



---

CANCER PREVENTION & RESEARCH  
INSTITUTE OF TEXAS

# **INSTRUCTIONS FOR APPLICANTS**

## **Multi-Investigator Research Awards RFA R-18.2-MIRA**

**FY 2018**

Fiscal Year Award Period

September 1, 2017-August 31, 2018

## TABLE OF CONTENTS

<b>1. INTRODUCTION.....</b>	<b>4</b>
<b>2. SUMMARY INSTRUCTIONS .....</b>	<b>4</b>
<b>3. APPLICATION SUBMISSION DEADLINE.....</b>	<b>5</b>
<b>4. APPLICATION PREPARATION AND SUBMISSION PROCESS.....</b>	<b>5</b>
<b>5. APPLICATION/AUTHORIZED SIGNING OFFICIAL (ASO).....</b>	<b>5</b>
<b>6. GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL .....</b>	<b>5</b>
<b>7. USER REGISTRATION AND/OR LOGIN .....</b>	<b>6</b>
<b>8. STARTING A NEW APPLICATION.....</b>	<b>6</b>
<b>9. STARTING A RESUBMISSION APPLICATION.....</b>	<b>7</b>
<b>10. APPLICATION RENEWAL INSTRUCTIONS .....</b>	<b>8</b>
<b>11. STATUS DISPLAY.....</b>	<b>8</b>
11.1. TAB STATUS .....	8
11.2. APPLICATION STATUS .....	9
<b>12. TAB: SUMMARY .....</b>	<b>9</b>
<b>13. TAB 1: CONTACTS.....</b>	<b>10</b>
<b>14. TAB 2: APPLICATION INFORMATION.....</b>	<b>11</b>
<b>15. TAB 3: PROJECT PERSONNEL AND COLLABORATORS .....</b>	<b>13</b>
<b>16. TAB 4: REQUIRED DOCUMENTS.....</b>	<b>13</b>
<b>17. TAB 5: BUDGET .....</b>	<b>17</b>
17.1. SENIOR/KEY PERSON & OTHER PERSONNEL.....	18
17.2. DETAILED BUDGET FOR YEAR 1 .....	19
17.3. BUDGET FOR ENTIRE PROPOSED PERIOD OF PERFORMANCE .....	20
17.4. BUDGET JUSTIFICATION .....	21
17.5. SALARY CAP .....	21
<b>18. TAB 6: FINAL REVIEW &amp; SUBMIT .....</b>	<b>22</b>
<b>19. PROVIDED TEMPLATES.....</b>	<b>22</b>
<b>20. VERTEBRATE ANIMALS/HUMAN SUBJECTS.....</b>	<b>22</b>
<b>21. FORMATTING INSTRUCTIONS .....</b>	<b>23</b>
<b>22. CONTACT INFORMATION .....</b>	<b>24</b>
22.1. HELPDESK.....	24
22.2. SCIENTIFIC AND PROGRAMMATIC QUESTIONS .....	24
<b>APPENDIX 1: DESCRIPTION OF RESEARCH AREAS.....</b>	<b>25</b>
<b>APPENDIX 2: PROGRAM FOCUS - DEFINITIONS OF CANCER RESEARCH TYPES.....</b>	<b>27</b>

## **VERSION HISTORY**

Rev 10/18/17 Document posted

## 1. INTRODUCTION

The Cancer Prevention & Research Institute of Texas (CPRIT) Application Receipt System (CARS) (<https://cpritgrants.org>) provides a means for the research community (ie, Principal Investigators [PIs] and Application/Authorized Signing Officials [ASOs]) to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants to submit an application in response to CPRIT's Request for Applications (RFA) for Multi-Investigator Research Awards (RFA R-18.2-MIRA). Applications may be submitted from October 18, 2017, through January 31, 2018.

