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CANCER PREVENTION & RESEARCH  
INSTITUTE OF TEXAS

**REQUEST FOR APPLICATIONS**

**RFA R-19.2-CAP:CAC**

**Collaborative Action Program to Reduce  
Liver Cancer Mortality in Texas:  
Collaborative Action Center**

**Please also refer to the Instructions for Applicants document,  
which will be posted on October 17, 2018**

**Application Receipt Opening Date:** October 17, 2018

**Application Receipt Closing Date:** January 30, 2019

**FY 2019**

Fiscal Year Award Period

September 1, 2018-August 31, 2019

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**RFA VERSION HISTORY**

Rev 08/17/18 RFA release

## 1. ABOUT CPRIT

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

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

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

CPRIT's 3 programs are guided by established key principles essential to executing CPRIT's purpose. The main principle underlying all 3 programs is that they will continue to ensure that only applications with scientific merit will move forward in CPRIT's peer review grant process. The programs have established principles that are unique to each program as well as cross-cutting aspirations.

### **Established Principles:**

- Scientific excellence and impact on cancer
- Targeting underfunded areas
- Increasing the life sciences infrastructure

### **1.1. Academic Research Program Priorities**

The program priorities for Academic Research adopted by the Oversight Committee include

- Recruitment of outstanding cancer researchers to Texas
- Investment in core facilities
- A broad range of innovative, investigator-initiated research projects
- Implementation research to accelerate the adoption and deployment of evidence-based prevention and screening interventions
- Computational biology and analytic methods
- Childhood cancers
- Hepatocellular cancer

## 2. PROGRAM DESCRIPTION

The goal of the **Collaborative Action Program to Reduce Liver Cancer Mortality in Texas** is to position Texas as a national leader in reversing the trajectory of liver cancer incidence.

Liver cancer, also known as hepatocellular cancer (HCC), is the fastest increasing lethal cancer in the United States, with an annual incidence that has tripled during the past 2 decades. The incidence of HCC is 3 times higher in men than women, and there are significant racial and ethnic differences in liver cancer occurrence and mortality.

Risk factors for liver cancer include viral hepatitis (hepatitis B virus and hepatitis C virus), nonalcoholic steatohepatitis (NASH), and alcoholic liver disease. Approximately 80% to 90% of HCCs occur in patients with underlying cirrhosis, making individuals with advanced cirrhosis at particularly high risk for developing HCC.

Texas is among states with the highest incidence of HCC with an annual incidence that is nearly double the national average. The rise is particularly virulent among Texans of Hispanic ethnicity living along the US-Mexican border where HCC incidence and mortality is the highest in the nation. While the reasons for the increase in HCC in this population are not fully understood, HCC development has been linked to multiple risk factors including genetic predisposition and socioeconomic factors, but significant gaps remain in knowledge about the relationship between HCC in high-risk populations compared to non-Hispanic whites.

To address this challenge, CPRIT is undertaking a **Collaborative Action Program (CAP) to reduce liver cancer mortality in Texas** and releasing 2 companion RFAs: (1) CAP Research Awards RFA (RFA 19.2-CAP:RA) and (2) CAP Collaborative Action Center RFA (RFA 19.2-CAP:CAC).

The CAP Research Awards RFA (RFA 19.2-CAP:RA) will support investigator-initiated research projects designed to do the following:

- (1) Identify risk factors for cirrhosis and HCC in Texas populations and predictors of high risk for progression of cirrhosis to HCC, including environmental and behavioral factors, genetic markers, and health disparities;
- (2) Identify and validate biomarkers and/or imaging methods that will enhance the surveillance and better stratify patients with cirrhosis leading to detection of HCC at an early stage;

- (3) Increase implementation of evidence-based interventions for the prevention and/or early detection of HCC among populations at high risk;
- (4) Conduct health services research in populations at highest risk for developing cirrhosis and HCC designed to identify most effective ways to address the disparities (eg, through systems change, outreach, access) and delivery of early detection and preventive care.

