



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-25.2-TREC: PSA

TREC: Pilot Study Award

Applications for this award mechanism are limited to institutions eligible to receive a Texas Regional Excellence in Cancer Award (TREC).

Applications for this award mechanism are subject to institutional limits.

Please also refer to the Instructions for Applicants document, which will be posted on August 28, 2024.

Application Receipt Opening Date: September 18, 2024

Application Receipt Closing Date: December 10, 2024

FY 2025

Fiscal Year Award Period

September 1, 2024-August 31, 2025

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RFA VERSION HISTORY

08/28/24 RFA release

1. BRIEF DESCRIPTION OF RFA

The TREC: Pilot Study Award (TREC: PSA) is an award designed to explore the feasibility of cancer research projects at TREC-eligible institutions that, if successful, would contribute new insights into the etiology, diagnosis, treatment, or prevention of cancers. The overarching purpose is to strengthen cancer research at institutions located in regions of Texas that have historically received low levels of peer-reviewed cancer research funding. Applicants may request up to \$200,000 in Cancer Prevention and Research Institute of Texas (CPRIT) funds over 2 years to support pilot projects that will lead to preliminary data that can be leveraged to secure new peer-reviewed research funding for the investigator and institution.

IMPORTANT NOTE:

- Applications for this award mechanism are limited to institutions eligible to receive a Texas Regional Excellence in Cancer Award (TREC). See [Appendix 1](#) for list of TREC-eligible institutions.
- CPRIT limits the number of applications that a TREC-eligible institution may submit under this RFA to **2 applications**, regardless of the number of constituent campuses.

2. ABOUT CPRIT

The State of Texas has established CPRIT, which may issue up to \$6 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.

2.1. Academic Research Program Priorities

The Texas Legislature has charged the CPRIT Oversight Committee with establishing program priorities on an annual basis. These priorities are intended to provide transparency to how the Oversight Committee directs the orientation of the agency's funding portfolio. To accomplish CPRIT's long-term vision, the Oversight Committee has identified these 2025 priorities:

- Investing in the cancer research capacity of Texas institutions through recruitment of cancer scholars, investment in core facilities, and investment in individual investigator awards in all regions of the state;
- Building the Texas cancer life science ecosystem across Texas by bridging discovery and translational research into early-stage company products with high impact on cancer patient care and creating economic development for the State of Texas; and
- Increasing the capacity for Texas to have a significant impact on cancer prevention and early detection, ultimately decreasing cancer incidence and mortality.

Established Principles:

- Scientific excellence and impact on cancer
- Increasing the life sciences infrastructure
- Reducing disparities in cancer incidence and mortality.

The program priorities for academic research adopted by the Oversight Committee include funding projects that address the following:

- Recruitment of outstanding cancer researchers to Texas
- Investment in core facilities
- A broad range of innovative, investigator-initiated research projects
- Implementation research to accelerate adoption and deployment of evidence-based prevention, early detection, risk assessment and interventions
- Computational oncology and analytic methods
- Childhood and adolescent cancers
- Hepatocellular cancer
- Expand access to innovative clinical trials

3. RATIONALE

The CPRIT TREC: PSA seeks to provide short-term funding to explore the feasibility of pilot study projects that, if successful, would contribute major new insights into the etiology, diagnosis, treatment, or prevention of cancers. Because TREC: PSAs are designed to support new ideas, preliminary data are not required. Using this mechanism, CPRIT intends to support innovative, developmental projects that focus on exceptionally promising topics that are not yet sufficiently mature to compete successfully for more conventional funding. Applicants must address how short-term funding will lead to strong applications for additional peer-reviewed support.

Applications that might be described as “mini-R01s” will not be competitive. **The goal of this award mechanism is to fund ideas that merit the opportunity to acquire preliminary data that will lead to additional funding support.** Applications may address any research topic related to cancer biology, causation, prevention, detection, screening, treatment, or survivorship.

Applications focused solely on developing research reagents (eg, animal models, modified cell lines, or antibodies) will not be considered responsive to this Request for Applications (RFA).

4. BACKGROUND

Over the past decade, CPRIT academic research awards have gone primarily to Texas institutions located along the I-35 corridor or located within the Houston metroplex with dramatic impact on accelerating the cancer research capabilities and accomplishments of those institutions. However, institutions located in other geographic regions of the state have not been as competitive for cancer research funding from [CPRIT](#) or the [National Cancer Institute \(NCI\)](#). **The limited cancer research funding to these regions of Texas raises a concern that cancer-related issues affecting Texans from these geographic regions of Texas will not be adequately addressed.**

The TREC: PSA is designed to provide an opportunity for those institutions located in geographic regions of Texas that historically have received low levels of peer-reviewed cancer research funding to develop pilot projects. If successful, the pilot projects will contribute new insights into the etiology, prevention, detection, diagnosis or treatment of cancer, or survivorship that will lead to preliminary

data that can be leveraged to secure new peer-reviewed research funding for the investigator and institution to address the cancer challenges facing their region.

