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CANCER PREVENTION & RESEARCH  
INSTITUTE OF TEXAS

# **INSTRUCTIONS FOR APPLICANTS**

## **Recruitment or Retention of Clinical Trialists Award RFA R-26.2-RRCTA**

**Application Receipt Dates:**

January 20, 2026

March 20, 2026

May 20, 2026

**FY 2026**

Fiscal Year Award Period

September 1, 2025-August 31, 2026

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## **VERSION HISTORY**

8/5/25 IFA posted

## 1. ELIGIBILITY

- The applicant must be a Texas-based entity. Any public or not-for-profit institution, health care system, or community hospital serving rural or underserved populations is eligible to apply for funding under this award mechanism. Texas Regional Excellence in Cancer Research (TREC)-eligible institutions are qualified and encouraged to apply (refer to [Appendix 3](#)).
- **Institutions may only submit one application in response to this Request for Applications (RFA).**
- The Principal Investigator (PI) must have an MD, MD/PhD, DO, or equivalent medical degree, have a pending or approved Texas license, and reside in Texas at the time an award contract is made and for the duration of the award.
- The PI must have oncology subspecialty training or equivalent and be certified by their institution to provide patient care in an oncology-related practice.
- This mechanism will support the recruitment or retention of oncologists who will increase access to phase 2 and 3 cancer therapeutic trials appropriate for a community oncology care setting.
- Oncologists who conduct only clinical trials evaluating surgical or radiation cancer therapies or imaging are not appropriate for this mechanism. Similarly, oncologists who conduct only clinical trials evaluating behavioral or prevention services are not appropriate for this mechanism.
- Applicants must have a track record of conducting clinical trials research, such as industry-sponsored or cooperative group trials.
- The RFA provides for flexibility in the recruitment of clinical investigators at any career stage. Grant funds of up to \$2,000,000 (total costs) for the 5-year period may be requested for early-career oncologists (Assistant Professor level), up to \$2,500,000 for mid-level oncologists (Associate Professor level), or \$3,000,000 for established oncologists (Professor level).
- **Three application submission dates are available for FY 2026: January 20, 2026; March 20, 2026; and May 20, 2026.**

- Institutions must commit to providing protected time of 4.8 to 6 person-months or 40% to 50% full-time professional effort annually to develop and/or conduct a clinical research program for the duration of the award.
- Multi-PIs (MIs) or Coinvestigators are **not allowed** under this RFA.
- The institution may submit an application to both this RFA and a new application to the Rural Oncology Trials Accelerator Award during this fiscal year.
- This award is not transferable to another institution or PI.

## 2. INTRODUCTION

The Cancer Prevention & Research Institute of Texas (CPRIT) Application Receipt System (CARS) (<https://CPRITGrants.org>) provides a means for the research community (ie, 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 RFA for the Recruitment or Retention of Clinical Trialists Award (RFA R-26.2- RRCTA). Applications may be submitted per the Review Cycles detailed in [Section 4](#).

## 3. SUMMARY INSTRUCTIONS

- **Technical Support:** Applicants are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT Helpdesk ([section 21.1](#)) 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 in CARS under Current Funding Opportunities. For a list of required templates please see [section 18](#).

- **Submission Process:**
  - The PI prepares the relevant information and documents for the nominator.
  - The nominator completes/finalizes all sections in the system 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 20, 2026; March 20, 2026; or May 20, 2026, 11:59 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.
- The application must be submitted **on or before January 20, 2026; March 20, 2026; or May 20, 2026, 11:59 PM central time.**

#### 4. APPLICATION SUBMISSION DEADLINE

Dependent upon available funding, applications will be accepted according to the FY26 RRCTA schedule (see table below). For an application to be considered for review during the review cycle, that application must be submitted on or before 11:59 PM central time on the 20<sup>th</sup> day of that cycle. In the event that the 20<sup>th</sup> falls on Saturday or Sunday, applications may be submitted on or before 11:59 PM central time the following Monday. CPRIT will not extend the submission deadline. During periods when CPRIT does not receive an adequate number of applications, the review may be extended into the following cycle. Nominators will be notified if this occurs.