The CAP Collaborative Action Center RFA (RFA 19.2-CAP:CAC) seeks to support a single Collaborative Action Center (Center) that will catalyze interactions and enable data sharing among the awardees of the CAP Research Awards and will forge innovative relationships among academic content experts, health providers, and policymakers in Texas to promote awareness and implementation of best practices for HCC prevention and early detection.

### **3. COLLABORATIVE ACTION CENTER DESCRIPTION**

Applicants are invited to propose a Center whose functions will be to (1) promote interactions and collaboration across the CAP Research Awards funded under the companion RFA, R-19.2-CAP; RA (2) provide opportunities for academic content experts, health care providers, and community stakeholders to exchange ideas and to explore new opportunities to impact the rise of HCC in Texas; and (3) educate health care providers and the public on best practices to alter the trajectory of HCC in Texas.

To accomplish these goals, the Center will be expected to do the following:

- Convene a steering committee consisting of the Principal Investigators (PIs) and Co-Principal Investigator (Co-PIs) of the funded CAP Research Awards to facilitate communications and interactions across these CPRIT-funded research projects;
- Support collaborations across the CAP Research Projects by providing access to services that will facilitate data sharing among the CAP-funded research projects;
- Engage private and public entities across the state, (eg, representatives of health practices and health care systems, health insurers, pharmaceutical and biotech industry leaders, government agencies, etc), in policy considerations addressing issues critical to the reduction of HCC mortality in the state;
- Convene an annual scientific forum that will promote awareness of the burden of HCC, highlight CAP-supported research, and foster interactions with others whose research is relevant to HCC;

- Collect, synthesize, and disseminate findings and lessons learned from the CAP Research Awards and conduct an evaluation of the impact of the CAP program.

**Applicants for the Center are encouraged to identify additional assets that would leverage unique resources—such as established cohorts, biobanks, and annotated clinical data—that will provide additional opportunities and increase the impact of the *Collaborative Action Program to Reduce Liver Cancer Mortality in Texas*.**

#### **4. FUNDING INFORMATION**

CPRIT plans to make 1 award to a single applicant in response to this RFA.

Applicants may request a maximum of \$3,000,000 in total costs for a period of 5 years.

Exceptions to the maximum amount may be requested if extremely well justified.

Applicants may request salary support and fringe benefits for the PI, data analysts, and additional programmatic and support staff required to carry out the Center functions.

Funds may be used for research supplies, data management support, website development, and production of educational materials.

Travel to attend scientific or technical meetings, to attend onsite meetings with CAP-supported research programs, and to meet health providers and policymakers is also an allowable expense for the PI and the Center's senior level staff.

Up to 10% of the Center's annual direct budget may be used to fund special projects recommended by the CAP steering committee to extend the impact of the individual CAP Research Awards to additional geographic areas and/or populations.

Requests for funds to support major equipment, construction, and/or renovation will not be approved under this funding mechanism.

CPRIT funds may not be used to support food or beverages.

State law limits the amount of award funding that may be spent on indirect costs to no more than 5% of the total award amount.

## 5. ELIGIBILITY

- The application must come from a Texas-based entity. Any not-for-profit institution or organization is eligible to apply for funding under this award mechanism;
- The PI must be the director of the proposed Center, must have requisite management experience, and must reside in Texas during the time the research that is the subject of the grant is conducted;
- A Co-PI is allowed. The applicant must demonstrate why a Co-PI is needed and what complementary expertise the Co-PI will bring to the Center. The Co-PI must reside in Texas for the period of the time that the research that is the subject of the grant is conducted;
- An institution or organization may submit only 1 application under this RFA;
- An applicant is eligible to receive a grant award only if the applicant certifies that the applicant institution or organization, including the PI, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's institution or organization (or any person related to 1 or more of these individuals within the second degree of consanguinity or affinity), has not made and will not make a contribution to CPRIT or to any foundation specifically created to benefit CPRIT;
- An applicant is not eligible to receive a CPRIT grant award if the applicant PI, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's organization or institution is related to a CPRIT Oversight Committee member;
- The applicant must report whether the applicant institution or organization, the PI, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way, whether or not those individuals are slated to receive salary or compensation under the grant award, are currently ineligible to receive federal grant funds because of scientific misconduct or fraud or have had a grant terminated for cause within 5 years prior to the submission date of the grant application;
- CPRIT grants are awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these



standards before submitting a grant application. All statutory provisions and relevant administrative rules can be found at [www.cprit.texas.gov](http://www.cprit.texas.gov).