5. FUNDING INFORMATION

The maximum duration for this award mechanism is 2 years. Applicants may request a maximum of \$200,000 in total costs. Funds may be used for salary and fringe benefits, research supplies, equipment, and costs associated with clinical research. Because of the nature of this funding mechanism, renewal applications will not be accepted. Requests for funds for travel to scientific meetings other than the CPRIT biennial conference are not appropriate for this funding mechanism, nor are requests for funds to support construction and/or renovation.

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.

6. ELIGIBILITY

Eligibility to apply for a TREC: PSA is open to a Texas institution of higher learning whose campus is located 100 miles or greater from 1 of the 4 Texas NCI-designated cancer centers located in Dallas, Houston, and San Antonio.

- A TREC-eligible institution may submit 2 applications, regardless of the number of constituent campuses, under this RFA during this funding cycle.
- The Principal Investigator (PI) must have a doctoral degree, including MD, PhD, DDS, DMD, DrPH, DO, DVM, or equivalent and must reside in Texas during the time the research is conducted.
- This award must be directed by the PI. Multiple PIs are not permitted. One Coinvestigator is allowed. The PI must commit a 5% level of effort throughout the entire award period.
- The PI must be an independent investigator, with an appointment as a faculty member at any academic rank, ie, assistant professor, associate professor, or professor.
- A PI may submit only 1 application under this RFA during this funding cycle.
- Collaborations with Texas-based institutions to provide access to technology and counsel are permitted and can be supported with award funds through subcontracts.

- Collaborators may or may not reside in Texas; however, collaborators who do not reside in Texas are not eligible to receive CPRIT funds. Collaborators should have specific and well-defined roles. Subcontracting and collaborating organizations may include public, not-for-profit, and for-profit entities. Such entities may be located outside of the State of Texas, but non-Texas-based organizations are not eligible to receive CPRIT funds. In no event shall equipment purchased under this award leave the State of Texas.
- An individual may serve as a PI on no more than 3 active Academic Research grants. Recruitment Grants and Research Training Awards do not count toward the 3-grant maximum; however, CPRIT considers project leaders on a MIRA award equivalent to a PI. For the purpose of calculating the number of active grants, CPRIT will consider the number of active grants at the time of the award contract effective date (for this cycle expected to be June 1, 2025).
- 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 institution or organization 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 or have had a grant terminated for cause within 5 years prior to the submission date of the grant application.
- Note that if awarded, this RFA does not allow the grant to be transferred to another institution. CPRIT grants will be awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although

applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in [section 12](#) and [section 13](#). All statutory provisions and relevant administrative rules can be found at www.cprit.texas.gov.

7. RESUBMISSION POLICY

An application previously submitted to CPRIT but not funded may be resubmitted once, based on the eligibility criteria of the initial application, and must follow all resubmission guidelines. Note that the resubmission summary should be limited to 1 page in which the applicant details how the revision has strengthened the application. More than 1 resubmission per application is not permitted.

8. RENEWAL POLICY

This mechanism does not allow renewal applications to be submitted.

9. RESPONDING TO THIS RFA

9.1. 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. Please refer to the *Instructions for Applicants (IFA)* document for the instructions on adding Key Personnel to an application. The *IFA* document will be available when the application receipts system opens.

Applications will be accepted beginning on September 18, 2024 at 7 AM central time on and must be submitted by 4 PM central time on December 10, 2024. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

9.2. 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 grant 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.

9.3. 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 on August 28, 2024. Submissions that are missing 1 or more components or do not meet the eligibility requirements listed in [section 6](#) will be administratively withdrawn without review.

9.3.1. Abstract and Significance (5,000 characters)

Clearly explain the question or problem to be addressed and the approach to its answer or solution. Provide the specific aims of the application and experimental techniques to be used. Clearly address how the proposed project, if successful, will have a major impact on the field of cancer research or on the care of patients with cancer. Indicate whether this research will address cancers associated with disparities. Summarize how the proposed research creates new paradigms or challenges existing ones. Summarize the long-term goals of the project, ie, the overall goal(s) of a future grant application based on this research.

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

Provide a layperson's summary of the proposed work. Describe, in simple, nontechnical terms, the overall goals of the proposed work, the type(s) of cancer addressed, the potential significance

of the results, and the impact of the work on advancing the field of cancer prevention research, early diagnosis, treatment, or survivorship. 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 10.1](#)) in evaluating the significance and impact of the proposed work.