## 2. SUMMARY INSTRUCTIONS

- **Technical Support:** Applicants are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT Helpdesk ([section 22.1](#)) is available to answer technical questions and guide applicants with application submission. This *Instructions* document will be updated as necessary. Revisions will be listed in the *Revision History*.
- **Document Format for Uploaded Files:** Use Portable Document Format (PDF) only.
  - Do NOT password protect documents.
  - Do NOT submit documents that are bound together in a single PDF package.
- **Font Type/Size:** Arial (11 point), Calibri (11 point), or Times New Roman (12 point).
- **Page Format:** Single spacing, 0.75-inch margins in all directions.
- **Templates:** Templates are provided for biographical sketches (biosketches) and current and pending support. NIH-style biographical sketches can be used if desired.
- **Submission Process:**
  - The PI completes/finalizes all sections and forwards it to the organization's ASO for review and final submission to CPRIT. The ASO is an individual authorized to submit an application for the organization.
  - The application must be submitted by the ASO on or before January 31, 2018, 4 PM central time.
  - **Note:** CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

- **Tab Finalization and Reset:**

- Application information saved “as draft” can be edited at a later time.
- Once application information is “finalized for ASO approval,” it can be edited only after an ASO has reset the section to draft mode at the request of the PI.

### **3. APPLICATION SUBMISSION DEADLINE**

The application must be submitted **on or before January 31, 2018, 4 PM central time.**

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

- The PI is responsible for gathering all required documentation and details from Co-PIs leading Projects/Cores.
- The PI completes/finalizes a series of numbered tabs of the application.
- Finalized tabs can be reset by the ASO.
- Once all tabs are finalized, the ASO reviews, approves, and submits the application to CPRIT.

### **5. APPLICATION/AUTHORIZED SIGNING OFFICIAL (ASO)**

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO is required on the application and must be identified by the PI.

As the organization’s representative, the ASO is required to review the tabs finalized by the PI and subsequently submit the application. Only the ASO is authorized to officially submit the application to CPRIT. The ASO can reset PI-finalized tabs to draft at the request of the PI.

### **6. GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL**

The Grants Contract/Office of Sponsored Projects Official is the individual who will manage the grant if an award is made. This individual must be identified for the application. The PI or the ASO can assign this individual to this role.

## 7. USER REGISTRATION AND/OR LOGIN

Applicants begin the application process by registering or logging into CARS

(<https://cpritgrants.org>). On successful login into the system, applicants will be presented with the *My Applications* page shown below. All prior submitted applications by that user are listed on this page. After initial registration or after login, all users are encouraged to complete/verify the information under the *My Profile* link on the top left of this screen.

**CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS**

Home  
Help Desk  
Guide  
FAQ  
Log Out

My Profile | **My Applications** | Bridge | My Grants | Manage Organizations | Current Funding Opportunities | Feedback

Application List | Start New Application

Logged in as: CPRIT Admin [ [not CPRIT Admin click here](#) ]  
[Home](#) > My Applications

### My Applications

Here you can manage your in-progress, submitted and past applications or [start a new application](#) for those programs currently accepting application submissions.

#### Filter Application List

Show: All Applications  
Show: All My Roles

☒ Since FY FY: 2010  
☐ Only For FY

With Status of:  
☒ Draft  
☒ Pending ASO Approval  
☒ Pending Responsiveness Review  
☒ ASO Approved and Submitted  
☐ Deleted/Withdrawn

[Refresh List](#)

A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of your applications, you may need to adjust the filters in the above table and press the "Refresh List" button.

<a href="#">Application ID</a>	<a href="#">Type</a>	<a href="#">Title</a>	<a href="#">Applicant</a>	<a href="#">My Role</a>	<a href="#">Due Date</a>	<a href="#">Status</a>	<a href="#">Funding Status</a>	<a href="#">Actions</a>
--------------------------------	----------------------	-----------------------	---------------------------	-------------------------	--------------------------	------------------------	--------------------------------	-------------------------

## 8. STARTING A NEW APPLICATION

New applications can be started in 1 of 2 ways:

1. My Applications (this is the default page after login) → click *Start New application* → FY 2018 Research Programs → Multi-Investigator Research Awards → click *New Application*, or
2. Current Funding Opportunities → click *FY 2018 Research Programs* → Multi-Investigator Research Awards → 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—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 (Contacts) **must** be completed/finalized prior to Tab 3 (Project Personnel and Collaborators).
- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 9. STARTING A RESUBMISSION APPLICATION

Resubmission applications can be started from the *My Applications* page by clicking the “*Start Resubmission Application*” link of a previously not funded 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—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

**IMPORTANT: More than 1 resubmission is not 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 PI for a project or a change of title of the project that was previously submitted to CPRIT does not constitute a new application; the application would be considered a resubmission.**

**NOTE:** Only the title of the previously submitted application is prepopulated for a resubmission application. All other information, including the Co-PI, collaborators and all required documents must be submitted afresh. If a summary statement was prepared for the previous application, it will be automatically uploaded as part of the resubmission application (see [section 16](#): Tab 4, Required Documents). If a summary statement was not prepared, no document will be uploaded.

Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 (Contacts) **must** be completed/finalized prior to Tab 3 (Project Personnel and Collaborators).
- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 10. APPLICATION RENEWAL INSTRUCTIONS

Renewals are not available under this RFA. A MIRA that was previously funded and would be a continuation of MIRA program activities must be submitted as a new application under this RFA. In preparing the new application, applicants should describe and demonstrate that appropriate/adequate progress has been made on the previously funded award to warrant further funding. Publications and manuscripts in press that have resulted from work performed during the initial funded period should be incorporated into the application as well as patents and efforts at product development where appropriate.

## 11. STATUS DISPLAY

### 11.1. Tab Status

The status of each tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1.

The screenshot shows a web application interface for 'My Applications: Contacts'. At the top, there is a row of numbered tabs: Summary, 1 Contacts, 2 Application Information, 3 Personnel & Collaborators, 4 Required Documents, 5 Budget, and 6 Final Review & Submit. Below this row, the 'Contacts' tab is selected, showing 'Application ID: XXXXXXXX'. At the bottom right, the status is displayed as 'Status: DRAFT' with 'DRAFT' circled in red.

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.
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 PI is notified via email.



## 11.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the application (as indicated in the figure above).

## 12. TAB: SUMMARY

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

**My Applications: Summary**

Summary | 1 Contacts | 2 Application Information | 3 Personnel & Collaborators | 4 Required Documents | 5 Budget | 6 Final Review & Submit

Summary  
Application ID: XXXXXXXX  
Phase: Full Application  
Status: **DRAFT**

Application Title: screen shot  
Program: FY 2014 Research Programs  
Award Type: Individual Investigator Research Awards

Please be sure to verify format requirements. Applications that do not meet format requirements and/or reviewers' determination of readability may result in rejection of your application. Please check the format requirements found in the [Request for Application \(RFA\)](#).

Full Application Deadline: February 3, 2014 by 3:00 PM CT ([check current official time](#))

This application is in progress and is not ready for ASO approval. Each section outlined below must be completed, finalized, and approved by the ASO at your institution prior to the submission deadline. When all sections have been completed and set to "PENDING ASO APPROVAL", the Application Signing Official will need to approve the application submission in order for it to be forwarded for review. The table below shows the status of each section in the submission process as of December 20, 2013 5:12 PM CT.

Section #	Application Section	Status
1	<a href="#">Contacts</a>	<b>draft</b>
2	<a href="#">Application Information</a>	draft
3	<a href="#">Project Personnel and Collaborators</a>	draft
4	<a href="#">Required Documents</a>	draft
5	<a href="#">Budget</a>	draft
6	Final Review and Submit	NOT APPROVED

Section	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 that the application can be reviewed/submitted. The applicant is included on this notification.
	NOT APPROVED	The application has not been approved/submitted by the ASO.
	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.

**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.

### 13. TAB 1: CONTACTS

- **Principal Investigator:** Verify information for the PI; update as necessary.
- **Co-Principal Investigator:** Co-PI directing a project or a core must be added under Tab 3 (Project Personnel and Collaborators). Please see [section 15](#): Tab 3 (Project Personnel and Collaborators) for the details.
- **Alternate Submitter (Optional):** An alternate submitter may be designated on the application by the PI. If an alternate submitter is to be designated on the application,
  - Click the Search for *Alternate Submitter* button.
  - Enter information, and click the *Search Contacts* button.
  - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
  - If the individual is not listed, different search criteria may be used (for example, using the last name only, spelling variations, etc). Alternatively, the individual may be invited to register in CARS and be part of the application by clicking the send invitation link. On the subsequent page, complete the fields, and click the *Send Invitation* button. When this individual joins the application as an Alternate Submitter, his/her information will be listed in the appropriate section of the tab.
  - Change or remove an individual by clicking the appropriate button.
- **Application Signing Official (Required):** An ASO must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.
- **Alternate Application Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. This individual can be assigned by the PI or the ASO. Follow the search guidelines above.

