



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR
APPLICATIONS
RFA P-15-CCE-2**

**Competitive Continuation/Expansion for
Evidence-Based Cancer Prevention Services**

Please also refer to the "Instructions for Applicants" document, which will be
posted September 25, 2014

Application Receipt Opening Date: September 25, 2014

Application Receipt Closing Date: December 4, 2014

FY 2015

Fiscal Year Award Period

September 1, 2014–August 31, 2015

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RFA VERSION HISTORY

Rev 9/25/14 RFA release

ARCHIVE

1. ABOUT CPRIT

The State of Texas has established the Cancer Prevention and Research Institute of Texas (CPRIT), which may issue up to \$3 billion in general obligation bonds 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 in enhancing the potential for a medical or scientific breakthrough in the prevention of or cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in the State of Texas; and
- Develop and implement the Texas Cancer Plan.

2. FUNDING OPPORTUNITY DESCRIPTION

2.1. Summary

The ultimate goals of the CPRIT Prevention Program are to reduce overall cancer incidence and mortality and to improve the lives of individuals who have survived or are living with cancer. The ability to reduce cancer death rates depends in part on the application of currently available evidence-based technologies and strategies. CPRIT will foster the primary, secondary, and tertiary prevention of cancer in Texas by providing financial support for a wide variety of evidence-based projects relevant to prevention through risk reduction, early detection, and survivorship.

This **Competitive Continuation/Expansion for Evidence-Based Cancer Prevention Services (CCE-EBP)** request for applications (RFA) solicits applications seeking to continue or expand projects previously or currently funded under the Evidence-Based Cancer Prevention Services mechanism. **This award mechanism is open only to previously or currently funded CPRIT Prevention projects.**

The proposed projects must continue to provide evidence-based interventions in primary, secondary, and/or tertiary cancer prevention and control. The proposed program should be designed to reach and serve as many people as possible. Partnerships with other organizations that can support and leverage resources are strongly encouraged. A coordinated submission of a

collaborative partnership program in which all partners have a substantial role in the proposed project is preferred.

Applicants wanting to continue or expand previously or currently funded projects focused on public education should submit applications to the Cancer Prevention Promotion and Navigation to Clinical Services (PN) mechanism.

2.2. Program Objectives

CPRIT seeks to fund evidence-based prevention and survivorship services that will:

- Address multiple components of the cancer prevention and control continuum (e.g., provision of screening and navigation services in conjunction with outreach and education of the target population as well as healthcare provider education);
- Offer effective and efficient systems of delivery of prevention services based on the existing body of knowledge about, and evidence for, cancer prevention in ways that far exceed current performance in a given service area;
- Offer systems and/or policy changes that are sustainable over time;
- Provide tailored, culturally appropriate outreach and accurate information on early detection, prevention, and survivorship to the public and/or healthcare professionals that result in a health impact that can be measured; and/or
- Deliver evidence-based survivorship services aimed at reducing the morbidity associated with cancer diagnosis and treatment.

2.3. Award Description

CPRIT's **Competitive Continuation/Expansion for Evidence-Based Cancer Prevention Services** grants are intended to fund continuation or expansion of currently or previously funded projects that have demonstrated exemplary success, as evidenced by progress reports and project evaluations, and desire to further enhance their impact on target populations. Detailed descriptions of **results, barriers, outcomes, and impact of the currently or previously funded project are required** (see outline of Project Plan, [Section 4.2.4](#)).

The projects proposed under this mechanism should NOT be new projects but should closely follow the intent and core elements of the currently or previously funded project. Established infrastructure/processes and fully described prior project results are required.

Improvements and expansion (e.g., new geographic area, additional services, new populations) are strongly encouraged but will require justification. Expansion of current projects into geographic areas not well served by the CPRIT portfolio (see maps at <http://www.cprit.state.tx.us/prevention/cprit-portfolio-maps/>), especially rural areas or subpopulations of urban areas that are not currently being served, will receive priority consideration. CPRIT expects measurable outcomes of supported activities, such as a significant increase over baseline (for the proposed service area). It is expected that baselines will have already been established and that continued improvement over baseline is demonstrated in the current application. However, in the case of a proposed expansion where no baseline data exist for the target population, the applicant must present clear plans and describe method(s) of measurement used to collect the data necessary to establish a baseline. Applicants must demonstrate how these outcomes will ultimately impact cancer incidence, mortality, morbidity, or quality of life.

CPRIT also expects that applications for continuation or expansion **will not** require startup time, that applicants can demonstrate that they have overcome barriers encountered, and that applicants have identified **lasting systems changes** that improve results, efficiency, and sustainability. Leveraging of resources and plans for dissemination are expected and should be well described.

