that the most recent template downloaded from CARS is used, as the template may have changed since a previous submission. List all CPRIT-funded projects of the PD or Co-PD, regardless of their connection to this application. If no previous CPRIT funding has been received, indicate "not applicable" or "N/A" on the form and upload the document.

- **Current and Pending Support (PDF format; use template provided):** List all current and pending awards/grants <u>related to this project</u>. Provide the funding source, amount, status (awarded or pending), duration, and a 2-line summary of the goal/use of the funds. Applicants **must** use the template provided under the *Summary* tab. If no other current or pending awards/grants exist, indicate "not applicable" or "N/A" on the form and upload the document.

- **Letters of Commitment:** Upload letters of institutional and/or collaborator support. Multiple letters <u>must be combined and submitted as a single PDF document</u> (up to 10 pages). A maximum of 2 letters may be present on a page. Provide an explanation if no letters of support are provided; upload this explanation as a PDF document.

- **Biographical Sketches (PDF format):** Use the template provided under the *Summary* tab for each biosketch. Only biographical sketches will be accepted; do not submit resumes and/or CVs. The biosketch for each individual must not exceed 2 pages. If a position is not yet filled, upload a job description.

- **Program Director and Co-Program Director Biographical Sketch(es):** A biosketch for the PD and Co-PD (if applicable) is required. If the application does not include a Co-PD, upload a page with the following statement: "Project does not include a Co-PD."

- **Evaluation Professional Biographical Sketch:** A biosketch for the evaluation professional is required.

- **Biographical Sketches of Key Personnel:** Up to 3 additional biosketches of key personnel (excluding PD and Co-PD) may be submitted. Multiple biosketches must be combined into a single file and submitted as a single PDF document.

  Do NOT include a biographical sketch for the PD or Co-PDs in this section as they should be uploaded separately.

- **Budget Justification (PDF Format):** Provide a brief and concise justification of the budget for the entire proposed period of support, including specific descriptions of charges for personnel, travel, equipment, supplies, contractual services, and other expenses. For any subcontracts, itemize and provide a brief description of each item to be paid through the contract (eg, personnel, travel, equipment, supplies, services, or other expenses).

- **Summary Statement (Applies to Resubmissions only):** If a summary statement was prepared for the previous application, it will automatically be uploaded as part of the resubmission application. If a summary statement was not prepared, no document is required, and no document will be uploaded.

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

14. TAB 5: BUDGET

The budget section is composed of 4 subtabs that must be completed.

1. Senior/Key Person & Other Personnel

2. Detailed Budget for Year 1

3. Budget for Entire Proposed Period of Performance

4. Budget Justification

All 4 subtabs must be completed to finalize this section. A detailed budget for the first year of the project is required. Budget requests must be well justified. Do NOT include unallowable expenses (eg, shared costs, promotional items).

Summary of Maximum Funding/Duration

Award Mechanism	EBP	EPS	TCL
Duration of Project	36 months	36 months	36 months
Maximum Funding	$1.5 million	$3 million	$1.5 million

Note: Some or all of the following buttons appear on each subtab.

> **Previous** = move to the previous subtab
>
> **Next** = move to the next subtab
>
> **Save Budget as Draft** = save entered information
>
> **Finalize Budget for ASO Approval** = finalize section

The *Previous* and *Next* buttons allow the user to move between subtabs while retaining entered information for as long as the user is on the *Budget* tab. Information entered on any subtab is NOT saved until the *Save Budget as Draft* button is clicked. Moving from the *Budget* tab to another tab without saving will result in loss of any unsaved changes.

14.1.   Senior/Key Person & Other Personnel

First Name and Last Name: The PD's name is prepopulated. Enter names of other individuals as necessary. Additional rows will autoappear once text is entered into the existing last row.

Role on Project: The PD's role is prepopulated. Enter roles of other individuals as necessary.

Type Appointment (Months): For each individual listed, enter appointment type (eg, 6-month, 9-month, 12-month appointment).

Annual Base Salary: For each individual listed, enter institutional base salary.

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

Salary Requested: The individual salary cap for CPRIT awards is $200,000. (See section 14.5, Salary Cap.) Click *Calc* to autocalculate the requested salary.

Fringe Benefits: For each individual listed, institutional fringe benefits must be calculated based on the individual's direct salary requested.

14.2. Detailed Budget for Year 1

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

Travel: Include any charges associated with necessary travel. CPRIT funds may be used to send up to **2** people to CPRIT's biennial conference.