When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the 3 required fields of this section, namely, “Principal Investigator,” “Application Signing Official,” and “Grants Contract/Office of Sponsored Projects Official” have been completed. PI information is entered automatically; an ASO must be identified and

added by the PI. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the PI or the ASO.

## 14. TAB 2: APPLICATION INFORMATION

- **Application Identification:**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed here.
  - **Application Type:** Verify application type (drop list defaults to New Application or Resubmission, as applicable).
  - **Application Title:** The application title is stated. Edit if necessary.
- **Project Information:**
  - **Contract Start Date (m/d/yyyy):** The contract start date of 8/31/18 is prepopulated.
  - **Proposed End Date (m/d/yyyy):** Enter the proposed end date of the project. The maximum duration is 4 years (48 months).
- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work. Please refer to the [Appendix 1](#) for a detailed description of each research area.
  - **Program Focus:** Select the focus of the proposed work. Please refer to [Appendix 2](#) for the definitions of cancer research types.
  - **Cancer Site Addressed:** Select the most relevant cancer site(s) addressed, up to a maximum of 3. If the focus of the project is not on specific cancer site(s), select All Cancers. The selection of cancer sites in this section assists CPRIT with reporting on cancer research that is being performed.
  - **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.

- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
- **State Legislative Districts:**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using 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.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years):**
  - Select whether the PI is currently eligible to receive federal grant funds. If "No" is selected, provide a reason.
  - Select whether the PI had an application or award terminated for cause within the last 5 years. If yes, then select the category of Application or Award. Select the Granting Organization. Enter the Award Title, Award Number, Award Amount, and the Reason for Cancellation. Click the *Add Application/Award* link to add additional applications or awards.
- **Donations:**
  - Select whether the PI or any individual listed on the application has made a donation, gift, or grant to CPRIT, the CPRIT Foundation, the Texas Cancer Coalition, or any nonprofit organization/entity established to benefit CPRIT.
  - If yes, then enter the name of the donor, entity name, donation amount, and date of donation. Click the *Add Donation* link to add additional donations.
- **CPRIT Priorities Addressed (from Statute or Texas Cancer Plan):**
  - Choose the CPRIT priority addressed in the application. More than 1 priority may be selected. If choice 5 is selected, then enter the name of the research sponsor and the sponsor's priority that the application addresses.

Review the instructions and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information for ASO Approval*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information “finalized for ASO approval” can be edited only after the ASO has reset the application to draft mode at the request of the PI.

## 15. TAB 3: PROJECT PERSONNEL AND COLLABORATORS

- **Investigators and Submitters:**
  - **Please note that the biosketch for the PI must be uploaded under the *Required Documents* tab (see [section 16](#)). Biosketches previously uploaded in *My Profile* will not be included in the application.**
- **Collaborators:** Enter information for all Co-PIs and collaborators (select the appropriate *Role for Application* from the drop list). For Co-PIs enter number and title of project or core that a Co-PI leads (up to 170 characters each). Click the *Save as Draft* button to save additions.
- **Co-PIs Listed:** Review the list to ensure that all entered Co-PIs have been successfully added and the number and title of the Project or Core is listed.
- **Collaborators Listed:** Review the list to ensure that all entered collaborators have been successfully added.

When all information is entered, click the *Finalize Project Personnel and Collaborators* button. Note that this tab can be finalized only after Tab 1 (Contacts) has been finalized.

## 16. TAB 4: REQUIRED DOCUMENTS

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or 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.

- **Application Abstracts: Abstract and Significance and Layperson’s Summary:** Enter the Abstract and Significance (15,000 characters) and Layperson’s Summary (10,000 characters) of the proposed work. **Project and Core Abstracts:** Enter the Research Project Abstract (5,000 characters) or Core Resource Abstract (5,000 characters) for each

of the Projects and Cores. Character limits include letters, spaces, and punctuations. Do NOT use symbols or special characters (eg, Greek letters)—these will not be transmitted correctly. Save the entered information by clicking the *Save Application Abstracts as Draft* button. Information must be saved before any documents are uploaded below or else the Abstract and Significance and/or Layperson's Summary will be lost when the upload refreshes the Web page.