## **6. RESPONDING TO THIS RFA**

### **6.1. Application Submission Guidelines**

Applications must be submitted via the CPRIT Application Receipt System (CARS) (<https://CPRITGrants.org>). **Only applications submitted through this portal will be considered eligible for evaluation.** The applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application was submitted. The PI must create a user account in the system to start and submit an application. Furthermore, the Application Signing Official (a person authorized to sign and submit the application for the organization) and the Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant contract if an award is made) also must create a user account in CARS. The Co-PI does not have to create a user account in CARS; the Co-PI will be added to the application by the PI. Please refer to the *Instructions for Applicants (IFA)* document for the instructions on adding Co-PIs to an application. The *IFA* document will be available when the application receipt system opens. Applications will be accepted beginning at 7 AM central time on October 17, 2018, and must be submitted by 4 PM central time on January 30, 2019. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

#### **6.1.1. Submission Deadline Extension**

The submission deadline may be extended upon a showing of extenuating circumstances. A request for a deadline extension based on the need to complete multiple CPRIT or other grants applications will be denied. All requests for extension of the submission deadline must be submitted via email to the CPRIT [Helpdesk](#) within 24 hours of the submission deadline. Submission deadline extensions, including the reason for the extension, will be documented as part of the grant review process records. Please note that deadline extension requests are very rarely approved.

### **6.2. Application Components**

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Please refer to the *IFA* document for details that will be

available when the application receipt system opens. Submissions that are missing 1 or more components or do not meet the eligibility requirements listed in [section 5](#) will be administratively withdrawn without review.

### **6.2.1. Abstract and Significance (5,000 characters)**

Clearly present the organizational structure, content expertise, and unique qualifications that will enable the applicant to meet the requirements described in [section 3](#) for the Center. Discuss special assets that the proposed Center will bring to the overall mission of the CAP program. State the added value that the Center will contribute to the projects supported by CAP Research Awards and discuss how the Center will (1) support collaborations across these CAP Research Awards; (2) engage private and public entities across the state in policy considerations that address issues critical to the reduction of HCC mortality in the state; and (3) educate health care providers and the public on best practices and new opportunities that will impact the trajectory of HCC in Texas.

### **6.2.2. Layperson's Summary (2,000 characters)**

Provide a layperson's summary of the proposed Center. Describe, in simple, nontechnical terms, the overall goals of the Center, how the Center will accomplish the requirements identified in [section 3](#), and discuss any unique assets and or experience that the Center will bring to the CAP program. The information provided in this summary will be made publicly available by CPRIT, particularly if the application is recommended for funding. Do not include any proprietary information in the layperson's summary. The layperson's summary will also be used by advocate reviewers ([section 7.1](#)) in evaluating the significance and impact of the proposed work.

### **6.2.3. Goals and Objectives**

Provide a list of specific goals and objectives for each year of the award. These goals and objectives will also be used in the initial assessment of the Center and in the evaluation of annual progress reports if the award is made.

### **6.2.4. Timeline (1 page)**

Provide an outline (chart) of anticipated major milestones to be tracked. Timelines will be reviewed for reasonableness, and adherence to timelines will be a criterion for continued support of successful applications.

If the application is approved for funding, this section will be included in the award contract. Applicants are advised not to include information that they consider confidential or proprietary when preparing this section.