**FY 2026 Recruitment or Retention of Clinical Trialists Award Schedule**

Review Cycle	Cycle Opens	Cycle Closes	Potential Award Date
26.1	9/9/2025	1/20/2026	6/1/2026
26.2	1/21/2026	3/20/2026	6/1/2026
26.3	3/23/2026	5/20/2026	8/31/2026

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

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

Nominations for CPRIT RRCTAs must be submitted on behalf of the PI by an institutional leader, eg, vice president for research or appropriate dean, chief executive officer, or health system leader of a Texas-based entity. All nominations must be submitted via a user account in CARS and must include the nominator's credentials and email address. Due to the nature of the recruitment process, the PI prepares and provides information/documents to the nominator. The nominator will then supplement the PI-provided documents with institutional documents and submit them in CARS via the nominator's user account. As with other CPRIT award mechanisms, the application must be started by the nominator and then forwarded to the institution's ASO for formal submission to CPRIT. A summary of this process is as follows:

- The PI prepares the relevant information/documents and submits them to the nominator.
- The nominator completes/finalizes the application in CARS.
- The ASO reviews, approves, and submits the application to CPRIT. Finalized tabs can only be reset by the ASO.

## **6. APPLICATION/AUTHORIZED SIGNING OFFICIAL**

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 nominator. As the organization's representative, the ASO is required to review the tabs finalized by the nominator 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.

## **7. 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 on the application. The nominator or the ASO can assign this individual to this role.

## 8. USER REGISTRATION AND/OR LOGIN

Nominators begin the application process by registering or logging in to CARS

(<https://cpritgrants.org/>). User accounts for nominators may be created via the Register here link in CARS. All nominator accounts must select the general role of “I am an Applicant or work for one,” a role similar to that of a PI on Academic Research applications. On successful login into the system, nominators will be presented with the My Applications page. All prior applications by that user are listed on this page. After initial registration or after login, all users must complete/verify the information under the My Profile link on the top left of this screen to ensure the information is current and complete.

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	<input checked="" type="radio"/> Since FY	FY 2010	With Status of:	<a href="#">Refresh List</a>
Show: All My Roles	<input type="radio"/> Only For FY		<input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Pending ASO Approval <input checked="" type="checkbox"/> Pending Responsiveness Review <input checked="" type="checkbox"/> ASO Approved and Submitted <input type="checkbox"/> Deleted/Withdrawn	

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>
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## 9. 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 a new application* → FY 2026 Academic Research Programs → Recruitment or Retention of Clinical Trialists Award → click *New Application*, or
2. Current Funding Opportunities → click *FY 2026 Academic Research Programs* → Recruitment or Retention of Clinical Trialists Award → click *Start New Application*.

When starting a new application, nominators are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Symbols or special

characters should NOT be used; these will not be transmitted correctly. Once this step is completed, nominators will be directed to the summary page. **The title of a RRCTA application should be descriptive of the research proposed and not include the award mechanism or the name of the PI being recruited.** Examples of application titles for RRCTA nominations are as follows:

- Genetic Approaches to Identifying Cancer Mutations
- A Population-Based Genomics Strategy for Hepatocellular Carcinoma
- Novel Cell Signaling Pathways as Targets for Therapeutic Intervention

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

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

**NOTE: Institutions may submit only 1 application under this RFA for a receipt date (January 20, 2026; March 20, 2026; May 20, 2026).**

A PI may be nominated by only 1 institution. If more than 1 institution is interested in a given PI, negotiations as to which institution will nominate him or her must be concluded before the nomination is made.

## 10. STATUS DISPLAY

### 10.1. 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.

My Applications: Contacts

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

Contacts  
Application ID: XXXXXXXX  
Phase: Full Application  
Status: DRAFT

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.

### 10.2. 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 below).

## 11. 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
1-5	Draft	The tab is being prepared by the applicant.
1-5	Pending ASO Approval	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert a tab with this status back to draft.
6	Not Approved	The application has not been approved/submitted by the ASO.
6	Pending	All tabs have been finalized by the applicant and reflect the status "PENDING ASO APPROVAL." At this point, the application is awaiting ASO approval and subsequent submission.
All Tabs	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.

