



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR  
APPLICATIONS**

**RFA P-11-CPMG-2**

**Cancer Prevention Microgrants**

**2010-2011**

Fiscal Year Award Period  
September 1, 2010 – August 31, 2011

---

## TABLE OF CONTENTS

1. ABOUT CPRIT.....	4
2. FUNDING OPPORTUNITY DESCRIPTION.....	4
2.1. Summary.....	4
2.2. Program Objectives .....	5
2.2.1. Tobacco Prevention and Control .....	6
2.2.2. Increasing Delivery of Primary Prevention Services and Screening for Breast, Cervical, and Colorectal Cancers.....	7
2.3. Award Description .....	7
2.3.1. Priority Areas .....	8
2.3.2. Specific Areas of Interest .....	9
2.3.3. Outcome Metrics .....	10
2.4. Eligibility.....	11
2.4.1. Applicant Organization .....	11
2.4.2. Resubmission .....	12
2.4.3. Program Management.....	12
2.5. Funding Information.....	12
3. KEY DATES.....	13
4. SUBMISSION GUIDELINES .....	13
4.1. Online Submission .....	13
4.2. Application Components.....	13
4.2.1. Application Signing Official (ASO) Requirement.....	14
4.2.2. Grants Contract/Office of Sponsored Projects Official Requirement.....	14
4.2.3. Abstract and Significance.....	14
4.2.4. Layperson’s Summary .....	15
4.2.5. Project Plan.....	15
4.2.6. Additional Documents and Information .....	16
5. APPLICATION REVIEW.....	17
5.1. Review Process Overview.....	17
5.2. Review Criteria.....	18
5.2.1. Primary Evaluation Criteria.....	18
5.2.2. Secondary Evaluation Criteria.....	20
6. AWARD ADMINISTRATION.....	20
7. CONTACT INFORMATION.....	21
7.1. HelpDesk.....	21
7.2. Program Questions.....	21
8. RESOURCES.....	22
9. REFERENCES.....	23
10. APPENDIX A: DEFINING CANCER PREVENTION AND CONTROL PROGRAMS AND CANCER PREVENTION RESEARCH FOR CPRIT GRANTS .....	24

---

## RFA VERSION HISTORY

Rev 12/3/10 RFA release

Rev 12/17/10 Revised Section 4.2.5, Project Plan

- Added additional required Project Plan elements

Revised Section 5.2.1, Primary Evaluation Criteria

- Separated Organizational Capacity and Sustainability into separate criteria

Revised Section 5.2.2, Secondary Evaluation Criteria

- Clarified importance of secondary criteria

ARCHIVE

---

## 1. ABOUT CPRIT

In 2007, the State of Texas established the Cancer Prevention and Research Institute of Texas (CPRIT) by constitutional amendment. CPRIT began operations in 2009. CPRIT may issue \$3 billion in general obligation bonds over 10 years to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to:

- Create and expedite innovation in the area of cancer research, thereby enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and 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 this State; and
- Continue to develop and implement the *Texas Cancer Plan* by promoting the development and coordination of effective and efficient statewide public and private policies, programs, and services related to cancer and by encouraging cooperative, comprehensive, and complementary planning among the public, private, and volunteer sectors involved in cancer prevention, detection, treatment, and research.

## 2. FUNDING OPPORTUNITY DESCRIPTION

### 2.1. Summary

Some types of cancer can be prevented, and the prospects for surviving cancer continue to improve. CPRIT will foster prevention of cancer in Texas by providing financial support for a wide variety of projects relevant to cancer prevention, risk reduction, early detection, and survivorship. This RFA solicits applications for relatively short-term projects or pilot programs (up to 24 months). There are two application options in this RFA. Applicants may propose programs in the area of (A) tobacco prevention and control or (B) increasing delivery of primary preventive services for all cancers and screening services for breast, cervical, and colorectal cancers.

The purpose of this grant mechanism is to support organizations proposing innovative, evidence-based strategies in areas of the State that have populations with great need or high incidence and/or mortality rates, but lack the infrastructure to carry out prevention programs or

---

services that are larger in scope. This RFA encourages traditional and nontraditional partnerships and leveraging of existing resources and dollars from other sources.

CPRIT's grants are intended to fund prevention programs and services that have a demonstrated evidence base and are culturally appropriate for the target population. An evidence-based service is a program or service that is validated by some form of documented evidence. CPRIT's Web site provides links to resources for evidence-based strategies, programs, and clinical recommendations for cancer prevention and control. To access this information, visit [www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control](http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control).

CPRIT recognizes that evidence-based services have been developed but not implemented in all populations or service settings. In such cases, other forms of evidence (e.g., preliminary evaluation or pilot project data) that the proposed service is appropriate for the population and has a high likelihood of success must be provided.

CPRIT expects measurable outcomes of supported activities. For microgrants, CPRIT will consider measurable outcomes on a project-specific basis.