### **6.2.5. Center Description (10 pages)**

#### ***Overview and Capabilities***

Provide an overview of the proposed Center in the context of the overall CPRIT Collaborative Action Program to Reduce Liver Cancer Mortality in Texas indicating how the Center will facilitate, enhance, and support the research of the CAP Research Awards and **promote collaborations among the CAP program participants and others in Texas such that the whole is greater than the sum of the parts.**

Highlight any unique approaches or special assets the Center will bring to the overall CAP program.

#### ***Expertise and capabilities***

Summarize the collective capabilities of the Center personnel, recent accomplishments, etc, in areas vital to the role of Center, including expertise relevant to liver cancer, including early detection and surveillance, development and validation of biomarkers including imaging approaches, dissemination and implementation research, health services research and outreach and education.

#### ***Plans and Approaches to required Collaborative Action Center Functions***

Describe a plan for creation and operation of the Center that addresses all the functions of the Center identified in [section 3](#). The plan should address (but is not limited to) the following aspects:

- *Program Coordination.* Describe how the Center will (1) Provide organizational and logistical support for CAP Steering Committee meetings and additional program meetings as needed; (2) establish the Center's role in promoting collaborations by identifying synergistic research opportunities among the funded CAP Research Awards, especially collaborations that involve different regions of the state; (3) plan activities that will facilitate collaborations between the CAP Research Awards and other Texas research programs (eg, CPRIT-, NIH-, DOD-funded research) addressing HCC prevention and

early detection; and (4) convene representatives of private and public entities across the state to address policy issues critical to reduction of HCC mortality in the state.

- *Research Support.* The Center should plan to develop uniform protocols for specimen and data collection; coordinate when feasible, the sharing of biospecimens (blood, other body fluids, and when feasible, liver tissue) across the CAP Research Awards; and support the Steering Committee’s selection of special projects designed to extend the impact of the CAP Research Awards.
- *Outreach and education.* Describe a plan to build awareness among health care providers and the public of cirrhosis and HCC risk factors and best practices for preventive measures and treatment; describe a plan to engage private and public entities across the state, (eg, representatives of health practices and health care systems, health insurers, pharmaceutical and biotech industry leaders, government agencies, etc), in public policy considerations addressing issues critical to the reduction of HCC in the state.
- *Evaluation and dissemination of new findings.* Describe how the Center will evaluate the impact of the *Collaborative Action Program to Reduce Liver Cancer Mortality in Texas* and how the Center will disseminate new findings from the individual CAP Research Awards as well as policy recommendations from the CAP-sponsored statewide policy considerations.

Applicants are encouraged to describe any additional assets that would leverage unique resources—such as established cohorts, biobanks, and annotated clinical data—for the benefit of the CAP program.

#### **6.2.6. Human Subjects (2 pages)**

If human subjects or human biological samples will be used, please use this section to provide any additional details that may have not been covered in the description of the Center.

#### **6.2.7. Publications/References**

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

#### **6.2.8. Budget and Justification**

Texas law limits the amount of grant funds that may be spent on indirect costs to no more than 5% of the total award amount (5.263% of the direct costs). Guidance regarding indirect cost

recovery can be found in CPRIT's Administrative Rules, which are available at [www.cpr.it.texas.gov](http://www.cpr.it.texas.gov). So-called grants management and facilities fees (eg, sponsored programs fees; grants and contracts fees; electricity, gas, and water; custodial fees; maintenance fees) may not be requested. Applications that include such budgetary items will be rejected administratively and returned without review.

The annual salary (also referred to as direct salary or institutional base salary) that an individual may be reimbursed from a CPRIT award is limited to a maximum of \$200,000. In other words, an individual may request salary proportional to the percent of effort up to a maximum of \$200,000. Salary does not include fringe benefits and/or facilities and administrative costs, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of his or her duties to the applicant organization.

CPRIT awards cannot be used to pay for food and beverage related to holding meetings/annual conference.

Travel expenses related to the Center's mission and to support travel expenses of steering committee members to attend Center meetings and annual symposium are appropriate expenses.