CPRIT requires applicants to deliver evidence-based interventions in at least one of the following clinical services areas (see [Section 2.3.2](#) for areas of emphasis):

- Delivery of vaccines that reduce the risk of cancer
- Evidence-based assessment and counseling services for behaviors established as increasing cancer risk
- Screening and early detection services
- Survivorship services

CPRIT considers counseling services (e.g., tobacco cessation, survivorship, exercise, and nutrition) as clinical services when provided on an individual basis or in small groups.

Applicants are **required** to conceptualize comprehensive projects **or provide a continuum of services** that would increase desired outcomes. This mechanism **will fund** case management/patient navigation if it is paired with the actual delivery of a clinical service.

Applicants offering screening services must ensure that there is access to treatment services for patients with cancers that are detected as a result of the program and describe plans to provide access to treatment services. CPRIT strongly encourages projects to include broad-based education on cancer risk reduction and health lifestyle as one component of the education curriculum. Applicants offering survivorship services should include an individual needs assessment in addition to the clinical service.

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

- **Continuation or expansion of projects originally funded under the Health Behavior Change through Public and/or Professional Education mechanisms**
- **Projects focusing on case management/patient navigation services through the treatment phase of cancer**
- **Projects utilizing State Quitline services.** Applicants proposing the utilization of Quitline services should communicate with the Tobacco Prevention and Control program prior to submitting a CPRIT grant application to discuss the services currently offered by the Texas Department of State Health Services (DSHS).
- **Resources for the treatment of cancer**
- **Prevention/intervention research.** Applicants interested in prevention research should review CPRIT's research RFAs (available at <http://www.cprit.state.tx.us>.)

2.3.1. Priority Areas

Types of Cancer: Applications addressing any cancer type(s) for which there is strong evidence of effectiveness and that are responsive to this RFA will be considered for funding.

Target Populations: The age of the target population and frequency of screening plans for provision of clinical services described in the application must comply with established and current national guidelines (e.g., U.S. Preventive Services Task Force, American Cancer Society).

Priority populations are subgroups that 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, 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 never before screened or who are significantly out of compliance with nationally recommended screening guidelines (more than 5 years for breast/cervical cancers).

Geographic and Population Balance Priority: For applications submitted in response to this announcement, at the programmatic level of review conducted by the Prevention Review Council (see [Section 5.1](#)), priority will be given to projects that target geographic regions of the State and population subgroups that are not adequately covered by the current CPRIT Prevention project portfolio (see <http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control> and <http://www.cprit.state.tx.us/funded-grants>).

2.3.2. Specific Areas of Emphasis

A. Primary Preventive Services

Priority will be given to projects that, through evidence-based efforts, address and can positively influence **local policy or systems change** that can lead to **sustainable change in desired health behaviors**.

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 funds for tobacco use control efforts are not readily accessible from other sources

HPV Vaccination

CPRIT is interested in applications to increase access to and delivery of the HPV vaccine regimen through evidence-based intervention efforts.¹

B. Screening and Early Detection Services

Priority will be given to projects for screening and early detection of colorectal, breast, and cervical cancers.

Colorectal Cancer

- Increasing screening/detection rates in North and East Texas. The highest rates of cancer incidence and mortality are found in East and North Texas.²
- Decreasing disparities in incidence and mortality rates of colorectal cancer for racial/ethnic populations and rural communities (African Americans have the highest incidence and mortality rates, followed by non-Hispanic Whites and Hispanics).²
- Decreasing incidence and mortality rates in rural counties. Incidence and mortality rates are higher in rural counties compared with urban counties.²

Breast Cancer

- Increasing screening/detection rates in rural and medically underserved areas of the State
- Reaching women never before screened or who have not been screened in the last 5 years, if addressing breast cancer in urban areas

Cervical Cancer

- Increasing screening/detection rates for women in Texas-Mexico border counties. Women in these counties have a 31-percent higher cervical cancer mortality rate than women in nonborder counties.²
- Decreasing disparities in racial/ethnic populations. Hispanics have the highest incidence rates while African Americans have the highest mortality rates.²
- Increasing access to and delivery of the HPV vaccine¹

C. Survivorship Services

Priority for funding will be given to survivorship service projects that demonstrate a likelihood of success based on available evidence and can demonstrate and measure an improvement in quality of life in one or more of the following areas:

- Preventing secondary cancers and recurrence of cancer

- Managing the after effects of cancer and treatment to maximize quality of life and number of years of healthy life
- Minimizing preventable pain, disability, and psychosocial distress

2.3.3. Outcome Metrics

The applicant is required to describe the results (quantitative and qualitative) of the currently or previously funded project and the proposed outcome measures/metrics for the current application. Interim measures that are associated with the final outcome measures should 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 results and baseline data from currently or previously funded projects. Applicants should describe how funds from the proposed CPRIT grant will improve and expand outcomes from the initial project and how the current application builds on the previous work or addresses new areas of cancer prevention and control services. If the applicant is not providing baseline data for a measure, the applicant must provide a well-justified explanation and describe clear plans and method(s) of measurement to collect the data necessary to establish a baseline.