Equipment: Itemize as necessary (400-character limit). Equipment having a useful life of more than 1 year and an acquisition charge of $5,000 or more per unit must be specifically approved by CPRIT if the project is funded. Note that this category should be used ONLY for equipment with a cost of $5,000 or more **per unit**. Use the Supplies category for any equipment with a cost of less than $5,000 per unit.

Supplies: Itemize by category (800-character limit).

Consultant Charges: Enter charges for consulting services that may be used during the proposed project.

Contractual (Subaward/Consortium): List all subawards as well as collaborator-associated or contractually associated amounts (400-character limit). State direct charges only. Each subaward must be itemized in the *Budget Justification* by stating project charges for personnel, equipment, supplies, clinical services, and other expenses.

Services Charges: Provide a total amount for services. Provide details on the *Budget Justification* for each service to be provided. Details should include service, CPT code (if applicable), rate, and estimated number of people served. Calculate the charge of each service (by CPT code, if applicable) as follows:

Rate x Estimated number of people to receive service = Charge

CPRIT reimburses at Medicare reimbursement rates. If rates exceed these rates, provide a detailed justification/explanation, which will be closely reviewed. CPRIT funds will be distributed on a reimbursement basis.

Other: Itemize other project-associated direct expenses by category (800-character limit).

Indirect Costs: Texas state law limits the amount of awarded funds that may be spent on indirect costs to no more than 5% of the total award amount (5.263% of the direct costs).

14.3. Budget for Entire Proposed Period of Performance

Amounts for *Budget Year 1* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year 1*. Adjustments of up to a 3% annual increase for salary and other categories are permitted for additional years. A 3% salary increase for Years 2 to 3 is permitted up to the cap of $200,000. The salary cap (see section 14.5: Salary Cap) may be revised every year at CPRIT's discretion.

Average Costs of Services: Dollars per person served will be autocalculated by dividing the total charges for the entire proposed period of support by the total population served (as indicated in Tab 2: *Application Information*).

Estimated Revenue: Applicants should provide estimated revenue amounts and the source of estimated revenue (eg, collected registration fees for professional conferences). Estimated revenue should not be deducted from or added to the total requested budget.

14.4. Budget Justification

Note that the information for the fourth subtab, *Budget Justification*, is now submitted as a PDF upload under Tab 4 (*Required Documents*). Click the link on the *Budget Justification* subtab to go to Tab 4 (*Required Documents*).

14.5. Salary Cap

The salary cap for CPRIT awards in FY 2018 (September 1, 2017, through August 31, 2018) is $200,000. Thus, the maximum direct salary support that an individual can request is up to $200,000 of his or her institutional salary based on percent effort on a project. The following table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

Base institutional salary (full-time calendar appointment)	Effort on project	Maximum direct salary support that would be requested by the applicant
Less than $200,000	1-100%	Up to base salary
More than $200,000 (eg, $300,000)	100%	$200,000
More than $200,000 (eg, $300,000)	50%	$100,000

15. TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the applicant, the status of the application will be set to "PENDING ASO APPROVAL." The ASO will then receive a notification email to review, approve, and submit the application to CPRIT. Only the ASO (or the designated alternate ASO) is authorized to officially submit the application. The ASO should log in to the system and click the appropriate application ID number under the *My Applications* page. To submit the application, the ASO must enter his or her password and click the *Approve and Submit Application* button. The ASO will then be asked to click the *Continue* button to submit the application. After the application has been submitted, the status of the application on the *My Applications* page (and also on all tabs of that application) will state "ASO APPROVED AND SUBMITTED." The ASO at the PD's institution must submit the application by the submission deadline: February 21, 2018, 4 PM central time.

16. PROVIDED TEMPLATES (REQUIRED)

Applicants **must** use the provided templates to prepare and submit the following documents. Templates are posted under the *Summary* tab and are available in Word (.doc) and PDF (.pdf) formats.

- Biographical Sketch;
- CPRIT Grants Summary;
- Resubmission Summary (for resubmissions only);
- Current and Pending Support.

17. CONTACT INFORMATION

17.1. Helpdesk

Helpdesk support is available for technical 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.

Hours of operation:　　　Monday through Friday, 8 AM to 6 PM central time

Tel:　　　866-941-7146

Email:　　　Help@CPRITGrants.org

17.2. Programmatic 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

Website:　　　www.cprit.texas.gov