**Up to 10% of the Center's annual direct budget may be used to support special projects recommended by the CAP steering committee to extend the impact of the individual CAP Research Awards to additional geographic areas and/or populations.**

#### **6.2.9. Biographical Sketches for Key Personnel (5 pages each)**

Up to 5 biographical sketches including that of the Center PI, Co-PI, and key personnel may be provided. Each individual biographical sketch must not exceed 5 pages. The NIH biosketch format is appropriate.

#### **6.2.10. Current and Pending Support**

State the funding source and duration of all current and pending support for the PI and all personnel who have included a biographical sketch with the application. For each award, provide the title, a 2-line summary of the goal of the project, and, if relevant, a statement of overlap with

the current application. At a minimum, current and pending support of the PI and key personnel must be provided.

### **6.2.11. Institutional/Collaborator Support and/or Other Certification (10 pages)**

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed Center. A maximum of 10 pages may be provided.

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

### **6.3. Formatting Instructions**

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. Include URLs of publications referenced in the application.

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.

## 7. APPLICATION REVIEW

### 7.1. Review Process Overview

All eligible applications submitted in response to the CAP Collaborative Action Center RFA will be evaluated using a 2-stage peer review process: (1) Full peer review and (2) prioritization of grant applications by the CPRIT Scientific Review Council. In the first stage, applications will be evaluated by an independent peer review panel consisting of scientific experts as well as advocate reviewers using the criteria listed in Section 7.3. Applicants will be notified of peer review panel assignments prior to the peer review meeting dates. Peer review panel membership can be found on the CPRIT website. In the second stage, applications judged to be most meritorious by the peer review panel will be evaluated and recommended for funding by the CPRIT Scientific Review Council (SRC) who will take into consideration how well the Center's expertise and attributes complement the top-ranked individual CAP Research Awards responding to the companion RFA 19.2-CAP:RA.

The SRC recommendations will be forwarded to the CPRIT Program Integration Committee (PIC) for review. The PIC will consider factors including program priorities set by the CPRIT Oversight Committee, portfolio balance across programs, and available funding. The CPRIT Oversight Committee will vote to approve each grant award recommendation made by the PIC. The grant award recommendations will be presented at an open meeting of the Oversight Committee and must be approved by two-thirds of the Oversight Committee members present

and eligible to vote. The review process is described more fully in CPRIT's Administrative Rules, [chapter 703, sections 703.6 to 703.8](#).

## 7.2. Confidentiality of Review

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

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

**By submitting a grant application, the applicant agrees and understands that the only basis for reconsideration of a grant application is limited to an undisclosed Conflict of Interest as set forth in CPRIT's Administrative Rules, [chapter 703, section 703.9](#).** Communication regarding the substance of a pending application is prohibited between the grant applicant (or someone on the grant applicant's behalf) and the following individuals: An Oversight Committee member, a PIC member, a Scientific Review Panel member, or a Scientific Review Council member. Applicants should note that the CPRIT PIC comprises the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention Officer, the Chief Product Development Officer, and the Commissioner of State Health Services. The prohibition on communication begins on the first day that grant applications for the grant mechanism are accepted by CPRIT and extends until the grant applicant receives notice regarding a final decision on the grant application. The prohibition on communication does not apply to the time period prior to the opening of CARS. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

## 7.3. Review Criteria

Peer review of applications will be based on primary scored criteria and secondary unscored criteria, listed below. Review panels will evaluate and score each application according to the primary criteria and subsequently assign a global score that reflects an overall assessment of the



application. **The overall assessment will not be an average of the scores of individual criteria; rather, it will reflect the reviewers' overall impression of the application. Evaluation of the merit of each application is within the sole discretion of the peer reviewers.**

### **7.3.1. Primary Criteria**

**Significance and Impact:** How well does the proposed Center address the responsibilities described in the RFA? Will the Center effectively engage the CAP Research Awardees and create new opportunities for collaboration? Will the Center bring unique advantages or capabilities to the CAP? Will the Center provide statewide leadership and engage appropriate stakeholders in advancing policies and practices that will impact HCC in Texas? Does the Center include plans for developing outreach to health care providers, policymakers, and others whose participation will increase the likelihood of success?