## **2.2. Program Objectives**

**Background:** Cancer is the second leading cause of death in the United States and Texas. It is estimated that more than 104,000 Texans will be diagnosed with cancer and approximately 38,000 Texans will die of cancer during 2010.<sup>1</sup> The risk of developing many cancers can be reduced by personal behavior changes; e.g., smoking cessation, improved nutrition, and increased physical activity. Some cancers can be prevented if tissue changes are detected early and the tissues are removed at a precancerous stage; e.g., precancerous colon polyps or precancerous changes in cervical tissue. Research has shown that several types of cancer can be "cured" if detected during early stages of development and treated promptly and appropriately. Other cancers can be controlled for many years with appropriate treatment and support services.

**Scope:** The ultimate goal of this program is to reduce overall cancer incidence and mortality due to harm caused by tobacco use or lack of access to preventive services. CPRIT is seeking unique and innovative projects in the geographic areas of Texas with higher cancer incidence and/or

---

mortality rates and with a lack of infrastructure or resources to carry out prevention programs or services that are larger in scope.

### **2.2.1. Tobacco Prevention and Control**

CPRIT seeks to support *community-based organizations, health departments, coalitions, or similar organizations* in creating projects and partnerships that can positively influence local policy or systems change affecting social norms regarding tobacco use in order to mitigate and remedy the harmful health effects of tobacco. CPRIT is seeking projects that will influence local policy or systems change, including change in healthcare systems and worksites (e.g., bars, restaurants, and schools), in a way that:

- Decreases rates of smoking initiation in youth;
- Reduces exposure to second-hand smoke; and/or
- Helps current smokers quit.

These changes in policy and the resulting behavior change should be linked logically to a decrease in health problems related to smoking; e.g., asthma and other respiratory diseases, cardiovascular events, and cancer. Projects do not have to address all of the above goals; they may focus on one or more areas. Projects must demonstrate support by local leadership in advancing policy and systems change and should demonstrate a strong likelihood of sustainability after the CPRIT award ends.

Examples of projects that would be appropriate for this RFA include, but are not limited to, the following (see Section 8 for more specific examples):

- Reducing exposure to environmental tobacco smoke; e.g., by smoking bans and restrictions or policy change enacting tobacco-free campuses of public or private organizations
- Reducing/preventing tobacco use initiation; e.g., by mass media campaigns combined with policy change and education programs
- Increasing use and access to tobacco cessation interventions; e.g., changes to systems or processes that would increase the use of cessation intervention such as provider reminder systems or reducing client out-of-pocket costs for cessation therapies
- Decreasing tobacco use in worksite settings; e.g., by implementation of the CEO Cancer Gold Standard program or adoption of a smoke-free policy

---

### **2.2.2. Increasing Delivery of Primary Prevention Services and Screening for Breast, Cervical, and Colorectal Cancers**

Rural areas and some community-based organizations and clinics have unique challenges in delivering primary prevention services for all cancers (e.g., human papillomavirus vaccines, interventions for alcohol misuse and obesity) and screening services for breast, cervical, and colorectal cancer. CPRIT seeks to support projects that remove barriers to access and delivery of prevention services by addressing system, policy, or other changes. This RFA solicits applications for projects that will increase delivery of evidence-based primary prevention, screening, and/or diagnostic services for colorectal, cervical, and/or breast cancer in rural and underserved areas and to underserved populations.

Examples of projects aimed at increasing delivery of screening and primary prevention services that would be appropriate for this RFA include, but are not limited to, the following:

- Use of patient navigators/case managers to increase intake and followup for diagnostic and treatment services
- Provision of transportation to screening or preventive services (not for patients in treatment)
- Creation of needed systems change to ensure that all clients who come through the system are assessed and followed; e.g., by implementing patient reminder systems and ensuring a culturally appropriate, patient-friendly environment

### **2.3. Award Description**

The Cancer Prevention Microgrants award mechanism seeks to fund projects that can positively influence local policy or systems change affecting social norms regarding tobacco use in order to mitigate and remedy the harmful health effects of tobacco as well as projects that can greatly improve delivery of preventive and early detection services for breast, cervical, and colorectal cancers.

- It will be critical for proposed programs to demonstrate measurable outcomes that have the potential to ultimately reduce cancer incidence, mortality, or morbidity.
- Proposed programs should strive to reach and serve as many people as possible. The budget should be proportional to the number of individuals served.
- Partnerships with other organizations that can support and leverage resources are encouraged. In particular, CPRIT encourages not-for-profit or community-based organizations that may not have sufficient internal resources/expertise for evaluation to

---

partner with academic institutions or other organizations/persons that can provide expertise and support in application preparation as well as outcome analyses.

