



CANCER PREVENTION &
RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR
APPLICATIONS**

RFA P-13-CPMG-1

Cancer Prevention Microgrants

Please also refer to the "Instructions for Applicants"
document, which will be posted by June 21, 2012.

FY 2013

Fiscal Year Award Period
September 1, 2012 – August 31, 2013

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RFA VERSION HISTORY

Rev 5/31/2012 RFA release

Rev 6/18/2012 Section 4.2.5., Additional Documents and Information

- CPRIT Grants Summary now required for all applications
- Evaluation Summary of Goals and Objectives now required for all applications

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 and product or service development, thereby enhancing the potential for a medical or scientific breakthrough in the prevention, treatment, and possible cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in the State of Texas;
- 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.

CHOOSING THE BEST AWARD MECHANISM FOR THE PROJECT

In addition to this award mechanism, two other award mechanisms are offered in this cycle—Evidence-Based Cancer Prevention Services and Health Behavior Change Through Public Education. The tabular summary on the following page outlines some of the key differences between each award mechanism. A project does not have to include all of the marked components, but some are required, indicated by “x.” If a box is NOT checked for an award mechanism and a proposed project includes that component, the project may not be the best fit for that award mechanism. Coordinating and combining more components into one application is strongly encouraged rather than applying for each component separately under different mechanisms. Complete details of the goals and objectives of each award mechanism are stated in the individual RFAs. When in doubt, contact the CPRIT Prevention Review Office (Section 7.2).

Component	Health Behavior Change Through Public Education (PE)	Evidence-Based Cancer Prevention Services (EBP)	Cancer Prevention Microgrants (CPMG)
Public education, outreach, behavior change	x	x	
Professional education, training, practice improvement		x	
Navigation to clinical services and follow-up	x	x	
Systems improvement and change	x	x	x
Delivery of preventive and survivorship clinical services		x	

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 (up to 24 months). Applicants may propose programs focusing on improving systems and removing barriers that will increase the delivery of primary prevention services for all cancers and/or screening services (secondary prevention).

The purpose of this grant mechanism is to support organizations proposing evidence-based strategies in areas of the State that have populations with great need or high incidence and/or mortality rates, but that may 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 interventions that have a demonstrated evidence base and are culturally appropriate for the target population. 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 <http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control>.

CPRIT recognizes that evidence-based interventions 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 intervention 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 110,000 Texans will be diagnosed with cancer and approximately 39,000 Texans will die of cancer during 2012.¹ 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 cancer risk factors and lack of access to and delivery of preventive services. CPRIT is seeking unique and innovative projects in the geographic areas of Texas with higher cancer incidence, mortality rates, or prevalence of risk factors and with a lack of infrastructure or resources to carry out prevention programs or services that are larger in scope.

Reducing Cancer Risk Factors and Increasing Delivery of Prevention Services

CPRIT seeks to support **community-based organizations, health departments, coalitions, or similar organizations** in creating projects and partnerships that can positively influence local systems and/or policy to reduce cancer-related health risks (e.g., change in worksite smoking environment) and increase access to and delivery of cancer prevention services (e.g. increase screening rates). 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 tobacco cessation, alcohol misuse, and obesity) and screening services. 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 services, and secondary prevention services such as screening and/or diagnostic services. CPRIT's priority is to increase access and delivery in rural and underserved areas and to underserved populations.

Examples of projects aimed at reducing cancer-related risk factors and/or 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 follow-up for screening, diagnostics, and treatment services
- Provision of transportation to screening or other 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, etc.)
- 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)
- Reducing/preventing tobacco use initiation (e.g., by mass media campaigns combined with policy change and education programs)
- Reducing exposure to environmental tobacco smoke (e.g., by smoking bans and restrictions or policy changes enacting tobacco-free campuses of public or private organizations)

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 to reduce cancer risk factors, as well as projects that can greatly improve delivery of primary prevention and early detection (secondary prevention) services. Partnerships with other organizations that can support and leverage resources are encouraged. The proposed project should be designed to reach and serve as many people as possible. The budget should be proportional to the number of individuals served.