**Will the overall impact of the Center lead to a program whose whole is greater than the sum of the individual components?**

**Technical Expertise:** Is there sufficient technical expertise to carry out the duties of the Center?

**Institutional Commitment:** Is there clear institutional commitment for support of the Center? Has the host institution provided an appropriate space and infrastructure support?

**Center Personnel:** Are the PI and other key personnel well suited to their roles in the Center? Do they have appropriate experience and training, and have they demonstrated significant experience with coordinating collaborative clinical research and implementation science? Is the leadership approach, governance, plan for conflict resolution, and organizational structure appropriate for the Center?

### **7.3.2. Secondary Criteria**

Secondary criteria contribute to the global score assigned to the application. Concerns with these criteria potentially question the feasibility of the proposed project. Secondary criteria include the following:

**Research Environment:** Does the team have the needed facilities and access to resources to accomplish all aspects of the Center? Are the levels of effort of the key personnel appropriate?

**Human Subjects:** If human biological samples are included in the proposed research, is the human subjects plan adequate and sufficiently detailed? Note that certification of approval by the institutional IRB will be required before funding can occur.

**Budget:** Is the budget appropriate for the proposed work?

**Duration:** Is the stated duration appropriate for the proposed work?

## 8. KEY DATES

### RFA

RFA release August 17, 2018

### Application

Online application opens October 17, 2018, 7 AM central time

Application due January 30, 2019, 4 PM central time

Application review February 2019 to August 2019

### Award

Award notification August 21, 2019

Anticipated start date August 31, 2019

## 9. AWARD ADMINISTRATION

Texas law requires that CPRIT grant awards be made by contract between the applicant and CPRIT. CPRIT grant awards are made to institutions or organizations, not to individuals. Award contract negotiation and execution will commence once the CPRIT Oversight Committee has approved an application for a grant award. CPRIT may require, as a condition of receiving a grant award, that the grant recipient use CPRIT's electronic Grant Management System to exchange, execute, and verify legally binding grant contract documents and grant award reports. Such use shall be in accordance with CPRIT's electronic signature policy as set forth in [chapter 701, section 701.25](#).

Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, progress and fiscal monitoring, and terms relating to revenue sharing and intellectual property rights. These contract provisions are specified in CPRIT's Administrative Rules, which are available at [www.cprit.texas.gov](http://www.cprit.texas.gov). Applicants are advised to review CPRIT's Administrative Rules related to

contractual requirements associated with CPRIT grant awards and limitations related to the use of CPRIT grant awards as set forth in [chapter 703, sections 703.10, 703.12](#).

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

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals documented in the grant award contract and address plans for the upcoming year. In addition, fiscal reporting and human studies reporting will be required as appropriate.

CPRIT will review annual progress reports and continuation of funding is contingent upon the timely receipt of these reports and documentation of sufficient progress toward completing project goals. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of award contract. Forms and instructions will be made available at [www.cprit.texas.gov](http://www.cprit.texas.gov).

## **10. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS**

Texas law requires that prior to disbursement of CPRIT grant funds, the award recipient must demonstrate that it has an amount of funds equal to one-half of the CPRIT funding dedicated to the research that is the subject of the award. The demonstration of available matching funds must be made at the time the award contract is executed, and annually thereafter, not when the application is submitted. Grant applicants are advised to consult CPRIT's Administrative Rules, [chapter 703, section 703.11](#), for specific requirements regarding demonstration of available funding.

## 11. CONTACT INFORMATION

### 11.1. Helpdesk

Helpdesk support is available for questions regarding user registration and online submission of applications. Queries submitted via email will be answered within 1 business day. Helpdesk staff are not in a position to answer questions regarding 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)

### 11.2. Scientific and Programmatic Questions

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

**Tel:** 512-305-8491

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

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