Reporting Requirements

Funded projects are required to report output and outcome metrics (as appropriate for each project) through the submission of quarterly progress reports, annual reports, and a final report.

- Quarterly progress report sections include, but are not limited to:
 - Narrative on project progress (required)
 - People reached activities
 - Services, other than clinical services, provided to the public/professionals
 - Actions taken by people/professionals as a result of education or training, including percentage of people reporting sustained behavior change
 - Clinical services provided
 - Abnormal results and precursors or cancers detected
- Annual and Final progress report sections include, but are not limited to:
 - Key accomplishments, including qualitative analysis of policy change and/or lasting systems change

- Progress against goals and objectives, including percentage increase over baseline in provision of age- and risk-appropriate comprehensive preventive services to eligible men and women in a defined service area, for example:
 - Percentage increase over baseline in number of people served
 - Percentage increase over baseline in number of services provided
 - Completion of all required doses of vaccine
 - Number of people quitting tobacco use and sustaining healthy behavior
 - Percentage increase over baseline in cancers detected
 - Percentage increase in early-stage cancer diagnoses in a defined service area
- Materials produced and publications
- Economic impact of the project

Outcome measures/metrics (as appropriate for each project) should be reported in the annual and final reports and should include, **but are not limited to**, the following:

For Primary Preventive Services

- Percentage increase over baseline in provision of age- and risk-appropriate comprehensive preventive services to eligible men and women in a defined service area
- Percentage of people reporting sustained behavior change
- Estimates of cancers prevented as a result of primary preventive services

For Screening Services

- Percentage increase over baseline in provision of age- and risk-appropriate comprehensive preventive services to eligible men and women in target populations
- Percentage increase over baseline in early-stage cancer diagnoses in a defined service area

For Survivorship Services

- Percentage increase over baseline in provision of survivorship services in a defined service area
- Percentage increase over baseline in improvement in quality-of-life measures using a validated quality-of-life instrument, if such an instrument is applicable to the project

- Percentage of people reporting sustained behavior change
- Percentage of people showing clinical improvement of cancer treatment sequelae

Systems Change (for all projects)

- Qualitative analysis of policy or systems change
- Description of lasting, sustainable system changes

2.4. Eligibility

- The applicant must be a Texas-based entity that previously received CPRIT funding through Prevention Program RFAs.
- The 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 that the project is conducted.
- The applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application is submitted.
- An applicant is not eligible to receive a CPRIT grant award if the applicant PD, any senior member or key personnel listed on the grant application, and any officer or director of the grant applicant's organization or institution is related to a CPRIT Oversight Committee member.
- The applicant may submit more than one continuation application, if eligible, but each application must be for distinctly different services without overlap in the services provided. Applicants who do not meet this criterion will have all applications administratively withdrawn without peer review. Applicants may submit a continuation application before the end of the currently funded project but should time their submission for continuation during the last year of the current project to ensure minimal overlap of funding. Unexpended funds from the original project will not carry forward to the continuation/expansion project. To apply for an expansion of a current project, projects must have at least one full year of results and data.

- If the applicant or a partner is an existing DSHS contractor, 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.
- An applicant organization is eligible to receive a grant award only if the applicant certifies that the applicant organization, including the PD, any senior member or key personnel listed on the grant application, and any officer or director of the grant applicant's organization, (or any person related to one or more of these individuals within the second degree of consanguinity or affinity), have not made and will not make a contribution to CPRIT or to any foundation created to benefit CPRIT.
- The applicant must report whether the applicant organization, the PD, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way (whether slated to receive salary or compensation under the grant award or not), are currently ineligible to receive Federal grant funds because of scientific misconduct or fraud or have had a grant terminated for cause within 5 years prior to the submission date of the grant application.
- 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>.

2.4.1 Resubmission Policy

More than **one resubmission** is not permitted. An application is considered a resubmission if the proposed project is the same project as presented in the original submission. A change in the identity of the PD for a project, or a change of title for a project that was previously submitted to CPRIT does not constitute a new application; the application would be considered a resubmission.