Under this RFA, CPRIT will **not** consider:

- **Delivery of clinical preventive services (e.g., cost of vaccines or screenings) to the public.** Applicants interested in clinical services should review CPRIT's Evidence-Based Cancer Prevention Services RFA. Cost for clinical services will not be covered by this award mechanism; however, applicants must ensure that there is access to preventive services that are being promoted.
- **Delivery of tobacco cessation services.** For this cycle of RFAs, CPRIT will support projects addressing policy and systems change and professional and public education (see Health Behavior Change Through Public and Professional Education and Training RFA) and not the delivery of tobacco cessation services; e.g. counseling, quit lines, treatment.
- **Treatment of cancer.** While education on treatment options and access to treatment are important in reducing mortality from cancer, this award mechanism *will not address treatment of cancer.*
- **Prevention research.** Research will not be funded through this award mechanism. Applicants interested in research should review CPRIT's research RFAs (available at [www.cprit.state.tx.us](http://www.cprit.state.tx.us)). Refer to in Appendix A and to the Centers for Disease Control and Prevention's (CDC's) document ([www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf](http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf)) for guidance in defining prevention research and nonresearch.

### **2.3.1. Priority Areas**

Applications addressing any cancer type(s) that are responsive to this RFA will be considered for funding. However, special consideration will be given to applications that focus on screening and early detection of breast, cervical, and/or colorectal cancer. Priority will also be given to applications that target underserved populations, geographic regions of the State with higher incidence and mortality rates, as well as geographic regions of the State with higher prevalence of cancer risk factors; e.g., obesity, alcohol misuse, unhealthy diet, and sedentary lifestyle.

---

**Target Populations:** Priority populations, or subgroups disproportionately affected by cancer, are the primary focus for CPRIT-funded prevention services. Priority populations include, but are not limited to, the following:

- Underinsured and uninsured individuals
- Geographically or culturally isolated populations
- Medically unserved or underserved populations
- Individuals not eligible for services through existing programs
- Any populations with low screening rates, high incidence rates, and high mortality rates, specifically:
  - Underinsured and uninsured individuals age 50 years and older who have never been screened for colorectal cancer
  - Women who have never been screened for cervical cancer or have not been screened in the past 5 years
  - Women age 40 years and older who have not received a mammogram within the past 5 years

The project should seek to serve individuals who are not eligible for other programs or benefits covering the same services proposed in the application.

**Geographic Areas:** CPRIT will place priority on applications that address the needs of people in rural areas of the State. In terms of overall incidence and mortality in the State, rural counties in Texas have a greater cancer burden than their urban counterparts.<sup>1</sup>

### **2.3.2. Specific Areas of Interest**

#### **Tobacco Prevention and Control**

Special consideration will be given to applications focused on areas of the State:

- That have higher smoking rates per capita than other areas of the State;
- Where local tobacco-free ordinances have not been enacted but there is strong support for change by local leadership;
- Where funds for tobacco use control efforts are not readily accessible from other sources; or
- Where there are existing community coalitions centered on tobacco policy change.

#### **Increasing Delivery of Primary Preventive and Screening Services for Breast, Cervical, and Colorectal Cancers**

---

There is sufficient evidence that the provision of age-appropriate, comprehensive preventive services for breast, cervical, and colorectal cancers to eligible men and women reduces overall disease incidence and mortality.<sup>2,3,4</sup> Applicants should select preventive services using evidence-based national clinical guidelines from the U.S. Preventive Services Task Force or the American Cancer Society.

Proposed primary preventive services (e.g. vaccines, healthy eating/weight, avoidance of alcohol misuse) must be evidence based. All evidence-based primary prevention services will be considered; however, CPRIT is especially interested in applications to increase access to and delivery of the human papillomavirus vaccine.

### **2.3.3. Outcome Metrics**

The applicant will be expected to describe final outcome measures for the project. The ultimate goal of this award is to reduce overall cancer incidence. Interim measures that are associated with this goal are expected to be identified and will serve as a measure of program effectiveness and public health impact. Outcome measures should include, **but are not limited to**, the following:

#### *For tobacco prevention and control (depending on the project)*

- Estimated number of people affected by successful adoption of smoke/tobacco-free policies in the community (city, public, and private organizations);
- Increase over baseline in the number of persons taking advantage of age-appropriate preventive services; e.g., number enrolled in smoking cessation programs; and
- Qualitative assessment of processes, system improvements, and their effectiveness in improving delivery of preventive services to the target population.

#### *For increasing delivery of screening and primary prevention services*

- Increase over baseline in the number of underserved, eligible men and women in a defined service area receiving primary preventive, screening, or diagnostic services; case management; or other evidence-based, age-appropriate preventive services; and
- Qualitative assessment of processes, system improvements, and their effectiveness in providing preventive services to the target population.

---

## **2.4. Eligibility**

### **2.4.1. Applicant Organization**

The applicant must be a Texas-based entity, such as a community-based organization, health institution, government organization, public or private company, college or university, or academic health institution.

The applicant may submit more than one application, but each application must be for distinctly different programs without overlap in the programs provided. Applicants who do not meet this criterion will have all applications administratively withdrawn without peer review.

Collaborations are permitted and encouraged, and collaborators may or may not reside in Texas. However, collaborators who do not reside in Texas are not eligible to receive CPRIT funds. 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.

CPRIT grants will be awarded by contract to successful applicants. CPRIT grants are funded on a reimbursement-only basis. 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 6. All statutory provisions and relevant administrative rules can be found at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).

