



CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

Initial Guidance to Offices Preparing CPRIT Recruitment Nominations

CPRIT will accept nominations for Recruitment awards beginning on March 3 through March 31, 2014, with a subsequent receipt period opening on April 1, 2014. The purpose of this initial guidance document is to allow nominators/nominating offices to prepare in advance of these opening dates. Detailed instructions for navigating the system and for submission of the nominations will be available at the time of system opening.

Nominations for CPRIT Recruitment awards will continue to be submitted on behalf of a specific candidate by the president, provost, or appropriate dean of a Texas-based public or private institution of higher education, including academic health institutions. However, a notable revision to the process moving forward is that all nominations must be submitted via a user account in the CPRIT Application Receipt System. As with other CPRIT award mechanisms, the application must be started by an individual (the nominator) and then forwarded to the institution's Application/Authorized Signing Official (ASO) for formal submission to CPRIT.

User accounts for nominators may be created via the "Register here" link on the CPRIT Application Receipt System (<https://cpritgrants.org>). All nominator accounts must select the general role of "I am an Applicant or work for one", a role similar to that of a Principal Investigator (PI) on Research applications. After initial registration or after system login, users are encouraged to complete/verify the information under the *My Profile* link on the top left of the screen.

Technical questions regarding user accounts should be directed to the CPRIT HelpDesk.

Hours of operation: Monday, Tuesday, Thursday, Friday, 7 a.m. to 4 p.m. Central Time
Wednesday, 8 a.m. to 4 p.m. Central Time

Tel: 866-941-7146

E-mail: Help@CPRITGrants.org

Questions regarding the Recruitment award mechanisms should be directed to the CPRIT Research Program Director.

Tel: 512-305-8491

E-mail: Help@CPRITGrants.org