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

- **Payment for the delivery of clinical preventive services (e.g., cost of vaccines or screenings) to the public.** However, applicants must assist participants in securing access to any preventive services that are being promoted. Applicants interested in including payment for the delivery of evidence-based services should submit applications under the Evidence-Based Cancer Prevention Services (EBP) RFA;
- **Lobbying efforts.** Grant funds may not support any efforts to engage in any political activities or lobbying including, but not limited to, support of or opposition to political candidates, ballot initiatives, referenda, or other similar activities;
- **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 <http://www.cprit.state.tx.us>). Refer to Appendix A for guidance in defining prevention research and cancer prevention and control programs.

2.3.1. Priority Areas

Applications addressing any cancer type(s) that are responsive to this RFA will be considered for funding.

Target Populations: Priority populations are the primary focus for CPRIT-funded public education and outreach efforts. Priority populations are subgroups who are disproportionately affected by cancer.

Priority populations include, but are not limited to, the following:

- Underinsured and uninsured individuals
- Geographically or culturally isolated populations
- Medically unserved or underserved populations
- Populations with low health literacy skills
- Geographic regions of the State with higher prevalence of cancer risk factors (e.g., obesity, tobacco use, alcohol misuse, unhealthy eating, and sedentary lifestyle)
- Racial, ethnic, and cultural minority populations
- Any other populations with low screening rates, high incidence rates, and high mortality rates, focusing on individuals who are significantly out of compliance with nationally recommended screening guidelines:

-
- Individuals never before screened for colorectal cancer
 - Women never before screened for cervical cancer or who have not been screened in the past 5 years
 - Women never before screened for breast cancer or who have not been screened the past 5 years

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

Current CPRIT-Funded Grants: Applicants applying for an award in January 2013 are encouraged to review the distribution of CPRIT projects when identifying projects to submit to the Prevention Program. Distribution of the Prevention grants portfolio is one of several programmatic considerations discussed by the Prevention Review Council (see Section 5.1). Maps are available by cancer type as well as type of program (public education, professional education, clinical service, survivor care, and healthy lifestyle/obesity prevention). Maps that show counties covered by current CPRIT prevention projects whose contracts will still be active after January 2013 awards are made (i.e., maps do not include projects scheduled to end between now and January 2013) can be accessed at <http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control>. Applicants currently or previously funded by CPRIT are required to provide a summary of the project progress and/or results and an explanation of how the current application differs or is nonduplicative from the already funded project.

2.3.2. Specific Areas of Interest

Applications addressing any area of primary or secondary cancer prevention that are responsive to this RFA will be considered. However, CPRIT has identified the following areas of interest for this cycle of awards.

A. Primary Prevention:

Tobacco Prevention and Control

CPRIT is interested in 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
- Where there are existing community coalitions centered on tobacco policy change

HPV Vaccination

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.

B. Secondary Prevention:

Increasing Delivery of Screening Services

There is sufficient evidence that the provision of age-appropriate, comprehensive preventive services to eligible men and women reduces overall disease incidence and mortality.^{2,3,4} Applicants should select preventive services using current evidence-based national clinical guidelines (e.g., U.S. Preventive Services Task Force, American Cancer Society).

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 and mortality. 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. Applicants are required to clearly describe their assessment and evaluation methodology and to provide baseline data describing how funds from the CPRIT grant will improve outcomes over baseline. In the case where no baseline data exist for the target population, the applicant must present clear plans to collect the baseline data at the beginning of the proposed project. Similarly, applicants with previously or currently funded CPRIT projects are required to provide a summary of the project results and how the current application builds on the previous work or addresses new areas of cancer prevention and control services.

Outcome measures should include, **but are not limited to**, the following:

- Estimated number of people affected by successful adoption of changes in systems or policies in the community
- Increase over baseline in the number of persons taking advantage of age-appropriate preventive services (e.g., number enrolled in smoking cessation programs)
- 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
- Qualitative assessment of processes, system improvements, and their effectiveness in providing preventive services to or reducing health risks of 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.

If the applicant or a partner is an existing Department of State Health Services (DSHS) contractor (e.g. tobacco coalition, current Breast and Cervical Cancer Services (BCCS) program provider, or other), CPRIT funds may not be used as a match, and the application must explain how this grant complements or leverages existing State and Federal funds. DSHS contractors who also receive CPRIT funds must be in compliance with and fulfill all contractual obligations within CPRIT. CPRIT and DSHS reserve the right to discuss the contractual standing of any contractor receiving funds from both entities.