Other requirements are as follows:

- If the applicant is advancing policy changes, CPRIT funds may not be used for lobbying purposes.
- If the applicant or a partner is an existing Department of State Health Services (DSHS) tobacco coalition, the application must explain how this grant complements or leverages existing funds.
- If the applicant or a partner is a current Breast and Cervical Cancer Services (BCCS) program provider, CPRIT funds may not be used as a match, and the application must explain how CPRIT funds complement BCCS State and Federal funds.

---

#### **2.4.2. Resubmission**

An application previously submitted to CPRIT but not awarded funding may be resubmitted. All resubmitted applications should be carefully reconstructed; a simple revision of the prior application with editorial or technical changes is not sufficient, and applicants are advised not to direct reviewers to modest changes. Applicants preparing a resubmission should use up to half of the first page of the 15 -page Project Plan to describe the approach to the resubmission.

#### **2.4.3. Program Management**

A designated Program Director (PD) will be responsible for the overall performance of the funded project. The PD must have relevant education and management experience and must reside in Texas during the project performance time.

The evaluation of the project must be headed by a professional who has demonstrated expertise in the field (e.g., qualitative or quantitative statistics) and who resides in Texas during the time the project is conducted. CPRIT encourages applicants to involve such a designated professional early in planning and preparation of the application. The applicant may choose to contract for these services if needed; the project budget should reflect these services.

#### **2.5. Funding Information**

Applicants may request up to a maximum of \$150,000 in total funding over a maximum of 24 months.

Grant funds may be used to pay for salary and benefits, project supplies, equipment, costs for outreach and education of populations, and travel of project personnel to project site(s). Equipment requests (\$5,000 and above) will receive a case-by-case evaluation and be carefully scrutinized. Requests for funds for travel to professional meetings are not appropriate for this funding mechanism, nor are requests for funds to support construction, renovation, or any other infrastructure needs.

The budget should be proportional to the number of individuals receiving services and/or being affected by policy/systems change. In addition, CPRIT seeks to fill gaps in funding rather than replace existing resources or provide support for projects where funds are readily available from other sources. Furthermore, CPRIT funds may not be used for any costs under this award that should be billed to any other funding source.

---

Applicants who receive CPRIT funding under this award will be eligible to submit applications for continuation of project-related activities in future cycles, provided that they remain in compliance with CPRIT contractual obligations. However, applications for renewed funding will be subject to the same competitive review process as new applications submitted to CPRIT.

Applicants should be aware that Texas law limits the amount of indirect costs that may be funded by CPRIT grants. It is CPRIT's policy not to allow recovery of indirect costs for prevention programs.

### 3. KEY DATES

#### RFA

RFA release December 3, 2010

#### Application

Online application opens January 13, 2011, 7 a.m. Central Time

Application due March 22, 2011, 3 p.m. Central Time

Application review May/June 2011

#### Award

Award notification July 2011

Anticipated start date August 2011

### 4. SUBMISSION GUIDELINES

#### 4.1. Online Submission

Applications must be submitted via the CPRIT Application Receipt System (CARS) at [CPRITGrants.org](http://CPRITGrants.org). **Only applications submitted at this portal will be considered eligible for review.** The PD must register to start an application. Detailed instructions for submitting an application will be posted on CARS beginning January 13, 2011.

#### 4.2. Application Components

Refer to the Policies and Instructions for Applicants document for detailed information and guidance on application components.

---

#### 4.2.1. Application Signing Official (ASO) Requirement

In addition to the PD, an ASO (a person authorized to sign and submit the application for the organization) must create a user account in CARS. If the same person serves as both PD and ASO, a separate account must be set up for **each** role. An application may not be submitted without ASO approval.

#### 4.2.2. Grants Contract/Office of Sponsored Projects Official Requirement

The Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant contract if an award is made) must also create an ASO-type user account in CARS. In some organizations without an Office of Sponsored Projects, the roles of PD and/or ASO as well as Grants Contract Official may be assigned to the same individual.

#### 4.2.3. Abstract and Significance (5,000 characters)

Clearly explain the problem(s) to be addressed and the approach(es) to the solution. The required abstract format is as follows.

- **Need:** Include a description of need in the specific service area. Include rates (e.g., incidence of targeted cancer, mortality, and screening) in the service area compared to overall Texas rates. Describe barriers, plans to overcome these barriers, and the target population to be served.
- **Overall project strategy:** Describe the project and how it will address the identified need. Clearly explain what the project is and what it will specifically do. For example, summarize the program/services to be provided, the process/system for delivery of the program/services and outreach to the target population, components of the project, and the like.
- **Specific goals/aims:** State very specifically what you intend to achieve through your proposed project; e.g., “Strategies to overcome the barriers to screening services will improve screening rates.” Include the estimated number of people reached/contacted and served as defined in the RFA instructions.
- **Innovation:** Describe the innovative components of the proposed project. How does it differ from or improve upon the current program or services being provided?
- **Significance and impact:** Explain how the proposed project, if successful, will have a unique and major impact on cancer prevention and control for the population proposed to be served and for the State of Texas in general.