- **Goals and Objectives:** Please enter your goals and objectives as plain text (1,200 characters per goal and per objective). These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of project success. HTML formatting, tables, charts, and diagrams are not supported. Goals and objectives may be saved as a DRAFT at any time by clicking the “*Goals and Objectives as Draft*” button. Any unsaved goals and objectives will be lost.
  - At least 1 goal per project and core is required. At least 1 objective is required per goal. Up to 3 goals and 3 objectives per goal may be entered for each project and core.
  - Goals and objectives should be listed for the overall project as well as for each project and core separately.
  - Projects and cores should be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified.
  - Goals and objectives for cores should indicate the project(s) to be supported.
  - Goals and objectives for the overall project should be listed under Administrative Core and prepared by the PI.

**NOTE:** Applications that do not follow the instructions above and fail to clearly label goals and objectives will be administratively rejected without review.

- Click the *Add Objective* link to add an additional objective to a goal.
  - Click the *Add Goal* link to add additional goals.
- **Timeline:** Upload the Timeline PDF document (Maximum of 1 page per project and core). Timeline will be reviewed during the evaluation of annual progress reports.
  - Timelines should be listed for the overall program as well as for each project and core separately.

- Projects and cores should be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified.
- Timeline for the overall project should be listed under Administrative Core and prepared by the PI.
- Individual timeline documents must be combined into a single file and submitted as a single PDF document.

**NOTE:** Applications that do not follow the instructions above and fail to clearly label timelines will be administratively rejected without review.

- **Resubmission Summary:** Upload the Resubmission Summary PDF document (10 pages). This option is available for resubmission applications only.
- **Overview of Overall Program:** Upload the Overview of Overall Program PDF document (10 pages) (see RFA for details).
- **Research Project Plan:** Upload Research Project Plan PDF document for each project (up to 25 pages). Each project has its own upload slot. Provide a title and the name of the leading PI/Co-PI (see RFA for details). The Research Project Plan PDF document must include the following:
  - A biographical sketch of Co-PI (5 pages)
  - List of Publications/References
  - Budget and Justification (see RFA for details)
- **Core Resource Plan:** Upload the Core Resource Plan PDF document for each Core (up to 25 pages). A Core Resource Plan is not required for the Administrative Core as that should be described in the Administrative Plan. Each Core has its own upload slot. Provide a title and the name of the leading PI/Co-PI (see RFA for details). The Core Resource Plan PDF document must include the following:
  - A biographical sketch of Co-PI (5 pages)
  - List of Publications/References
  - Budget and Justification (see RFA for details)
- **Administrative Core Plan:** Upload the Administrative Plan PDF document (5 pages) (see RFA for details).

- **Synergy Illustration:** Upload the Synergy Illustration PDF document (3 pages) (see RFA for details).
- **Sustainability Plan:** Upload the Sustainability Plan PDF document (2 pages) (see RFA for details).
- **Vertebrate Animals and/or Human Subjects:** Upload the Vertebrate Animals and/or Human Subjects PDF document (5 pages). If not applicable, upload a page with the following statement: “No vertebrate animals and/or human subjects will be used.”
- **Publications/References:** Upload the Publications/References PDF document.
- **PI Biosketch:** Upload the PDF Biosketch of the PI (up to 5 pages). NIH biosketches may be used.
- **Biographical sketches of up to 5 additional Key Personnel** (25-page maximum; 5 pages each): If desired, up to 5 additional biographical sketches for key personnel may be provided (a biosketch template is posted under the *Summary* tab). Biosketches must not exceed 5 pages for each individual. If 2 biosketches are being provided, these must be combined into a single file and submitted as a single PDF document (ie, a 10-page document consisting of two 5-page biosketches).
- **Current and Pending Support:** For all personnel for whom a biosketch is submitted with the application, upload their current and pending support (use the template posted under the *Summary* tab). Multiple documents must be combined and submitted as a single PDF document. **At a minimum, the current and pending support of the PI and Co-PIs must be included in this document.**
- **Institutional/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of institutional and/or collaborator support and other certification documents (up to 15 pages). Multiple letters/files must be combined and submitted as a single PDF document. Applicants are strongly advised not to submit “appendix material,” such as publications, figures, and/or data.
- **Budget Justification:** Upload the Budget Justification PDF document. Provide a brief and concise justification of the budget for the entire proposed period of support for the entire program and for all charge categories: personnel (salaries and fringe benefits), travel, equipment, supplies, consultant charges, contractual (subaward/consortium) charges, research-related subject charges, other expenses (including animal care charges),



and indirect charges. Each subaward must itemize project charges for all charge categories.