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 <http://www.cprit.state.tx.us>.

2.4.2. Resubmission

An application previously submitted to CPRIT but not awarded funding may be resubmitted one time. 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 must complete the Resubmission Summary form in addition to a full application to describe the approach to the resubmission and how reviewers' comments were addressed. Any subsequent resubmission of the project needs to be substantially changed in order to be eligible for consideration. Applications that are not substantially changed will be administratively withdrawn.

2.4.3. Continuation/Expansion

A previously funded CPRIT project may be resubmitted to continue or expand activities related to that award. Applicants must complete the CPRIT Grants Summary form in addition to a full application and provide information on the impact and progress of any previously awarded CPRIT grant. The application for continuation/expansion should also describe how the application is different (if applicable) from the previous/current CPRIT award(s). These applications will be subject to the same competitive peer review process as new applications. To avoid overlap in funding, applicants should time the submission of applications for continuation/expansion so that the contract execution date (listed in Section 3, Key Dates) of the project comes after the contract expiration date of the previous CPRIT award. Applications for continuation/expansion submitted in response to a CPRIT RFA that has a contract execution date that comes before the contract expiration date of the previous CPRIT award will be administratively withdrawn.

2.4.4. 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 any amount of funding up to a maximum of \$150,000 in total funding over a maximum of 24 months. No quota is set for funding by individual mechanism.

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 to support construction, renovation, or any other infrastructure needs are not appropriate for this mechanism, nor are requests to support lobbying or to attend out-of-State professional meetings. Grantees may request funds for travel for two project staff to attend CPRIT's annual conference.

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 funding, supplant funds that would normally be expended by the applicant's organization, or make up for funding reductions from other sources. CPRIT does not provide support for projects when 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.

3. KEY DATES

RFA

RFA release May 31, 2012

Application

Online application opens June 21, 2012, 7 a.m. Central Time

Application due August 28, 2012, 3 p.m. Central Time

Application review November 2012

Award

Award notification January 2013

Anticipated start date March 1, 2013

4. SUBMISSION GUIDELINES

4.1. Online Submission

Applications must be submitted via the CPRIT Application Receipt System (CARS) at <https://CPRITGrants.org>. **Only applications submitted at this portal will be considered eligible for review.** The PD must register to start the application process. Detailed instructions for submitting an application will be posted on CARS beginning June 21, 2012.

4.1.1. Key Terms

People Reached: Number of members of the public reached via noninteractive public education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, and newsletters. Include individuals that would be reached through activities that are directly funded by CPRIT and also include individuals that would be reached through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project.

People Served: Number of members of the public served via direct, interactive public education, outreach, training, or clinical service delivery, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management services, and physician consults. Include individuals that would be served through activities that are directly funded by CPRIT and also include individuals that would be served through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project (e.g., X

people screened for cervical cancer after referral to Y indigent care program as a result of CPRIT-funded navigation services performed by the project).

Goals: Broad statements of general purpose to guide planning. Goals should be few in number and focus on aspects of highest importance to the project.

Objectives: Specific, **measurable**, actionable, realistic, and timely projections for outputs and outcomes. Example: “Increase screening service provision in X population from Y percent to Y percent by 20ZZ.” Baseline data for the target population must be included as part of the objectives.

Activities: Should list the who, what, when, and where of how each objective will be accomplished.

Evidence-based Program: A program that is validated by some form of documented research or applied 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 <http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control>.

4.2. Application Components

Refer to the 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 abstract and significance statement should clearly and succinctly address how the application is responsive to this RFA. In the event that this project is funded, the abstract will be made public, so do not include any proprietary information in this statement. Initial compliance decisions are based upon review of this statement. The required abstract format is as follows (use headings as outlined below):

- **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 services to be provided, the process/system for delivery of services and outreach to the targeted population, components of the project, and related factors.
- **Specific Goals:** State specifically the overall goals of the proposed project; include the estimated overall numbers of people reached and people served.
- **Innovation:** Describe the creative 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. Project Plan (15 pages maximum; fewer pages permissible)

The required Project Plan format follows. Applicants must use the headings outlined below.