2.5. Funding Information

Applicants may request any amount of funding up to a maximum of \$1.5 million in total funding over a maximum of 36 months.

The following estimates may be used as a general guide:

- Primary prevention services only: \$300,000 to \$500,000
- Screening and early detection services, including clinical services: Up to \$1.5 million (projects requesting the maximum should provide comprehensive services, demonstrate broad-based community collaboration, and serve as many people as possible)
- Survivorship services only: \$300,000 to \$500,000

Grant funds may be used to pay for clinical services, navigation services, salary and benefits, project supplies, equipment, costs for outreach and education of populations, and travel of project personnel to project site(s). Requests for funds to support construction, renovation, or any other infrastructure needs or requests to support lobbying will not be approved under this mechanism. Grantees may request funds for travel for two project staff to attend CPRIT's conference.

The budget should be proportional to the number of individuals receiving programs and services, and a significant proportion of funds is expected to be used for program delivery as opposed to program development. 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.

3. KEY DATES

RFA

RFA release September 25, 2014

Application

Online application opens September 25, 2014, 7 A.M. Central Time

Application due December 4, 2014, 3 P.M. Central Time

Application review February 2015

Award

Award notification May 2015

Anticipated start date June 2015

Applicants will be notified of peer review panel assignment prior to the peer review meeting dates.

4. APPLICATION SUBMISSION GUIDELINES

Applications must be submitted via the CPRIT Application Receipt System (CARS) (<https://CPRITGrants.org>). **Only applications submitted through this portal will be considered eligible for evaluation.** The PD must create a user account in the system to start and submit an application. The Co-PD, if applicable, must also create a user account to participate in the application. Furthermore, the Authorized Signing Official (ASO) (a person authorized to sign and submit the application for the organization) and the Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant contract if an award is made) also must create a user account in CARS. Applications will be accepted beginning at 7 A.M. Central Time on September 25, 2014, and must be submitted by 3 P.M. Central Time on December 4, 2014. Detailed instructions for submitting an application are in the *Instructions for Applicants* document, posted on CARS. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

4.1. Submission Deadline Extension

The submission deadline may be extended for one or more grant applications upon a showing of good cause. All requests for extension of the submission deadline must be submitted via e-mail

to the CPRIT HelpDesk. Submission deadline extensions, including the reason for the extension, will be documented as part of the grant review process records.

4.2. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Please refer to the *Instructions for Applicants* document for details that will be available when the application receipt system opens. Submissions that are missing one or more components or do not meet the eligibility requirements will be administratively withdrawn without review.

4.2.1. Abstract and Significance (5,000 characters)

Clearly explain the problem(s) to be addressed and the approach(es) to the solution and how the application is responsive to this RFA. In the event that the project is funded, the abstract will be made public; therefore, no proprietary information should be included 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 of incidence, 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, including the services to be provided and the process/system for delivery of services and outreach to the targeted population.
- **Specific Goals:** State specifically the overall goals of the proposed project; include the estimated overall numbers of people (public and/or professionals) to be reached and people (public and/or professionals) to be served.
- **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.

4.2.2. Goals and Objectives (download template)

Goals and objectives must be completed for the initial funded project and for the proposed continuation/expansion project. Enter the goals and objectives for the initial funded project in the Goals and Objectives template form. Enter the goals and objectives for the proposed continuation/expansion project in the CARS text fields. List specific goals and **measurable** objectives for each year of the project. Baseline and results for the initial funded project and baseline and method(s) of measurement for the proposed continuation/expansion project are required. Applicants must explain plans to establish baseline and describe method(s) of measurement in cases where it has not been defined.

4.2.3. Project Timeline

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

4.2.4. Project Plan (15 pages maximum; fewer pages permissible)

The required Project Plan format follows. Applicants must include the components in the order presented below: Introduction, Project Components, Organizational Capacity and Sustainability, Dissemination/Adaptation (Table 1). The project plan must include information for both the initial funded project and the proposed continuation/expansion project.

The format of the Project Plan does not have to be a table. Information may be presented by project: The format may be initial funded project (describe the four components) followed by proposed continuation/expansion project (describe the four components). Alternatively, information may be presented by component: The format may be component 1 (describe the initial project, describe the proposed continuation/expansion project, etc.). Each section must be clearly labeled and formatted.