**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.

## 12. TAB 1: CONTACTS

- **Nominator:** Verify the information for the nominator; update as necessary. A job title and email address for the nominator (not grants office) must be included. The nominator must be an institutional leader, eg, vice president for research or appropriate dean, chief executive officer, or health system leader of a Texas-based entity.
- **Alternate Submitter (Optional):** An alternate submitter may be designated on the application by the nominator. Follow the search guidelines below.
- **Application Signing Official (Required):** An ASO must be listed in order to complete/finalize this tab. To designate the ASO, do the following:
  - Click the *Search for Application Signing Official* 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 them an invitation* link. On the subsequent page, complete the fields, and click the *Send Invitation* button. When this individual joins the application as the ASO, his/her information will be listed in the appropriate section of the tab.
  - Change or remove an individual by clicking the appropriate button.
- **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 (Required):** 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 nominator or the ASO. Follow the search guidelines above.

When all the 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, “Nominator,” “Application Signing Official,” and “Grants Contract/Office of Sponsored Projects Official” have been completed. Nominator information is entered automatically; an ASO must be identified and

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

### 13. 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*).
  - **Application Title:** The application title is stated. Edit if necessary. The title of the application should be descriptive of the research proposed. The title should not include the award mechanism or the name of the PI being recruited. Examples of application titles for Recruitment Award nominations are as follows:
    - Genetic Approaches to Identifying Cancer Mutations
    - A Population-Based Genomics Strategy for Hepatocellular Carcinoma
    - Novel Cell Signaling Pathways as Targets for Therapeutic Intervention
  - **Category of research/ project to be supported:** Select whether the proposed project will be directed toward childhood and adolescent cancer. If “Yes” is selected, provide a brief description of the childhood and adolescent focus.
- **Project Information**
  - **Requested Award Duration:** Enter requested award duration. Only whole numbers are allowed. The award duration cannot exceed the maximum duration of 5 years.
  - **Award Amount Requested:** The maximum award amount that may be requested is as follows:

PI	Academic Equivalent	Total Funding	Award Period
Early Investigator	Assistant Professor	\$2,000,000	5 years
Mid-Level	Associate Professor	\$2,500,000	5 years
Established	Professor	\$3,000,000	5 years

- **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 Focus:** Select the most relevant cancer focus addressed, up to a maximum of 3. If the focus of the project is not on a specific cancer focus, select All Cancers. The selection of cancer focus in this section assists CPRIT with reporting on cancer research that is being performed.
  - **PI Identification:** Provide information for the PI: name, title, degree(s), gender, race, and ethnicity, institution from where the PI is being recruited, contact information including telephone number and email address, and PI's expertise. The job title for the PI must be the title of their current position and not the position they are being recruited for.
- **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 applicant/nominator is currently eligible to receive federal grant funds. If "No" is selected, provide a reason.
  - Select whether the applicant/nominator 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 applicant/nominator 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.

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 nominator.

## 14. TAB 3: PROJECT PERSONNEL AND COLLABORATORS

- **Investigators and Submitters:** Ensure that the nominator and the PI are listed.
- **Collaborators:** Enter information for all collaborators (select the appropriate *Role for Application* from the drop list). A collaborator is an individual who contributes to the scientific or business development or execution of the project but is not responsible for leadership or accountability for managing the project. A collaborator can be paid or unpaid. **Please note** that collaborators at organizations outside of the State of Texas cannot be paid with CPRIT funds.

- The purpose of this section is for reviewers to be able to determine if they have any conflicts of interest with any of the listed individuals, at which point they would be required to recuse themselves from the review of the application.
- Click the *Save as Draft* button to save additions. Review the list to ensure that all entered collaborators have been successfully added.