Background: Briefly present the rationale for the proposed project, emphasizing the critical barriers to affecting cancer-related risk factors and the 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 the target population and target service area are required. Describe innovative components of the proposed project. 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. Inclusion of results of previously funded projects (CPRIT and non-CPRIT funded) is encouraged to provide background and/or baseline. Because reviewers are non-Texans, describe the geographic region of the State that the project will serve; maps are appreciated.

Specific Aims: Itemize the specific goals, **measurable** objectives, and activities of the proposed project. Define the target population and provide baseline data for the target population. If no baseline data exist, clearly describe plans to collect baseline data.

Components of the Project: Clearly describe the need, educational design, delivery method, and evidence base (provide references) for the method selected, as well as instructors and anticipated results. Describe why this project is nonduplicative or unique. Applicants must clearly describe plans to ensure access to preventive services (i.e., navigation to screenings, vaccine, survivorship services) in their application.

Evaluation Strategy: Describe the impact on ultimate outcome measures (e.g., reduction of cancer incidence, mortality, and morbidity) and interim outcome measures (e.g., increase in the proportion of individuals receiving cancer screening, increase in the number of individuals demonstrating personal health behavior change) as outlined in Section 2.3.3. Describe the plan for outcome measurements, including data collection and management methods, statistical analyses, and anticipated results. 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 of program evaluation, intervention science, cancer screening, and/ or behavioral risk reduction. If needed, applicants may want to consider seeking expertise at Texas-based academic cancer centers, schools/programs of public health, prevention research centers, etc. Applicants should budget accordingly for the evaluation activity and should involve that professional in the conceptualization and planning of the evaluation of the program during grant application preparation to ensure, among other things, that the evaluation plan is linked to the proposed goals and objectives.

Organizational Capacity and Sustainability: Describe the organization and its track record for providing services. Include information on the organization's financial stability and viability. To ensure access to preventive services and reporting of services outcomes, applicants should demonstrate they have provider partnerships and agreements (via memorandums of understanding) or commitments (via letters of support) in place. A sustainability plan describing the continuation of the proposed program or service after CPRIT funding has ended **must** be included.

Replication and Dissemination: Describe how the project lends itself to replication by other communities in the State. Describe plans for dissemination of project results. Dissemination of project results and outcomes, including barriers encountered and successes achieved, is critical to building the evidence base for cancer prevention and control efforts in the State. Dissemination methods can include, but are not limited to, presentations, publications, abstract submissions, professional journal articles, etc.

4.2.5. Additional Documents and Information

Budget and Justification (complete online): Provide a brief outline and detailed justification of the budget for the entire proposed period of support, including salaries and benefits, travel, equipment, supplies, contractual expenses, education and outreach expenses, and other expenses. CPRIT funds will be distributed on a reimbursement basis (see the Instructions for Applicants document for budget guidance).

- **Cost per Person Served:** The cost per person served will be automatically calculated from the total cost of the project divided by the total number of people (both public and professionals) served (refer to Section 4.1.1).
- **Personnel:** The individual salary cap for CPRIT awards is \$200,000 per year.
- **Travel:** PDs and related project staff are expected to attend CPRIT's annual conference. CPRIT funds may be used to send up to two people to the conference.
- **Equipment:** Equipment requests (\$5,000 per unit and above) will be carefully evaluated on a case by case basis and must be specifically approved by CPRIT if the project is funded. 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.
- **Other Expenses:**

Incentives: Use of incentives, or positive rewards used to change or elicit behavior, are allowed; however, incentives may only be used based on strong evidence of their effectiveness for the purpose and in the target population identified by the applicant. CPRIT will not fund cash incentives. The maximum dollar value allowed for an incentive per person, per activity or session, is \$25.

Indirect Costs: It is CPRIT's policy **not** to allow recovery of indirect costs for prevention programs.

Applications requesting more than the maximum allowed cost (total costs) as specified in Section 2.5 will be administratively withdrawn from consideration.

Specific Aims (complete online): List specific goals and measurable objectives for each year of the project.

Project Timeline: Provide a project timeline for project activities that includes deliverables and dates.