9.3.3. Specific Aims and Sub Aims (1,200 characters per aim and per subaim)

List specific aims and sub aims for each year of the project. These specific aims and sub aims will also be used during the submission and evaluation of progress reports and assessment of project success if the award is made.

9.3.4. Timeline (1 page)

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

9.3.5. Resubmission Summary (1 page)

An application previously submitted to CPRIT but not funded may be resubmitted **once** and must follow all resubmission guidelines. **More than 1 resubmission per application is not permitted.**

9.3.6. Research Plan (4 pages)

Background: Present the rationale behind the proposed project, emphasizing the pressing problem in cancer research that will be addressed. Preliminary data are not required, but strong reasoning and literature support will obviously enhance the application.

Hypothesis and Specific Aims: Concisely state the hypothesis and specific aims to be tested or addressed by the research described in the application.

Research Strategy: Describe the experimental design, including methods, anticipated results, potential problems or pitfalls, and alternative approaches. Preliminary data that support the

proposed hypothesis may be included but are not required. Provide the overall goals and research directions for a future grant application extending this research.

9.3.7. Vertebrate Animals and/or Human Subjects (2 pages)

If vertebrate animals will be used, provide an outline of the appropriate protocols that will be followed. If human subjects or human biological samples will be used, provide a plan for recruitment of subjects or acquisition of samples that will meet the time constraints of this award mechanism.

9.3.8. Publications/References

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

9.3.9. Budget Justification

Provide a compelling justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care costs, animal care costs, and other expenses. **Applications requesting more than \$200,000 (total costs) over a maximum period of 24 months (2 years) will be administratively withdrawn.**

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

- Major equipment purchases are **discouraged** for this funding mechanism. Equipment having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit must be specifically approved by CPRIT. An applicant does not need to seek this approval prior to submitting the application.
- 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.cprit.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 \$225,000. In other words, an individual may request salary proportional to the percent of effort up

to a maximum of \$225,000. 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 their duties to the applicant organization.

- The PI must commit 5% level of effort throughout the entire award period. Salary support is limited to 5% to ensure that appropriate funds are available to execute the research project.

9.3.10. Biographical Sketches (5 pages each)

Applicants should provide a biographical sketch that describes their education and training, professional experience, awards and honors, and publications relevant to cancer research. A biographical sketch must be provided for the PI and, if applicable, the Coinvestigator (as required by the online application receipt system). Up to 2 additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed 5 pages. The NIH biosketch format is appropriate.

9.3.11. Current and Pending Support

State the funding source and duration of all current and pending support for all personnel who have included a biographical sketch with the application. For each award, provide the title, a 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, if applicable, any additional investigator must be provided. Refer to the sample current and pending support document located in [Current Funding Opportunities](#) for Academic Research in CARS.

9.3.12. Institutional/Collaborator Support and/or Other Certification (2 pages)

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of 2 pages may be provided.

9.3.13. Previous Summary Statement

If the application is being resubmitted, the summary statement from the original peer review, if previously prepared, will be automatically appended to the resubmission. The applicant is not responsible for providing this document.

9.3.14. Institutional Limits

In order to ensure timely and high-quality review of the most innovative and cutting-edge research with the greatest potential for advancement of cancer research, **CPRIT is imposing a limit of 2 applications from a TREC-eligible institution during this review cycle.**

CPRIT expects institutions to initiate an internal review process and only authorize submission of the appropriate number of applications that have been rigorously judged to be responsive to this RFA.

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

9.4. 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 if the journal information is stated. Include URLs of publications referenced in the application.

Smith, PT, Doe, J, White, JM, 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:** Headers and footers should not be used (unless they are part of a provided template).
- **Page Numbering:** **DO NOT** add page numbers in any of the submitted documents. These will be added automatically by the system when the application is concatenated.
- All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.

10. APPLICATION REVIEW

10.1. Review Process Overview

All applications submitted in response to this RFA will undergo a 2-stage peer review process: (1) Full peer review and (2) prioritization of grant applications by the CPRIT Scientific Review Council (SRC). 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 10.3](#). In the second stage, applications judged to be most meritorious by the peer review panels will be evaluated and recommended for funding by the CPRIT SRC based on comparisons with applications from all the peer review panels and programmatic priorities. Applications approved by SRC will be forwarded to the CPRIT Program Integration Committee

(PIC) for review. The PIC will consider factors including program priorities set by the 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](#).

10.2. 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.

An applicant will be notified regarding the peer review panel assigned to review the grant application. Peer review panel members are listed by panel on CPRIT's website.