**Note:** Applicants are not required to list anyone in this section if project personnel have not yet been identified.

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

## 15. 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. DO NOT number pages.

- **Summary of Nomination (2,500 characters):** Enter a summary of the nomination in the designated textbox. There is a maximum limit of 2,500 characters allowed that includes letters, spaces, and punctuation. Include the PI's name and organization from which the PI is being recruited. If applicable, provide the department and/or entity within the nominator's organization where the PI will hold the position (or currently holds an appointment for retention nominees). Briefly summarize the nominee's background in clinical trials research. Describe the institution's vision for the cancer programs and how the work of the nominee contributes to achieving these goals. For retention nominations, provide a rationale for nominating the individual at the present time, a summary of their accomplishments related to clinical research, and the institution's vision for the clinical trials program. Summarize any professional commitments to the PI including, but not limited to, dedicated personnel, clinical trials, and research infrastructure.
- **Layperson's Summary (2,000 characters):** Enter a nontechnical summary of the proposed research in the designated textbox. There is a maximum limit of 2,000 characters allowed that includes letters, spaces, and punctuation. This must be prepared by the PI. Describe, in simple terms, the overall aims of the proposed work, the type(s) of cancer addressed, the potential significance of the results, and the impact of the work on advancing cancer care. 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.
- **Summary of Specific Aims and Subaims: (2,000 characters):** Provide a summary of the aims of the proposal. There is a maximum limit of 2,000 characters allowed that includes letters, spaces, and punctuation. This section must be completed by the PI. The Specific Aims Summary should identify the problem or gap in our current knowledge. It should present a hypothesis and briefly describe the aims and approaches and address the

proposal's innovation, novel approaches, expected outcomes, and significance and impact on cancer care and cancer research.

- **Specific Aims and Subaims:** Enter your specific aims and subaims as plain text (1,200 characters per specific aim and per subaim). Specific aims and subaims will be reviewed during the evaluation of annual progress reports. HTML formatting, tables, charts, and diagrams are not supported. Specific aims and subaims may be saved as a DRAFT at any time by clicking the specific aims and subaims as Draft button. Any unsaved specific aims and subaims will be lost.
  - At least 1 specific aim and 1 subaim are **required**, and at least 1 subaim is **required** per specific aim. Provide 2 to 3 sentences describing activities to be performed and anticipated milestones. Up to 5 specific aims and 5 subaims per specific aim may be entered.
  - Click the *Add Subaim* link to add additional subaims to a specific aim.
  - Click the *Add Specific Aim* link to add additional specific aims.
  - A template titled “Recruitment-Specific Aims and Layperson Summary Page Template” provides guidance for these sections and is posted under [Current Funding Opportunities](#) for Academic Research in CARS.
- **Institutional Commitment and Letter of Support (up to 3 pages):** Describe the institutional commitment to the PI.
  - The financial commitments made to the PI by the recruiting institution must equal or exceed 50% of the award amount requested for the duration of the CPRIT award.
  - The institutional commitment must be presented in a tabular summary that clearly identifies the salary amount and source for the entire award duration, including sources of summer salary, and any additional research support that will be offered from institutional sources (*refer to example below*).
  - Institutional commitment may include plans to provide supplemental salary to compensate for reduced clinical service.
  - While clinical investigators must engage in direct patient care activities and/or have some administrative or teaching duties, **certification that 40% to 50% of the PI's level effort will be dedicated to clinical research must be provided in**

**the letter.** If the individual providing the institutional commitment letter is not the leader of the health care system or individual with authority to approve protected time from clinical service, an additional letter of commitment from the appropriate individual confirming the commitment to providing the protected time must be provided.

- The institutional commitment letter must be signed by the applicant institutional leader, eg, appropriate dean or health care system leader.
- A federal indirect cost rate credit cannot be used to demonstrate an institutional commitment to the PI.
- The institutional commitment letter **must** include the statement regarding the institution's financial commitment required to meet the 50% match: "This institutional financial commitment will not be offset by funds from an investigator-initiated award received by the PI. If an award dictates that such funds must be used for salary, the corresponding amount of institutional funds committed to pay the PI's salary will be redirected to allow the PI to use them for program support."
- If the PI is expected to provide salary support from grants during the award period, the institutional commitment must identify the source for salary support in the event grant support is not available. The following sentence may be included in this case: "The institution is committed to providing additional funds sufficient to fully fund salary and benefits in the event these grant sources are insufficient."
- See RFA for more details and letter requirements including (but not limited to) description of recruitment activities, strategies, and priorities; justification for the nomination of the PI; a job description for the PI; the nominee's accomplishments and work on cancer treatment, career goals and research plans; the institutional plan for sustainability and conduct of clinical research; and programs or opportunities for mentorship, institutional environment, and any professional commitments to the PI.