People Reached and Served (complete online): Provide the estimated overall number of people to be reached and people to be served by the funded project. Provide an itemized list of activities/services, with estimates, that led to the calculation of the overall estimates provided. Refer to Section 4.1.1 for definitions of People Reached and People Served.

Collaborating Organizations (complete online): List all key participating organizations that will partner with the applicant organization to provide one or more components essential to the success of the program (e.g. evaluation, clinical services, recruitment to screening, etc.).

CPRIT Grants Summary (download template): Provide a description of the progress or final results of any CPRIT-funded projects, regardless of their connection to this application. This form must be completed if the organization, PD, or Co-PD has previously received CPRIT funding. If no previous CPRIT funding has been received, upload a document indicating that this is not applicable.

Resubmission Summary (if applicable, download template): Describe the approach to the resubmission and how reviewers' comments were addressed. Refer to Section 2.4.2 for information regarding resubmissions.

Summary of Goals and Objectives (download template): List specific goals and measurable objectives for each year of the project. Provide baseline and method of measurement.

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 education and outreach methods.

Current and Pending Support (download template): 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 and/or memorandums of understanding 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 residents of a rural area, the applicant should provide letters of support demonstrating access to navigation and/or preventive services. These letters should be included and uploaded in the application; do not send any letters directly to the CPRIT office.

PD/Co-PD(s) Biographical Sketch (download template): As part of his/her user profile, the PD/Co-PD(s) should provide a biographical sketch that describes his or her education and training, professional experience, awards and honors, and publications and/or the involvement in health education programs relevant to cancer prevention and/or service delivery. The PD/Co-PD's biographical sketch is a part of the PD/Co-PD's user profile and will automatically be incorporated into the application. The PD/Co-PD(s) should NOT provide an additional biosketch as part of the application.

Evaluation Professional Biographical Sketch (download template): The evaluation professional must provide a biographical sketch. The biographical sketch must not exceed two (2) pages.

Biographical Sketches of Key Personnel (download template): Up to three additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed two (2) pages. Do NOT include a biographical sketch for the PD or Co-PDs in this section.

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 meritorious by the review panel will be evaluated by the Prevention Review Council and recommended for funding based on

comparisons with applications from all of the merit review panels and programmatic priorities. Programmatic considerations may include, but not be limited to, geographic distribution, cancer type, population served, and type of program or service. Each stage of application review is conducted 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 will 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 (scored) criteria and secondary (unscored) criteria, 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. Additionally, resubmission applications will be evaluated on the application's responsiveness to reviewers' previous comments.

Impact and Innovation

- Will the project reach or impact an appropriate number of people based on the budget allocated and the cost of providing the project?
- 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 proposed project demonstrate creativity, ingenuity, resourcefulness, or imagination? Does it take evidence-based interventions and apply them in innovative ways, going beyond

“doing what they’ve always done” to explore new partnerships, new audiences, improvements to systems?

- Does the program address known gaps in prevention services and avoid duplication of effort?
- Will the project reach or impact an appropriate number of people based on the budget allocated and the cost of providing the project?

Project Strategy and Feasibility

- Are the overall program approach and strategy clearly described and supported by established theory and practice?
- Are the proposed objectives and activities feasible within the duration of the award?
- Are possible barriers addressed and approaches proposed for overcoming them?
- Is the target population clearly described, as well as culturally appropriate methods to reach the target population? Are barriers for the population clearly described and plans to provide culturally appropriate strategies to overcome these barriers clearly addressed?

Organizational Capacity

- Does the organization demonstrate the ability to provide the proposed project? Does the described role of each collaborating organization add value to the project and demonstrate commitment to work together to implement the project?
- Have the appropriate personnel been recruited to implement, evaluate, and complete the project?
- If applicable, did the applicant provide evidence of compelling project progress of the already funded project and, if not, has the applicant addressed obstacles and strategies to overcome those obstacles?

Sustainability

- Is the organization structurally and financially stable and viable?
- Are there feasible plans to sustain the project beyond the funded timeframe of this award?
- If applicable, are there feasible plans to integrate the project into existing and sustainable systems?