Table 2. Project Plan Components

PROJECT PLAN COMPONENTS	
INITIAL PROJECT	PROPOSED CONTINUATION/EXPANSION PROJECT
<p>SECTION I: Introduction</p> <p>Provide the anticipated end date of the initial project.</p> <p>Describe the evidence-based intervention. If applicable, describe how it was adapted for the target population.</p> <p>Provide a summary paragraph describing the initial funded project, including the purpose, goals, outcomes, and obstacles of the project.</p> <p>Goals and Objectives will be completed separately in CARS and need not be provided in the project plan (Section 4.2.2). However, if desired, goals and objectives may be fully repeated or briefly summarized here.</p>	<p>SECTION I: Introduction</p> <p>Present the rationale for the project continuation/expansion and describe how results will be improved and/or expanded over the initial project.</p> <p>Goals and Objectives will be completed separately in CARS and need not be provided in the project plan (Section 4.2.2). However, if desired, goals and objectives may be fully repeated or briefly summarized here.</p>
<p>SECTION II: Project Components</p> <p>Briefly describe each of the following components of the initial project:</p>	<p>SECTION II: Project Components</p> <p>Briefly describe each of the following components of the proposed project:</p>
Target population	Target population
Geographic region served	Geographic region served
Number and type of each clinical, education and navigation service delivered (see Appendix for definition)	Number and type of each clinical, education and navigation service proposed (see Appendix for definition)
Roles of key collaborators on the project	Roles of key collaborators on the project
Procedures that ensured access to treatment or preventive services	Procedures that ensure access to treatment or preventive services
Major system changes implemented during or as a result of project	Planned systems changes to be implemented during or as a result of project
Summary of key challenges or barriers encountered and strategies used to overcome them	Description of 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); description of the plan for project evaluation and outcome measurements, including data collection and management methods, statistical analyses, and anticipated results

PROJECT PLAN COMPONENTS	
INITIAL PROJECT	PROPOSED CONTINUATION/EXPANSION PROJECT
<p>SECTION III: Sustainability</p> <p>Describe ongoing efforts toward sustainability. Elements contributing to organizational project sustainability may include some or all of the following:</p> <ul style="list-style-type: none"> • Developing ownership, administrative networks, and formal engagements with stakeholders • Enhancing system capacity and developing processes for each practice/location to incorporate services into its structure beyond project funding • Identifying and training of diverse resources (human, financial, material, and technological) 	<p>SECTION III: Organizational Capacity and Sustainability</p> <p>Describe the organization and its track record for providing services. Include information on the organization’s financial stability and viability. A sustainability plan describing the continuation of the proposed intervention after CPRIT funding has ended must be included. Elements contributing to organizational project sustainability may include some or all of the following:</p> <ul style="list-style-type: none"> • Developing ownership, administrative networks, and formal engagements with stakeholders • Enhancing system capacity and developing processes for each practice/location to incorporate services into its structure beyond project funding • Identifying and training of diverse resources (human, financial, material, and technological) <p>If the PD/key staff of the proposed project differ from the initial project, provide an explanation for the change(s) and impact, if any, on the project.</p>
<p>SECTION IV: Dissemination</p> <p>Describe any dissemination of project results to date. Describe how the project lends itself to further dissemination and adaptation to other communities.</p>	<p>SECTION IV: Dissemination/Adaptation</p> <p>Describe how the project lends itself to further dissemination and adaptation to other communities and/or organizations or expansion in the same communities. Describe plans for dissemination of project results. Dissemination of positive and negative project results and outcomes, including barriers encountered and successes achieved, is critical to building the evidence base for cancer prevention and control efforts.</p>

4.2.5. People Reached (complete online)

Provide the estimated overall number of people (members of the public and professionals) to be reached by the funded project. The applicant is required to itemize separately the noninteractive education and outreach activities, with estimates, that led to the calculation of the overall estimates provided. Refer to the [Appendix](#) for definitions.

4.2.6. People Served (complete online)

Provide the estimated overall number of people (members of the public and professionals) to be served by the funded project. The applicant is required to itemize separately the noninteractive education and outreach activities, with estimates, that led to the calculation of the overall estimates provided. Refer to the [Appendix](#) for definitions.

4.2.7. References

Provide a concise and relevant list of references cited for the application. The successful applicant will provide referenced evidence and literature support for the proposed services.

4.2.8. CPRIT Grants Summary (download template)

Provide a description of the progress or final results of any CPRIT-funded projects of the PD or Co-PD, except for the initial funded project that is the basis for this CCE application, regardless of their connection to this application. Progress for the initial project will be detailed in the Goals and Objectives template form (see [Section 4.2.2](#)) and need not be repeated here. Applications that are missing this document and have a PD and/or Co-PD with previous or current CPRIT funds will be administratively withdrawn prior to peer review.