---

#### 4.2.4. Layperson's Summary (3,000 characters)

Provide a layperson's summary of the proposed work. Describe, in very simple and nontechnical terms, the overall goals of the proposed work, the type of cancer addressed, the potential significance of the results, and the impact the work would have on cancer prevention and control. 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.

#### 4.2.5. Project Plan (15 pages maximum; fewer pages permissible)

**Background:** Applicants may propose programs in the area of (A) tobacco prevention and control or (B) increasing delivery of primary preventive services and screening for breast, cervical, and colorectal cancers. Briefly present the rationale for the proposed project, emphasizing the critical barriers to current tobacco use prevention and control or delivery of primary preventive and screening services that will be addressed. Pilot project evaluation data are not required; however, baseline data (e.g., tobacco use or screening and detection rates and stage at diagnosis for breast, cervical, or colorectal cancer) for the target population and target service area are required. Clearly demonstrate the ability to implement the policy and/or systems change and to provide the proposed service. Clearly describe how results will be an improvement over baseline, and demonstrate the ability to reach the target population.

**Specific Aims:** Concisely state the specific goals of the proposed project that will be pursued. Clearly describe the target population, including expected numbers of persons to be reached or affected at each level of services; e.g., number of persons reached by policy change, number of persons who stopped smoking, number of persons actually screened. Applicants should demonstrate knowledge of barriers in the current system of care delivery and/or policies and propose novel strategies that will address/change the current system of delivery of services and/or policies and result in greatly improved outcomes over the current baseline.

**Components of the Project:** Clearly describe all components of the project, and provide a plan to integrate multiple processes and components in order to provide seamless prevention services to the target population. Provide a description of the overall project strategy as well as strategies for specific components, potential problems, barriers to achieving the goals, and alternative approaches.

---

**Evaluation Strategy:** Describe the impact on ultimate outcome measures (e.g., decrease in health problems related to smoking; reduction of cancer incidence, mortality, and morbidity) and interim outcome measures (e.g., increase in the number of individuals who stopped smoking, decrease in the number of persons exposed to second-hand smoke, increase in the proportion of individuals receiving cancer screening) as outlined in Section 2.3.3, including data collection and management methods, statistical analyses, and anticipated results. Since evaluation and reporting of outcomes are critical components of this RFA and must be headed by a professional who has demonstrated expertise in the field, applicants should budget accordingly for this activity.

**Other Project Plan Elements:**

- Address all review criteria listed in section 5.2.
- Because reviewers are non-Texans, describe the geographic region of the state the project will serve; maps are appreciated.
- Describe the organization and its track record for providing programs and services; include information on the organization's financial stability and viability.
- Describe whether the project lends itself to replication by others in the State.
- Describe plans for dissemination of project results.

**4.2.6. Additional Documents and Information**

**Budget and Justification:** Provide a brief outline and justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, equipment, and other expenses. CPRIT funds will be distributed on a reimbursement basis (see the Policies and Instructions for Applicants document for budget guidance). The number of people served and the cost per person served are crucial elements of the budget.

Equipment requests (\$5,000 and above) will be carefully evaluated on a case-by-case basis. Justification must be provided for why funding for this equipment cannot be found elsewhere; CPRIT funding should not supplant existing funds. A sustainability plan must be submitted for both the equipment and delivery of corresponding services as a result of the equipment purchase. Cost sharing of equipment purchases is strongly encouraged.

Applications requesting more than the maximum allowed cost (total costs) will be administratively withdrawn from consideration.

---

**Project Timeline:** Provide a project timeline that includes the major milestones, deliverables, and dates.

**References:** Provide a concise and relevant list of references cited for the application. The successful applicant will provide referenced evidence of need and literature support for the proposed project.

**Current and Pending Support:** Applicants should list, if applicable, all current and pending awards/grants from State, Federal, nonprofit, and other sources that would extend or complement the proposed project. This allows the applicant to demonstrate how other funds would be leveraged to implement the proposed work. Using the template provided in the online application system, provide the funding source, amount, status (pending or awarded), duration, and a two-line summary of the use of the funds for each current or pending award/grant.

**Letters of Support:** Applicants should provide letters of support from community organizations, key faculty, or any other component essential to the success of the program. For example, if the goal is to provide education to rural, community-based providers, the applicant should provide letters of support demonstrating connections with the target population. These letters should be included and uploaded in the application; do not send any letters directly to the CPRIT office.

**Biographical Sketches:** The PD should provide a biographical sketch that describes his or her education and training, professional experience, awards and honors, and publications and/or involvement in health education programs relevant to cancer prevention and/or service delivery. A biographical sketch for the evaluation professional must also be included. Up to three additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed two (2) pages.

Applications that are missing one 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 rejected without review.