**While there will be 1 budget for the entire program, individual budget breakdowns must be included for each project and core resource as a part of the Research or Core Resources Plan. Projects and cores must be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified (also see [section 17.4](#))**

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

## **17. TAB 5: BUDGET**

**This tab should include only the amount requested from CPRIT; do NOT include the amount of the matching fund.**

The budget section is composed of 4 subtabs:

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.

- For MIRAs, applicants may request a maximum of \$6,000,000 in total costs for a maximum period of 4 years. Funds may be used for salary and fringe benefits, research supplies, equipment, clinical costs, and travel to scientific/technical meetings or collaborating institutions.

Exceptions to the limit may be requested if extremely well justified (see section 4 of the RFAs).

- **One budget must be submitted on behalf of the entire program** and must include costs for individual projects and cores. Individual budgets will not be submitted in the

application system, but there should be a budget breakdown for each project and core resource. For programs that have outside institutions participating, a subcontract must be executed for that institution to receive CPRIT funds.

- Expenses for individual projects/cores must be listed. Projects and cores must be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified.

**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 to another tab without saving will result in loss of any unsaved changes.

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

Complete the requested information.

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

**Role on Project:** The PI's role is prepopulated. Enter roles of other individuals as necessary and **indicate Project/Core that it relates to (eg, Co-PI [Project 1]).**

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

**Annual Base Salary:** For each individual listed, enter his or her institutional base salary. The salary cap for CPRIT awards for FY 2018 (September 1, 2017, through August 31, 2018) is \$200,000; see [section 17.5](#), Salary Cap.

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

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

**Fringe Benefits:** For each individual listed, his/her institutional fringe benefits must be calculated based on his/her direct *Salary Requested*. Fringe benefits may not exceed 35% of the salary requested (a warning will be displayed).

## **17.2. Detailed Budget for Year 1**

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

**Travel:** Include any program-related travel charges. CPRIT cannot support patient-related travel charges. CPRIT funds may be used to send up to 2 people to CPRIT’s biennial conference. Please provide charge value for the **entire** program. Cost breakdown for individual projects/cores must be provided in the Budget Justification section.

**Equipment** (2,000-character limit): Itemize as necessary. Equipment having a useful life of more than 1 year and an acquisition charge of \$5,000 or more per unit must be specifically approved by CPRIT. Preapproval is not required; if the project is funded, approval may be requested at that time.

**Supplies** (4,000-character limit): Itemize by category as necessary.

**Consultant Charges:** State charges for consulting services that may be used during the proposed work. Please provide charge value for the **entire program**. Cost breakdown for individual projects/cores must be provided in the Budget Justification section.

**Contractual (Subaward/Consortium)** (2,000-character limit): Itemize all subaward- and consortium-associated amounts. State direct charges only. Each subaward must be itemized in the *Budget Justification* subtab by stating project charges for personnel, travel, equipment, supplies, consultants, research-related subjects, and other expenses.

**Research-Related Subject Charges:** Enter charges associated with subjects related to the proposed work (eg, charges associated with participation of human subjects in clinical trials). CPRIT cannot support patient-related travel charges. Please provide charge value for the **entire program**. Cost breakdown for individual projects/cores must be provided in the Budget Justification section.

**Other** (4,000-character limit): Itemize other project-associated expenses.

**Indirect Charges:** CPRIT limits indirect charges to a maximum of 5%. Total Indirect Charges for Year 1 (line D) should not exceed 5% of the Total Charges for Year 1 (line E). As an example, for a total award of \$100,000, indirect charges may not exceed \$5,000; direct charges would be \$95,000.

Please provide charge value for the **entire program**.