4.2.9. 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, services delivery, and other expenses. CPRIT funds will be distributed on a reimbursement basis.

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

- **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 the [Appendix](#)).
- **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 conference. CPRIT funds may be used to send up to two people to the conference.
- **Equipment:** Equipment having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit must be specifically approved by CPRIT. An applicant does not need to seek this approval prior to submitting the application. Justification must be provided for why funding for this equipment cannot be found elsewhere; CPRIT funding should not supplant existing funds. Cost sharing of equipment purchases is strongly encouraged.
- **Services Costs:** CPRIT reimburses for services using Medicare reimbursement rates.
- **Other Expenses**
 - **Incentives:** Use of incentives or positive rewards to change or elicit behavior is 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.
 - **Costs Not Related to Cancer Prevention and Control:** CPRIT does not allow recovery of any costs for services not related to cancer (e.g., health physicals, HIV testing).

4.2.10. Current and Pending Support and Sources of Funding (download template)

Describe the funding source and duration of all current and pending support for the proposed project, including a capitalization table that reflects private investors, if any. Information for the initial funded project need not be included.

4.2.11. Biographical Sketches (download template)

The designated PD will be responsible for the overall performance of the funded project and must have relevant education and management experience. The PD/Co-PD(s) must provide a biographical sketch that describes his or her education and training, professional experience, awards and honors, and publications and/or involvement in programs relevant to cancer prevention and/or service delivery.

The evaluation professional must provide a biographical sketch.

Up to three additional biographical sketches for key personnel may be provided. Each biographical sketch must not exceed two pages.

4.2.12. 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.).

4.2.13. Letters of Commitment

Applicants should provide letters of commitment and/or memorandums of understanding from community organizations, key faculty, or any other component essential to the success of the program.

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

5. APPLICATION REVIEW

5.1. Review Process Overview

All eligible applications will be reviewed using a two-stage peer review process: (1) evaluation of applications by peer review panels and (2) prioritization of grant applications by the Prevention Review Council. 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 review panels will be evaluated by the Prevention Review Council and

recommended for funding based on comparisons with applications from all of the review panels and programmatic priorities. Programmatic considerations may include, but are not limited to, geographic distribution, cancer type, population served, and type of program or service. The scores are only one factor considered during programmatic review. At the programmatic level of review priority will be given to proposed projects that target geographic regions of the State or population subgroups that are not well represented in the current CPRIT Prevention project portfolio.

Applications approved by the Prevention Review Council will be forwarded to the CPRIT Program Integration Committee (PIC) for review. The PIC will consider factors including program priorities set by the Oversight Committee, portfolio balance across programs, and available funding. The CPRIT Oversight Committee will vote to approve each grant award recommendation made by the PIC. The grant award recommendations will be presented at an open meeting of the Oversight Committee and must be approved by two-thirds of the Oversight Committee members present and eligible to vote. The review process is described more fully in CPRIT's Administrative Rules, Chapter 703, Sections 703.6–703.8.

Each stage of application review is conducted confidentially, and all CPRIT Peer Review Panel members, Review Council members, PIC members, CPRIT employees, and Oversight Committee members with access to grant application information are required to sign nondisclosure statements regarding the contents of the applications. All technological and scientific information included in the application is protected from public disclosure pursuant to Health and Safety Code §102.262(b).

Individuals directly involved with the review process operate under strict conflict-of-interest prohibitions. All CPRIT Peer Review Panel members and Review Council members are non-Texas residents.

An applicant will be notified regarding the peer review panel assigned to review the grant application. Peer Review Panel members are listed by panel on CPRIT's website. **By submitting a grant application, the applicant agrees and understands that the only basis for reconsideration of a grant application is limited to an undisclosed Conflict of Interest as set forth in CPRIT's Administrative Rules, Chapter 703, Section 703.9.**

Communication regarding the substance of a pending application is prohibited between the grant applicant (or someone on the grant applicant's behalf) and the following individuals: an Oversight Committee Member, a PIC Member, a Review Panel member, or a Review Council member. Applicants should note that the CPRIT PIC Committee is comprised of the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention and Communications Officer, the Chief Product Development Officer, and the Commissioner of State Health Services. The prohibition on communication begins on the first day that grant applications for the particular grant mechanism are accepted by CPRIT and extends until the grant applicant receives notice regarding a final decision on the grant application. The prohibition on communication does not apply to the time period when pre-applications or letters of interest are accepted. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

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 and advocates will evaluate and score each primary criterion and subsequently assign an overall score that reflects an overall assessment of the application. The overall evaluation score 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

Impact

- Do the proposed services address an important problem or need in cancer prevention and control? Will the proposed outcomes have a significant impact on cancer incidence, morbidity, and/or mortality?
- Will the project reach and serve an appropriate number of people based on the budget allocated to providing services and the cost of providing services?
- Does the proposed continuation/expansion project build on its initial results (baseline) and continue to demonstrate creativity, ingenuity, resourcefulness, or imagination? Does it go beyond the initial project to address what the applicant has learned or explore new partnerships, new audiences, or improvements to systems?