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 ([Texas Administrative Code Rule §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 SRC 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 Research 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 period when preapplications or letters of interest are accepted. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

10.3. Review Criteria

Full peer review of applications will be based on primary scored criteria and secondary unscored criteria, listed below. Review panels will evaluate and score each primary criterion 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 scientific merit of each application is within the sole discretion of the peer reviewers.**

10.3.1. Primary Criteria

Primary criteria will evaluate the scientific merit, potential impact of the proposed work, and potential to lead to subsequent peer-reviewed funding. Concerns with any of these criteria potentially indicate a major flaw in the significance and/or design of the proposed study. Primary criteria include the following:

Significance and Impact: Is the application clearly responsive to the RFA and specifically to the TREC: PSA mechanism? What is the innovative potential of the project? Does the applicant propose new paradigms or challenge existing ones? Does the project develop state-of-the-art technologies, methods, tools, or resources for cancer research or address important underexplored or unexplored areas? If the pilot project and extended research project are successful, will it lead to truly substantial advances in the field rather than add modest increments of insight? Responsive applications will be highly speculative or exploratory; they need not be based on preliminary data but must have the potential for high scientific payoff because of exceptionally promising ideas.

Research Plan: Is the proposed work presented as a self-contained research project? Does the proposed research have a clearly defined hypothesis or goal that is supported by a sound

scientific rationale? Are the methods appropriate, and are potential experimental obstacles and unexpected results discussed?

Applicant Investigator: Does the applicant investigator demonstrate the required creativity, expertise, experience, and accomplishments to make a significant contribution to the research? Applicants' credentials will be evaluated in a career stage-specific fashion. Have early career-stage investigators received excellent training, and do their accomplishments to date offer great promise for a successful career? Has the applicant devoted a sufficient amount of their time (percent effort) to this project?

Relevance: Does the proposed research have a high degree of relevance to cancer? This will be an important criterion for evaluation of projects for CPRIT support.

10.3.2.Secondary Criteria

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

Research Environment: Does the research team have the needed expertise, facilities, and resources to accomplish all aspects of the proposed research? Are the levels of effort of the key personnel appropriate? Is there evidence of institutional support of the research team and the project?

Vertebrate Animals and/or Human Subjects: If vertebrate animals and/or human biological samples are included in the proposed research, is the vertebrate animals and/or human subjects plan adequate and sufficiently detailed? Note that certification of approval by the institutional IACUC and/or IRB, as appropriate, will be required before funding can occur.

Budget and Duration: Are the budget and the duration appropriate for the proposed work?

11. KEY DATES

RFA

RFA release August 28, 2024

Application

Online application opens September 18, 2024, 7 AM central time

Application due December 10, 2024, 4 PM central time

Application review March 2025

Award

Award notification May 2025

Anticipated start date June 1, 2025

12. 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 Texas Administrative Code [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 <https://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 and address plans for the upcoming year. In addition, fiscal reporting, human studies reporting, and vertebrate animal use reporting will be required as appropriate. Continuation of funding is contingent upon the timely receipt of these reports. 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.

13. 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. A grant recipient that is a public or private institution of higher education, as defined by §61.003, Texas Education Code, may credit toward the Grant Recipient's Matching Funds obligation the dollar amount equivalent to the difference between the indirect cost rate authorized by the federal government for research grants awarded to the Grant Recipient and the 5% indirect cost limit imposed by §102.203(c), Texas Health and Safety Code. Grant applicants are advised to consult CPRIT's Administrative Rules, [chapter 703, section 703.11](#), for specific requirements regarding demonstration of available funding. 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.

14. CONTACT INFORMATION

14.1. Helpdesk

The Helpdesk will answer queries submitted via email within 1 business day. Helpdesk support is available for questions regarding user registration and online submission of applications as well as page limitations, formatting, and how to upload application components/subsections in the appropriate tabs of CARS. Helpdesk staff cannot answer scientific questions and/or Academic Research Program aspects of an application. Before contacting the Helpdesk, please refer to the *IFA* document, which provides a step-by-step guide on using CARS.

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

Tel: 866-941-7146

Email: Help@CPRITGrants.org

14.2. Scientific and Programmatic Questions

Scientific and programmatic questions should be directed to the CPRIT Director of Academic Research. **Before contacting CPRIT, please refer to the *IFA* document and contact the Helpdesk for any items related to the CARS, page limitations, formatting, etc.**

Email: research@cprit.texas.gov

Website: www.cprit.texas.gov

Appendix 1: TREC ELIGIBILITY

Listed below are the TREC-Eligible Institutions:

- Baylor University
- Texas A&M University
- Texas Tech University
- Texas Tech University Health Sciences Center
- Texas Tech University Health Sciences Center at El Paso
- The University of Texas at El Paso
- The University of Texas Health Science Center at Tyler
- The University of Texas Rio Grande Valley