**Please note:** Equipment costs in excess of \$5,000 must be excluded from the calculation of indirect costs.

**Note for Subawards:** Subawards may recover indirect charges of up to the maximum of 5% of the total requested subaward amount. However, because CPRIT awards will be made to the primary institution (which, in turn, will manage the subcontracts), the indirect charges for each subcontract are calculated as part of the total amount requested by the primary institution. Do not include indirect charges in the Contractual (Subaward/Consortium) category. The appropriate subaward amount—including the allowable indirect charges—will be forwarded to the subcontracting institution by the primary institution.

**Each project and core must itemize project charges for all charge categories unless otherwise indicated.** Projects and cores must be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified (also see [section 17.4](#)).

### **17.3. 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*. For each additional year of support requested, enter the budget requested for personnel charges and other applicable direct charges for the entire program. Fringe benefits may not exceed 35% of the salary (a warning will be displayed). Cost adjustments of up to a 3% annual increase for salary and other categories are permitted for Years 2 through 4. A 3% salary increase for Years 2 through 4 is permitted up to the cap of \$200,000. The salary cap ([section 17.5](#)) may be revised every year at CPRIT's discretion.

Enter the indirect charges for each additional year of support requested. *Total Indirect Charges* (line D) should not exceed 5% of the total requested award amount for that year (sum of lines C and D).

**Please note: Equipment costs in excess of \$5,000 must be excluded from the calculation of indirect costs.**

#### **17.4. Budget Justification**

Provide a brief and concise justification of the budget for the **entire proposed period** of support for all charge categories (see [section 17](#) for details).

**Each project and core must itemize project charges for all charge categories. Individual project and core budget breakdowns must be included for each project and core resource as a part of the Research or Core Resources Plan. Projects and cores must be labeled numerically (AC for the Administrative Core, Project 1 to Project 5, and Core 1 to Core 3) and be clearly identified.**

If you uploaded this document under Tab 4 (Required Document) (see [section 16](#)), you can click on the link directing you to your uploaded file. If you have not uploaded this document, please click on the link that will direct you to Tab 4 (Required Documents) where you can upload this file.

#### **17.5. 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 an individual can request is up to \$200,000 of his or her institutional salary based on effort on a project:

- With 100% effort on the project, individuals with an institutional base salary of less than \$200,000 would request the entire base salary amount.
- With 100% effort on the project, individuals with an institutional base salary of more than \$200,000 would request the salary cap of \$200,000.
- With 50% effort on the project, individuals with an institutional base salary of more than \$200,000 would request \$100,000.

The following table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

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

## 18. TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the applicant, the status of the application is set to “PENDING ASO APPROVAL.” The ASO will then receive email notification to review, approve, and submit the application to CPRIT. Only the ASO is authorized to officially submit the application. The ASO must log in to the system and click the appropriate application ID number listed under his or her *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 be “ASO APPROVED AND SUBMITTED.” The ASO at the PI’s institution must submit the application by the submission deadline: **January 31, 2018, 4 PM central time.**

## 19. PROVIDED TEMPLATES

Applicants must use the provided template to prepare and submit Current and Pending Support (.doc, .PDF). In addition, a template is provided for biographical sketches, however an NIH biographical sketch may be used if desired. Templates are posted under the *Summary* tab and are available in .doc and .PDF format.

## 20. VERTEBRATE ANIMALS/HUMAN SUBJECTS

Whenever vertebrate animals or human subjects are part of a CPRIT-funded project, a copy of the recipient organization’s Institutional Review Board (IRB) and/or Institutional Animal Care

and Use Committee (IACUC) approval must be provided to CPRIT before funding can be released. For multiyear projects, annual confirmation of IRB or IACUC approval is required. This information is not required at the time of submission of the application.

## 21. FORMATTING INSTRUCTIONS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Applicants are advised to use font sizes, font faces, line spacing, page sizes, and page margins that permit easy readability of the application text. Every attempt should be made to keep file sizes to a minimum (see *Scanning Resolution* below). Applications that do not meet these guidelines are subject to administrative withdrawal.

Formatting guidelines for all submitted CPRIT applications are as follows:

- **Language:** English.
- **Document Format:** PDF only.
- **Font Type/Size:** Arial (11 point), Calibri (11 point), or Times New Roman (12 point).
- **Line Spacing:** Single.
- **Page Size:** 8.5 x 11 inches.
- **Margins:** 0.75 inch, all directions.
- **Color and High-Resolution Images:** Images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. Applicants should include text to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** Images and figures must be of lowest reasonable resolution that permits clarity and readability. Unnecessarily large files will NOT be accepted, especially those that include only text.
- **References:** Applicants should 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 journal information is stated. URLs of publications referenced in the application should be included, if available.