## **5. APPLICATION REVIEW**

### **5.1. Review Process Overview**

All eligible applications will be reviewed using a two-stage process: (1) Peer review, and (2) programmatic review. In the first stage, applications will be evaluated by an independent review

---

panel using the criteria listed below. In the second stage, applications judged to be most meritorious by review panels will be evaluated and recommended for funding based on comparisons with applications from all of the merit review panels and programmatic priorities. Each stage of application review is conducted completely confidentially, and all panel members are required to sign nondisclosure statements regarding the contents of the applications. All panel members will be non-Texas residents and operate under strict conflict-of-interest prohibitions. Under no circumstances should institutional personnel and/or individual applicants initiate contact with any member involved in the peer review process (with the exception of staff of the CPRIT Prevention Review Office) regarding the status or substance of the application. Violations of this prohibition will result in the administrative withdrawal of the application.

## **5.2. Review Criteria**

Peer review of applications will be based on primary evaluation criteria (scored) and secondary criteria (unscored), identified below. Review panels consisting of experts in the field as well as consumer advocates 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 and responsiveness to the RFA priorities.

### **5.2.1. Primary Evaluation Criteria**

The project will be evaluated on the basis of the following primary criteria. Concerns with any of these criteria potentially indicate a major flaw in the significance and/or design of the proposed project.

#### **Impact and Innovation**

- Does the proposed project address an important problem in cancer prevention and control? Do the proposed project strategies support desired outcomes in cancer incidence, morbidity, and/or mortality?
- Does the project take evidence-based strategies and apply them in innovative ways?
- Is the proposed program nonduplicative? That is, does the applicant demonstrate knowledge of similar resources that are available and avoid duplication of effort?

- 
- Does the project leverage resources and partners to maximize the reach of the proposed goals? Does the program leverage and complement other State, Federal, and nonprofit grants?
  - Will the project reach an appropriate number of people based on the budget allocated and the cost of providing the program?

### **Project Strategy and Feasibility**

- Are the proposed objectives and activities feasible within the duration of the award? Has the applicant convincingly demonstrated the length of time needed to accomplish the objectives and desired outcomes?
- Is the program design supported by established theory and practice as well as evidence-based interventions?
- Are possible barriers addressed and approaches proposed for overcoming them?
- Does the application target priority populations as defined in this RFA, and is the target population clearly described, including, but not limited to, their specific barriers and needs?
- If applicable, does the application demonstrate the availability of resources and expertise to provide case management to ensure delivery of prevention and screening services?

### **Organizational Capacity**

- Do the organization and its collaborators/partners demonstrate the ability to provide the proposed programs? Is the role of each collaborating/partnering organization clearly described? Do these organizations add value to the project and demonstrate commitment to work together to develop the project plan?
- Have the appropriate personnel been recruited for the proposed project activities as they pertain to organizational ability to implement the project and effect any needed systems/policy changes, provide the proposed program, and evaluate the project?

### **Sustainability**

- Is the organization financially stable and viable?
- Are there plans to sustain the project beyond the funded timeframe of this award?

### **Outcomes Evaluation**

- Are the proposed outcome measures appropriate for the proposed project? Are the expected changes sufficient to impact ultimate outcomes and/or be clinically significant?

- 
- Is there is a clearly described plan for assessment of the project’s success as related to policy and systems changes as well as target population outcomes?
  - Do clear baseline data exist for the target population, or are clear plans included to collect baseline data at the beginning of the proposed project?
  - Does the project provide a clear plan for data collection and management, statistical analyses, and interpretation of results?

### 5.2.2. Secondary Evaluation Criteria

Secondary criteria contribute to the global score assigned to the application. Lack of information or clarity on these criteria may result in a lower global score.

- **Budget:** Is the budget appropriate and reasonable for the scope and/or educational services of the proposed work? Is the cost per person served appropriate and reasonable? Is the project a good investment of Texas public funds?
- **Potential for Replication:** Does the program lend itself to replication by others in the State? If so, does the application describe a plan for doing so?
- **Dissemination:** Are there plans for dissemination of the project’s results?

## 6. AWARD ADMINISTRATION

Texas law requires that CPRIT awards be made by contract between the applicant and CPRIT. Award negotiation will commence once the applicant has accepted an award. Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, and terms relating to intellectual property rights. These contract provisions are specified in CPRIT’s administrative rules, which are available at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).

All CPRIT awards will be made to institutions or organizations, not to individuals. If the PD changes organizations or institutional affiliation during the time period of the award, a written request must be submitted to CPRIT to transfer the award to the new institution or organization. If the award is not transferred, the applicant institution or organization may be required to provide evidence of the qualifications of the new PD in order to maintain awarded funding.

---

CPRIT requires the PD of the award to submit annual reports. These reports summarize the progress made toward project goals and address plans for the upcoming year. In addition, fiscal reporting and reporting on selected metrics will be required per the instructions to award recipients. Failure to provide timely and complete reports will constitute an event of default of the award contract, which may result in the early termination of the CPRIT award, reimbursement to CPRIT of award funds, and cessation of future funding. Forms and instructions will be made available at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).