Example of an acceptable Institutional Commitment table:

**PI's Name, Institutional Commitments**

	Year 1	Year 2	Year 3	Year 4	Year 5
Salary/Benefits*					
Research Support					
Administrative Support					
Equipment					
Supplies					
Moving Expenses					

**Total =**

\* Sources of support for the PI's full salary (including summer salary) for the duration of the award must be documented.

- **Curriculum Vitae (CV):** Provide a complete CV and list of publications for the PI. This document must be prepared by the PI.
- **Research (up to 4 pages):** Upload a Research PDF document that provides an overview of the PI's proposed research (*see RFA for details*). References cited in this section should be included in the Publications/References section. This document must be prepared by the PI.
- **Publications/References (1 page):** Upload the Publications/References PDF document. Copies of journal articles are not allowed under this section. Any appropriate citation format is acceptable; official journal abbreviations should be used. Do not include any publications that have not been published or that have not been accepted for publication (in press).
- **Research Collaboration/ Synergy Plan (up to 2 pages, Optional):** Upload the research collaboration/synergy plan. Institutions may provide additional information in support of a PI's research plan to demonstrate how the institutional commitment through development of strategic collaborations will foster a PI's cancer research (*see RFA for details*).
- **Biographical Sketches of Collaborators (Optional):** Biographical sketches for collaborators named in the research collaborative plan must be uploaded here.

- **Publications:** Upload the most significant publications that have resulted from the PI's research efforts. Five publications must be provided. Only articles that have been published or that have been accepted for publication ("in press") should be submitted. Publications files must be provided by the PI.
- **Timeline (1 page):** Upload a timeline that provides a general outline of the major outcomes to be tracked during this award. Applicants are advised not to include confidential or proprietary information in the timeline. Refer to the sample timeline document located in [Current Funding Opportunities](#) for Academic Research in CARS. The timeline must be prepared by the PI.
- **Current and Pending Support:** Upload the PI's current and pending support. Information on all active and pending support should be listed on the Current and Pending Support document including any potential overlap in funding. PIs must use the "Recruitment - Current and Pending Support" template located in [Current Funding Opportunities](#) for Academic Research in CARS. This document must be prepared by the PI.
- **Research Environment (1 page):** Upload a document that describes the research environment available to support the PI's research program, including core facilities, training programs, and collaborative opportunities.
- **Descriptive Biography (up to 2 pages):** Provide a brief descriptive biography of the PI (*see RFA for details*). If the nomination is approved for funding, this section will be made publicly available on CPRIT's website. PIs are advised not to include confidential or proprietary information when preparing this document. This document must be prepared by the PI.
- **Budget and Justification:** Upload the Budget and 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), equipment, supplies, consultant charges, contractual (subaward/ consortium) charges, research-related subject charges, other expenses (including animal care charges), and indirect charges. **Requests for funds to support construction and/or renovation will not be approved under this funding mechanism.** Each subaward must itemize

project charges for all charge categories. (See [section 16.4](#)). Invoices or sale quotes should not be included. When describing personnel roles (Coinvestigator, Collaborator, etc) please make sure that they match that person's role in Tab 3: Project Personnel and Collaborators and the Budget for All Project Personnel tab.

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

## 16. TAB 5: BUDGET

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

The budget section is composed of 4 subtabs:

1. Budget for All Project 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 the RRCTA, grant funds of up to \$2,000,000 (total costs) for the 5-year period may be requested for early-career oncologists (Assistant Professor level), up to \$2,500,000 for mid-level oncologists (Associate Professor level), or \$3,000,000 for established oncologists (Professor level). This award may be used for the following:
    - To provide salary support to the nominee for levels of effort between 40% to 50% full-time professional effort annually.
    - To support essential clinical trials staff, eg, research nurses, regulatory managers.
    - To support clinical trials start-up costs.