- Does the program address known gaps in prevention services and avoid duplication of effort?

Previous Project Performance

- Does the proposed continuation project demonstrate a high likelihood of success based on the initial project's results and outcomes?
- Has the applicant sufficiently described results and findings of the currently or previously funded application?

Project Strategy and Feasibility

- Does the proposed project provide prevention interventions or services specified in the RFA?
- Are the overall program approach, strategy, and design clearly described and supported by established theory and practice? Are the base of evidence and any necessary adaptations clearly defined and referenced?
- Are the proposed objectives and activities feasible within the duration of the award? Has the applicant convincingly demonstrated the short- and long-term impacts of the project?
- Are possible barriers addressed and approaches for overcoming them proposed?
- Are the target population and culturally appropriate methods to reach the target population clearly described? If applicable, does the application demonstrate the availability of resources and expertise to provide case management, including followup for abnormal results and access to treatment?
- Does the program leverage partners and resources to maximize the reach of the services proposed? Does the program leverage and complement other State, Federal, and nonprofit grants?

Outcomes Evaluation

- Are specific goals and measurable objectives for each year of the project listed for both the initial project and the proposed continuation project? Does the applicant provide the baseline and results or method(s) of measurement?
- Are the proposed outcome measures appropriate for the services provided, and are the expected changes clinically significant?

- 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?
- If an evidence-based intervention is being adapted in a population where it has not been tried/tested, are plans for evaluation of barriers, effectiveness, and fidelity to the model described?
- Is the qualitative analysis of planned policy or system changes described?

Organizational Capacity

- Do the organization and its collaborators/partners demonstrate the ability to provide the proposed preventive services? Does the described role of each collaborating organization make it clear that each organization adds value to the project and is committed to working together to implement the project?
- Have the appropriate personnel been recruited to implement, evaluate, and complete the project? Is the appropriate infrastructure already in place?
- Does the applicant provide evidence of compelling project progress of the already-funded project? 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 some or all of the project beyond the funded timeframe of this award?
- Are there feasible plans to integrate the program into existing and sustainable systems?

5.2.2. Secondary Evaluation Criteria

Budget

- Is the budget appropriate and reasonable for the scope and services of the proposed work?
- Is the cost per person served appropriate and reasonable?
- Is the proportion of the funds allocated for direct services reasonable?
- Is the project a good investment of Texas public funds?

Dissemination and Scalability (Expansion)

- Are plans for dissemination of the project's results and outcomes, including barriers encountered and successes achieved, clearly described?
- Does the applicant clearly describe how the project lends itself to dissemination to or adaptation and application by other communities and/or organizations in the State or expansion in the same communities?

6. AWARD ADMINISTRATION

Texas law requires that CPRIT grant awards be made by contract between the applicant and CPRIT. CPRIT grant awards are made to institutions or organizations, not to individuals. Award contract negotiation and execution will commence once the CPRIT Oversight Committee has approved an application for a grant award. CPRIT may require, as a condition of receiving a grant award, that the grant recipient use CPRIT's electronic Grant Management System to exchange, execute, and verify legally binding grant contract documents and grant award reports. Such use shall be in accordance with CPRIT's electronic signature policy as set forth in Chapter 701, Section 701.25.

Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, progress and fiscal monitoring, and terms relating to revenue sharing and intellectual property rights. These contract provisions are specified in CPRIT's Administrative Rules, which are available at <http://www.cprit.state.tx.us>. Applicants are advised to review CPRIT's Administrative Rules regarding contractual requirements associated with CPRIT grant awards and limitations related to the use of CPRIT grant awards as set forth in Chapter 703, Sections 703.10, 703.12.

Prior to disbursement of grant award funds, the grant recipient organization must demonstrate that it has adopted and enforces a tobacco-free workplace policy consistent with the requirements set forth in CPRIT's Administrative Rules, Chapter 703, Section 703.20.