Outcomes Evaluation

- Does the application provide a clear and appropriate plan for data collection and management, statistical analyses, and interpretation of results to follow, measure, and report on the project's outcomes?
- Are the proposed outcome measures appropriate for the project, and are the expected changes significant?
- Do clear baseline data exist for the project, or are clear plans included to collect baseline data at the beginning of the proposed project?

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 proposed scope of work? Is each budget item adequately justified? Is the cost per person served appropriate and reasonable? Is the project a good investment of Texas public funds?
- **Potential for Replication:** Does the project lend itself to replication by others in the State? If so, does the application adequately describe a plan for doing so?
- **Dissemination:** Are plans for dissemination of the project's results clearly described?

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 <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 award funding.

CPRIT requires the PD of the award to submit both quarterly and annual progress 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. Applicants may view prevention quarterly and annual reporting forms, with instructions, by visiting <http://www.cprit.state.tx.us/funded-grants/grantee-resources>.

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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. Before contacting the HelpDesk, please refer to the “Instructions for Applicants” document (posted by June 21, 2012), which provides a step-by-step guide to using the Application Receipt System.

Dates of operation: June 21 to August 28, 2012 (excluding public holidays)

Hours of operation: Monday through Friday, 7 a.m. to 4 p.m. Central Time

Tel: 866-941-7146

E-mail: 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

E-mail: PreventionHelp@CPRITGrants.org

Web site: www.cprit.state.tx.us

8. CONFERENCE CALLS TO ANSWER APPLICANT QUESTIONS

CPRIT will host a Webinar to provide an overview of this RFA and a demonstration of the CPRIT Application Receipt System. A programmatic and technical question and answer session will be included. Applicants should sign up for CPRIT’s electronic mailing list at <http://www.cprit.state.tx.us> to ensure notification of this Webinar.

9. RESOURCES

- U.S. Preventive Services Task Force. <http://www.ahrq.gov/clinic/uspstfix.htm>
 - Cancer Control P.L.A.N.E.T. <http://cancercontrolplanet.cancer.gov>
 - National Cancer Institute Research-Tested Intervention Programs
<http://rtips.cancer.gov/rtips/index.do>
 - DSHS Community Tobacco Prevention and Control Toolkit
<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)
<http://apps.nccd.cdc.gov/statesystem/HighlightReport>
 - Best Practices for Comprehensive Tobacco Control Programs, 2007 (resource list on pp. 28–29)
http://www.cdc.gov/tobacco/tobacco_control_programs/stateandcommunity/best_practices/pdfs/2007/BestPractices_Complete.pdf
 - Texas municipalities' ordinances. <http://www.utmb.edu/shsordinances>
Amarillo example. <http://www.tfreeamarillo.com>
 - Tobacco Technical Assistance Consortium. <http://www.ttac.org/trainings/index.html>
 - National Cancer Institute. <http://www.cancercontrol.cancer.gov/tcrb>
 - CEO Cancer Gold Standard™. <http://www.cancergoldstandard.org>
 - Partnership for Prevention® Policy and Advocacy. <http://www.prevent.org>
 - Media campaigns
<http://www.ducktexas.com>
<http://www.worthit.org>
<http://www.spititouttexas.org>
http://www.cdc.gov/tobacco/media_communications
- Going Smoke Free in Your Workplace/Community. <http://www.no-smoke.org/goingsmokefree.php>
- Research-Tested Intervention Programs. <http://rtips.cancer.gov/rtips/>
 - American Cancer Society Workplace Solutions. <http://www.acsworkplacesolutions.com>
 - Quit For Life® Program. <http://www.quitnow.net/Program>

10. REFERENCES

1. Texas Cancer Registry, Cancer Epidemiology and Surveillance Branch, Texas Department of State Health Services, 1100 W. 49th Street, Austin, TX, 78756
2. <http://www.dshs.state.tx.us/tcr/default.shtm> or (512) 458-7523
3. 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>
4. 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>
5. 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>

11. 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 <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
- 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.

The amount of funds available for the CPRIT Prevention Grants Program is approximately \$30 million per year. To ensure that the prevention funds go toward the delivery of programs and clinical 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 non-research:

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.

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.

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- 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 related factors.

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
- Disease or behavioral surveillance systems research

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