**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.

Expenses in the proposed budget must be categorized as personnel, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs. Information on the expenses associated with these budget categories and allowable costs can be found in Chapters 9 and 10 of the [CPRIT Policies and Procedures Guide](#). The guide's expense classifications in each budget category carry over to the quarterly financial status report that must be completed for every funded project and approved by CPRIT. If for any reason an expense is not categorized correctly in the budget of an application that becomes an approved project, that expense will have to be recategorized to conform to CPRIT's requirements and be approved in a quarterly financial status report.

### **16.1. Budget for All Project Personnel (use Web form provided)**

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. Please make sure that the individual's role matches their role entered under Tab 3: Project Personnel and Collaborators and their role in the Budget Justification document.

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

**Annual Base Salary:** For each individual listed, enter his/her institutional base salary. The salary cap for CPRIT awards for FY 2026 (September 1, 2025, through August 31, 2026) is \$225,000; see [section 16.5](#), Salary Cap. If an individual is being paid through a subcontract award, enter a \$0 amount in the Annual Base Salary field and the Salary Requested field. Their salary can be included in the Contractual (Subaward/Services Contracts) section of the detailed budget.

**Effort on Project:** For each individual listed, enter his/her percent effort on the project. An individual's effort on the project must be entered here even if they will be paid through a subcontract award and their salary is entered as \$0.

**Salary Requested:** After entering the information in these categories, click “Calc” to autocalculate the requested salary. If an individual is being paid through a subcontract award, enter a \$0 amount in the Annual Base Salary field and the Salary Requested field. Their salary can be included in the Contractual (Subaward/Services Contracts) section of the detailed budget.

**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).

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

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

**Travel Costs:** Include any costs associated with necessary travel. Travel for the purposes of training, eg, to collaborating institutions is appropriate. International travel requires approval prior to the travel occurrence through either the application or the submission of a request after a project is funded. The PI is expected to attend CPRIT's biennial conference. CPRIT funds may be used to reimburse registration, travel, and lodging expenses for the nominee and up to 1 mentee to attend the biennial CPRIT conference.

**Equipment (400-character limit):** Itemize each piece of equipment having a useful life of more than 1 year and an acquisition cost of \$10,000 or more per unit that is anticipated to be purchased for use in the project. As of September 1, 2024, the minimum threshold for equipment purchases is \$10,000. Generally, any purchases up to \$9,999 should now be categorized as supplies. Each piece of equipment must be approved by CPRIT after the project is funded. If the project is funded, approval may be requested during the period a grant is active and will be considered on a case-by-case basis. However, any proposed equipment purchase in an application removed by a peer review panel will not be reconsidered if the project is funded.

**Supplies (800-character limit):** Itemize costs for research materials, consumable office supplies, and tangible equipment with a cost under \$10,000.

**Contractual (Subaward/Services Contracts)** (400-character limit): Itemize each subaward, consulting service contract, and service contract directly related to the project such as those for contract research organizations or other specialized services. For the purposes of the budget, these are all considered subcontracts. If an individual is being paid through a subcontract award, enter a \$0 amount in the Annual Base Salary field and the Salary Requested field and enter their salary information here. Provide direct contract costs only. Any indirect costs charged on a subcontract must be categorized as an *Indirect Cost* and are calculated in the overall 5% indirect cost limitation. Each subcontract must be itemized in the *Budget Justification* subtab by providing project charges for personnel, travel, equipment, supplies, and other expenses.

**Other (800-character limit):** Itemize other project-associated expenses such as the organization's costs for the participation of human subjects in clinical trials or animal care charges for animal studies that will not be paid through a contractual arrangement. Funds can be used to pay for costs that a cancer clinical trial participant may have associated with their participation in a clinical trial, including (1) transportation, including car mileage, parking, bus fare, taxi or ride hailing fare exclusive of tips, and commercial economy class airfare within the borders of the State of Texas and (2) lodging.

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

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.

Calculate as follows:  $\text{Total Indirect Charges} = (\text{Total Direct Charges} / 0.95) - \text{Total Direct Charges}$ .