CPRIT requires the PD of the award to submit quarterly, annual, and final progress reports. These reports summarize the progress made toward project goals and address plans for the upcoming year and performance during the previous year(s). In addition, quarterly fiscal reporting and reporting on selected metrics will be required per the instructions to award

recipients. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of the award contract.

7. CONTACT INFORMATION

7.1. HelpDesk

HelpDesk support is available for questions regarding user registration and online submission of applications. Queries submitted via e-mail 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 September 25, 2014), which provides a step-by-step guide to using CARS.

Dates of operation: September 25, 2014, to December 4, 2014 (excluding public holidays)

Hours of operation: Monday, Tuesday, Thursday, Friday, 7 A.M. to 4 P.M. Central Time
Wednesday, 8 A.M. to 4 P.M. Central Time

Tel: 866-941-7146

E-mail: Help@CPRITGrants.org

7.2. Program Questions

Questions regarding the CPRIT Prevention program, including questions regarding this or any other funding opportunity, should be directed to the CPRIT Prevention Program Office.

Tel: 512-305-8422

E-mail: Help@CPRITGrants.org

Website: www.cprit.state.tx.us

8. RESOURCES

- The Texas Cancer Registry: <http://www.dshs.state.tx.us/tcr>
- The Community Guide <http://www.thecommunityguide.org/index.html>
- Cancer Control P.L.A.N.E.T. <http://cancercontrolplanet.cancer.gov>

- Guide to Clinical Preventive Services: *Recommendations of the U.S. Preventive Services Task Force*. <http://www.ahrq.gov/professionals/clinicians-providers/guidelines-recommendations/guide/>
- Centers for Disease Control and Prevention: *The Program Sustainability Assessment Tool: A New Instrument for Public Health Programs* http://www.cdc.gov/pcd/issues/2014/13_0184.htm
- Centers for Disease Control and Prevention: *Using the Program Sustainability Tool to Assess and Plan for Sustainability* http://www.cdc.gov/pcd/issues/2014/13_0185.htm
- Moore DE. *A Framework for Outcomes Evaluation in the Continuing Professional Development of Physicians*. In: Davis D, Barnes BE, Fox R, eds. *The Continuing Professional Development of Physicians: From Research to Practice*. Chicago, Ill: American Medical Association; 2003.
- Centers for Disease Control and Prevention. Distinguishing Public Health Research and Public Health Nonresearch. <http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf>.
- Brownson, RC, Colditz GA, and Proctor, EK (Editors), *Dissemination and Implementation Research in Health: Translating Science to Practice*. Oxford University Press, March 2012.

9. REFERENCES

1. <http://www.cdc.gov/vaccines/vpd-vac/hpv/vac-faqs.htm>
2. Texas Cancer Registry, Cancer Epidemiology and Surveillance Branch, Texas Department of State Health Services: <http://www.dshs.state.tx.us/tcr/default.shtm>

10. APPENDIX: KEY TERMS

- **Activities:** A listing of the “who, what, when, where, and how” for each objective that will be accomplished.
- **Clinical Services** – Number of clinical services such as screenings, diagnostic tests, vaccinations, counseling sessions, or other evidence-based preventive services delivered by a healthcare practitioner in an office, clinic, or healthcare system. Other examples

include genetic testing or assessments, physical rehabilitation, tobacco cessation counseling or nicotine replacement therapy, case management, primary prevention clinical assessments, and family history screening.

- **Education Services** – Number of evidence-based, culturally appropriate cancer prevention and control education and outreach services delivered to the public and to healthcare professionals. Examples include education or training sessions (group or individual), focus groups, and knowledge assessments.
- **Evidence-Based Program:** A program that is validated by some form of documented research or applied evidence. CPRIT’s website 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>.
- **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.
- **Navigation Services** – Number of unique activities/services that offer assistance to help overcome healthcare system barriers in a timely and informative manner and facilitate cancer screening and diagnosis to improve healthcare access and outcomes. Examples include patient reminders, transportation assistance, and appointment scheduling assistance.
- **Objectives:** Specific, **measurable**, actionable, realistic, and timely projections for outputs and outcomes. Example: “Increase screening service provision in X population from Y percent to Z percent by 20xx.” Baseline data for the target population must be included as part of each objective.
- **People Reached:** Number of members of the public and/or professionals reached via noninteractive public or professional education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. This category includes individuals who would be reached through activities that are directly funded by CPRIT as well as individuals who 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 and/or professionals served via direct, interactive public or professional education, outreach, training, navigation service delivery, or clinical service delivery, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. This category includes individuals who would be served through activities that are directly funded by CPRIT as well as individuals who 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).

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