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

- **Internet URLs:** Applicants are encouraged to provide the URLs of publications referenced in the application; however, applicants should not include URLs directing reviewers to websites containing additional information about the proposed research.
- **Headers and Footers:** These should not be used unless they are part of a provided template. Page numbers may be included in the footer (see following point).
- **Page Numbering:** Pages should be numbered at the bottom right corner of each page.
- **All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.**

## 22. CONTACT INFORMATION

### 22.1. 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 scientific aspects of applications.

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

**Tel:** 866-941-7146

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

### 22.2. Scientific and Programmatic Questions

Questions regarding the CPRIT program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Senior Program Manager for Academic Research.

**Tel:** 512-305-8491

**Email:** [research@cprit.state.tx.us](mailto:research@cprit.state.tx.us)

**Website:** [www.cprit.texas.gov](http://www.cprit.texas.gov)



## Appendix 1: DESCRIPTION OF RESEARCH AREAS

In [Tab 2](#) (Application Information/Application Classification) the applicant is required to select a research area that best describes the proposed work. Descriptions of research areas are as follows:

- **Cancer biology:** Research on the biology of how cancer starts and progresses as well as normal biology relevant to these processes. Examples include oncogenes and suppressor genes, epigenetics, DNA repair, growth factors, signaling pathways, cancer immunology, microenvironment, tumor progression, and metastasis.
- **Cancer control, survivorship, and outcomes research:** Research in this category covers a broad range of areas including patient care and pain management, cancer surveillance, cancer disparities research, quality of life for patients with cancer and their families, identification and reduction of late effects of cancer treatment, education and communications that reduce cancer risk, health services research, and attitudes and belief systems that affect cancer control.
- **Early detection, diagnosis, and prognosis:** Identification and testing cancer markers and imaging methods detecting and/or diagnosing cancer as well as predicting the outcome or chance of recurrence. Examples include discovery of markers and/or technologies for use in cancer detection and diagnosis and/or prognosis, animal trials and clinical human trials, tumor response to therapy, risk assessment, screening methods, informatics and informatics networks, and biostatistics.
- **Etiology:** Research on the causes of cancer—genetic, environmental, and lifestyle factors and their interactions. Examples include environmental chemicals, hormone-disrupting agents, gene-environment interactions, microbial agents, radiation exposure, and genetic polymorphisms that affect carcinogen metabolism.
- **Prevention:** Identification of interventions that reduce cancer risk. Examples include chemoprevention, vaccines to prevent cancer, behavioral modifications that reduce cancer risk, studies on energy balance and dietary factors associated with cancer risk, and identification of cancer risk factors.

- **Scientific model systems:** Development of new animal models, cell culture systems, and computer simulations and their application to other studies across the spectrum of cancer research. Examples include mathematical modeling of cancer processes; development of diverse animal models, including transgenic mice, zebra fish, *Drosophila*, etc; and development of organ and tissue model systems.
- **Treatment:** Identification, development, and testing of treatments for cancer. Examples include drug development, immunotherapy, personalized cancer therapy, methods of drug delivery, antiangiogenic therapy, clinical trials, and treatments to prevent recurrence.

## Appendix 2: PROGRAM FOCUS - Definitions of Cancer Research Types

In [Tab 2](#) (Application Information/Application Classification), the applicant is required to select a program focus that best describes the proposed cancer research type. Descriptions of cancer research types are as follows\*:

- **Basic Research** - results in the acquisition of new knowledge and elucidates fundamental mechanisms in biology.
- **Translational Research** - involves the application of discoveries from basic research to practical problems associated with cancer as well as research on how to improve best practices in the community.
- **Clinical Research** - involves studies with human subjects and includes patient-oriented research on mechanisms of disease, therapy, and development of new technologies as well as epidemiologic and behavioral studies and outcomes and health services research.

\*Taken from, Rubio et al, “Defining Translational Research: Implications for Training,” *Acad Med* 85:470–475, 2010.