**Note on Subaward contracts:** Subawards may recover up to the maximum of 5% in indirect charges of the total requested subaward amount. However, any indirect charges recovered in a subaward count toward the overall 5% indirect cost limitation of the funded award. Therefore, the primary institution completing the application must ensure that all indirect costs are calculated correctly in the total amount requested. If a project is funded, the primary institution receiving the award must manage the subaward contract costs including the allowable indirect costs.

### 16.3. 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, *Budget for All Project 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. 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 up to the cap of \$225,000 are permitted.

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).

### 16.4. Budget Justification

Provide a brief and concise justification of the budget for the entire proposed period of support for all charge categories: Personnel (salaries and fringe benefits), travel, equipment, supplies, contractual charges, other expenses and indirect charges. Each subaward must itemize charges for all budget categories. All roles listed for personnel must match the role listed for that person under the Budget for All Key Personnel tab. Requests for more than the maximum dollar amount are not allowed. **If you uploaded this document under Tab 4 (*Required Documents*) (see [section 15](#)), 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.**

### 16.5. Salary Cap Budget Justification

The salary cap for CPRIT awards in FY 2026 (September 1, 2025, through August 31, 2026) is \$225,000. Thus, the maximum direct salary support an individual can request is up to \$225,000 of his/her institutional salary based on effort on a project.

The following table outlines the salary cap guidelines; note that the maximum salary for levels of effort below 100% are proportionate to the allowable direct salary (see the third line in the table as an example). 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 \$225,000	1%-100%	Up to base salary
More than \$225,000 (eg, \$300,000)	100%	\$225,000
More than \$225,000 (eg, \$300,000)	50%	\$112,500

## 17. 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/her *My Applications* page. To submit the application, the ASO must enter his/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 respective submission deadlines of January 20, 2026; March 20, 2026; or May 20, 2026, 11:59 PM central time.**

## 18. PROVIDED TEMPLATES

It is required that applicants use the provided template to prepare and submit the following documents.

- [Current and Pending Support](#) (.doc, .PDF)

In addition, a template is provided for the biographical sketch, but an NIH biographical sketch may be used if desired. Additional templates and examples are also provided for the Timeline and Specific Aims page [here](#).

Templates are posted under the *Summary* tab and are available in .doc and .PDF format.

## 19. 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. However, a detailed plan of the animal protocol and justification for the number of animals used with reference to biostatistical input for sample selection and evaluation and/or plan for recruitment of subjects and/or the acquisition of samples that will meet the time constraints of this award mechanism must be provided.

## 20. FORMATTING INSTRUCTIONS

All sections of the application must 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 files 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 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:** 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.**

## 21. CONTACT INFORMATION

### 21.1. 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 the CARS. **Helpdesk staff cannot answer scientific and/or programmatic questions related to an application.**

**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)

### 21.2. Scientific and Programmatic Questions

Scientific and Programmatic questions should be directed to the CPRIT Director of Academic Research.

**Email:** [research@cprit.texas.gov](mailto:research@cprit.texas.gov)

**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. A list of research areas can be found below:

- Imaging
- Radiation Oncology/Radiotherapy
- Informatics, Computational Biology and Analytic Methods
- Artificial Intelligence/Machine Learning
- Early Detection, Diagnosis, and Prognosis
- Oncogenes, Tumor Suppressor Genes, Signal Transduction
- Genetics, Genomics
- Gene Regulation and Expression, Epigenomics
- Protein Biology/Proteomics
- Targeted Therapies
- Immunotherapies
- Drug Discovery/Drug Development
- Drug Delivery
- Nanotechnology, Nanomedicine
- Immunology/Inflammation
- Tumor Microenvironment
- Tumor Metabolism/Metabolomics
- Microbiome
- Neuro-oncology/Neuroscience
- Population Science
- Epidemiology

## 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 epidemiological and behavioral studies and outcomes and health services research.
- **Cancer Prevention, Control, Survivorship, Outcomes, and Population Science**

\*Taken from, Rubio et al, “Defining Translational Research: Implications for Training,” *Academic Medicine*. 85:470-475, 2010.

## Appendix 3: TREC ELIGIBILITY

In [Tab 2](#) (*Application Information/Application Classification*), the applicant is able to select whether their institution is designated as a TREC-eligible institution.

### **TREC-Eligible Institutions are as follows:**

- 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