## **7. CONTACT INFORMATION**

### **7.1. HelpDesk**

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

**Dates of Operation:** December 3, 2010 to March 22, 2011 (excluding public holidays)

**Hours of Operation:** Monday through Friday, 8 a.m. to 5 p.m. Central Time

**Tel:** 866-973-6661

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

### **7.2. Program Questions**

Questions regarding the CPRIT program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Prevention Review Office:

**Tel:** 512-305-8422

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

**Web:** [www.cprit.state.tx.us](http://www.cprit.state.tx.us)

---

## 8. RESOURCES

- U.S. Preventive Services Task Force. [www.ahrq.gov/clinic/uspstfix.htm](http://www.ahrq.gov/clinic/uspstfix.htm)
- Cancer Control P.L.A.N.E.T. [cancercontrolplanet.cancer.gov/](http://cancercontrolplanet.cancer.gov/)
- National Cancer Institute Research-Tested Intervention Programs. [rtips.cancer.gov/rtips/index.do](http://rtips.cancer.gov/rtips/index.do)
- DSHS Community Tobacco Prevention and Control Toolkit. [www.dshs.state.tx.us/tobacco/bestpractices](http://www.dshs.state.tx.us/tobacco/bestpractices)
- State Tobacco Activities Tracking and Evaluation (STATE) System (database with up-to-date and historical State-level data on tobacco use prevention and control). [apps.nccd.cdc.gov/statesystem/HighlightReport](http://apps.nccd.cdc.gov/statesystem/HighlightReport)
- Best Practices for Comprehensive Tobacco Control Programs, 2007 (resource list on pp. 28–29). [www.cdc.gov/tobacco/tobacco\\_control\\_programs/stateandcommunity/best\\_practices/pdfs/2007/BestPractices\\_Complete.pdf](http://www.cdc.gov/tobacco/tobacco_control_programs/stateandcommunity/best_practices/pdfs/2007/BestPractices_Complete.pdf)
- Texas municipalities' ordinances. [www.utmb.edu/shsordinances](http://www.utmb.edu/shsordinances)
  - Amarillo example. [www.tfreearmarillo.com](http://www.tfreearmarillo.com)
- Tobacco Technical Assistance Consortium. [www.ttac.org/trainings/index.html](http://www.ttac.org/trainings/index.html)
- National Cancer Institute. [www.cancercontrol.cancer.gov/tcrb](http://www.cancercontrol.cancer.gov/tcrb)
- CEO Cancer Gold Standard™. [www.cancergoldstandard.org](http://www.cancergoldstandard.org)
- Partnership for Prevention® Policy and Advocacy. [www.prevent.org](http://www.prevent.org)
- Media campaigns
  - [www.ducktexas.com](http://www.ducktexas.com)
  - [www.worthit.org](http://www.worthit.org)
  - [www.spititouttexas.org](http://www.spititouttexas.org)
  - [www.cdc.gov/tobacco/media\\_communications](http://www.cdc.gov/tobacco/media_communications)
  - Going Smoke Free in Your Workplace/Community. [www.no-smoke.org/goingsmokefree.php](http://www.no-smoke.org/goingsmokefree.php)
- Research-Tested Intervention Programs. [rtips.cancer.gov/rtips/](http://rtips.cancer.gov/rtips/)
- American Cancer Society Workplace Solutions. [www.acsworkplacesolutions.com](http://www.acsworkplacesolutions.com)
- Quit For Life® Program. [www.quitnow.net/Program](http://www.quitnow.net/Program)

---

## 9. REFERENCES

1. Texas Cancer Registry, Cancer Epidemiology and Surveillance Branch, Texas Department of State Health Services, 1100 W. 49th Street, Austin, TX, 78756, [www.dshs.state.tx.us/tcr/default.shtm](http://www.dshs.state.tx.us/tcr/default.shtm) or (512) 458-7523.
2. U.S. Preventive Services Task Force. Screening for Breast Cancer: Recommendation Statement. AHRQ Publication No. 10-05142-EF-2, November 2009. <http://www.uspreventiveservicestaskforce.org/uspstf09/breastcancer/brcanrs.htm>
3. U.S. Preventive Services Task Force. Screening for Cervical Cancer: Recommendations and Rationale. AHRQ Publication No. 03-515A. January 2003. <http://www.uspreventiveservicestaskforce.org/3rduspstf/cervcan/cervcanrr.htm>
4. U.S. Preventive Services Task Force. Screening for Colorectal Cancer: U.S. Preventive Services Task Force Recommendation Statement. AHRQ Publication 08-05124-EF-3, October 2008. <http://www.uspreventiveservicestaskforce.org/uspstf08/colocancer/colors.htm>

---

## 10. APPENDIX A: DEFINING CANCER PREVENTION AND CONTROL PROGRAMS AND CANCER PREVENTION RESEARCH FOR CPRIT GRANTS

### Statute

By Texas statute, 90 percent of dollars available to CPRIT is awarded through CPRIT's Cancer Research Grants Program. The CPRIT Cancer Prevention and Control Grants Program may award up to 10 percent (but not more) of dollars available to CPRIT.

### Purpose of CPRIT Prevention Grants Program

Grants funded under the Prevention Grants Program are intended to fund prevention strategies, programs, and services that have a demonstrated evidence base and are culturally appropriate for the target population. An evidence-based strategy is a program or service that is validated by some form of documented research or applied evidence. Links to resources for evidence-based strategies, programs, and clinical recommendations can be found on CPRIT's Web site at [www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control](http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control).

Based upon the above, the Prevention Grants Program will focus on funding:

- The delivery of evidence-based, culturally appropriate education and outreach to the public and to healthcare professionals
- The delivery of evidence-based preventive services
- The adoption and implementation of policy and systems change to address barriers and promote prevention

CPRIT seeks projects that will apply evidence-based strategies, services, or programs in new or innovative ways to increase current rates of recruitment, provision of services, and cancer detection leading to an increase in survival rates.

Eligible projects include:

- Primary prevention; e.g., vaccine-conferred immunity, tobacco control, healthy diet, prevention of alcohol misuse, physical activity, sun protection
- Early detection/screening (focus on breast, cervical, and/or colorectal cancers)
- Survivorship services; e.g., physical rehabilitation/therapy, psychosocial interventions, navigation services, palliative care

---

The Prevention Grants Program seeks to fund innovative ways of delivering evidence-based programs and services that (1) go beyond simply increasing the number of persons educated or trained to demonstrating and supporting sustainable behavior change and (2) go beyond delivering early detection/screening services to improving systems and cost efficiencies by addressing needed systems and policy change or improvements. Projects should demonstrate measurable public health impact in ways that exceed current performance in a given service area.

In the first 2 years, the amount of funds available for the CPRIT Prevention Grants Program is approximately \$22 million per year. To ensure that the prevention funds go toward the delivery of programs and services to the public, a distinction between prevention research (funded under the Research Grants Program) and the delivery of evidence-based prevention services to the public (funded under the Prevention Grants Program) must be made. The Prevention Grants Program does not accept or review prevention research applications. Organizations seeking funding for prevention research should consider submitting to CPRIT's Research Grants Program.

### **Prevention Research Versus Prevention Programs and Services**

The CDC makes the following distinction between public health research and nonresearch:

The major difference between research and non-research lies in the primary intent of the activity. The primary intent of research is to generate or contribute to generalizable knowledge. The primary intent of non-research in public health is to prevent or control disease or injury and improve health, or to improve a public health program or service.<sup>1</sup>

---

<sup>1</sup> Centers for Disease Control and Prevention. *Distinguishing Public Health Research and Public Health Nonresearch*. Accessed 11/10/10 from [www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf](http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf)

---

CPRIT makes the following distinction between prevention research and prevention programs and services.

A project is appropriate for the Prevention Grants Program if:

- The intervention is evidence based.
- The intervention offers a program or service to the public and strives to reach and serve as many people as possible. Cost per person served will be highly variable depending on the project, but the majority of the budget should be for direct program or service delivery. Refer to each RFA; some RFAs, such as those focusing on policy/systems change, may only cover activities to address barriers and may not pay for the delivery of the service being evaluated.
- Evaluation is conducted under real-world (rather than controlled) circumstances, in real time, and with regular personnel conducting the interventions, usually without rigid protocols (also may be described as effectiveness research in contrast to efficacy research). Evaluation and reporting of outcomes are critical components of CPRIT-funded projects and must be guided by a professional with demonstrated expertise and experience in the field. Applicants should budget accordingly for this activity.
- The purpose of the evaluation is to assess the success of the project in achieving its objectives (changing behavior, increasing screening rates, and increasing detection of cancers). CPRIT recognizes that, in many cases, evidence-based practices have been developed but not implemented in all populations or all service settings. For applications proposing to evaluate such projects, other forms of evidence (e.g., preliminary evaluation or pilot project data) that the proposed service is appropriate for the population and has a high likelihood of success must be provided. For example, the project may compare evidence-based strategies or evaluate implementation in a new population, but the main objective of the project should be to deliver a program or service to the public that will have a measureable impact on public health. CPRIT strongly encourages award recipients to submit the results and findings from their funded projects for publication in appropriate journals.

A project is appropriate for the Research Grants Program if:

- The primary intent is to generate or contribute to generalizable knowledge.
- The project is conducted using highly controlled, usually randomized, designs (also may be described as efficacy research).

---

### **What Kinds of Prevention Research Will Be Eligible for the Research Grants Program?**

There is no restriction on the type of research that can be supported by CPRIT's Research Grants Program except that it must be relevant to cancer. Applications will be evaluated based on their significance and importance, their feasibility, the qualifications of the investigator(s), and the like.

Types of prevention research include, but are not limited to, preclinical and clinical research, health services research, behavioral research, intervention research, community-based participatory research, and disease or behavioral surveillance systems research.

ARCHIVE