



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

# **REQUEST FOR APPLICATIONS RFA P-15-PN-1**

## **Cancer Prevention Promotion and Navigation to Clinical 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 services relevant to prevention through risk reduction, early detection, and survivorship.

This **Cancer Prevention Promotion and Navigation to Clinical Services (PN)** request for applications (RFA) solicits applications for health promotion that focus on education and outreach for prevention, early detection, and survivorship of cancer for the public. In addition, this RFA requires that projects assist participants in taking action by navigating them to one or more prevention services being promoted. The target audiences are the general population/priority populations as defined in this RFA. CPRIT's prevention grants are intended to fund prevention interventions that have a demonstrated evidence base and are culturally appropriate for the target population. Education and awareness are key to changing personal

behaviors that lead to cancer prevention, risk reduction, and early detection, but they must be followed by strategies that motivate, initiate, and sustain behavior change. Addressing and positively influencing local policy or system change can also lead to sustainable change in desired health behaviors.

## **2.2. Program Objectives**

CPRIT seeks to fund projects that will:

- Increase the number of persons who improve their health behaviors related to the prevention of cancer, obtain recommended cancer screening tests or other preventive services, have cancers detected at earlier stages, and improve their quality of life if they are survivors of cancer, reach and serve as many people as possible, and assist them in obtaining access to preventive services.
- Seek to improve processes and systems for outreach, delivery of education, and timely referral to preventive services, including improving the cost-effectiveness of those systems.
- Encourage traditional and nontraditional partnerships as well as leverage existing resources and dollars from other sources to address important knowledge gaps, increase access to services, and achieve desired behavior changes related to cancer prevention and control.

CPRIT expects measurable outcomes of supported activities, such as a significant and sustained change in public health behaviors (e.g., getting vaccinated, quitting smoking, getting screened) and qualitative analysis of change/improvement to systems. Applicants must demonstrate how these outcomes will ultimately impact cancer incidence, mortality, morbidity, or quality of life.

## **2.3. Award Description**

**The Cancer Prevention Promotion and Navigation to Clinical Services RFA** solicits applications for projects up to 36 months in duration that will deliver public education and outreach and navigation to cancer screening and preventive services in one or more of the following cancer prevention and control areas:

- Primary prevention (e.g., delivery of vaccines that reduce the risk of cancer, evidence-based screening, and counseling services for behaviors associated with cancer risk such as obesity, alcohol misuse, etc.)
- Secondary prevention (e.g., risk-appropriate cancer screening guidelines for mammography, colonoscopy, Pap test)
- Tertiary prevention (e.g., prevention and detection of new and recurrent cancer as well as interventions for the consequences of cancer and its treatment, such as physical rehabilitation/therapy, psychosocial interventions, survivor care plans, and palliative care services)

Priority will be given to applications that propose innovation in the delivery of evidence- and needs-based education and outreach efforts that have the potential to create demonstrable and sustainable change in behaviors that can prevent cancer or reduce the risk of cancer within a relatively short time, leverage existing resources, navigate participants to one or more of the preventive services being promoted, and can demonstrate the impact on public health behaviors by individuals taking preventive measures. CPRIT strongly encourages projects to include broad-based education on cancer risk reduction and health lifestyle as one component of the education curriculum.

It is anticipated that the development time for the proposed evidence-based program(s) would be minimal and that delivery of educational program(s) to public audiences would begin no later than 6 to 8 months after the contract effective date. In addition, sufficient time should be allowed for followup after completion of the educational program(s) and navigation to services to identify behavioral changes and participant's outcomes.

The applicant should demonstrate knowledge of evidence-based education, outreach, and support strategies that include navigation to clinical services; however, CPRIT is seeking projects and partnerships that will apply evidence-based strategies in novel ways that support personal behavior change, thereby leading to cancer prevention, risk reduction, and early detection and to improvements in the quality of life for survivors.

Applicants should propose active, rather than passive, education and outreach strategies that are designed to reach, engage, and motivate people and that include plans for realistic action and sustainable behavior change. **Applicants must assist participants in obtaining the prevention**

**interventions being promoted** by providing navigation services (assisting with scheduling screening, etc.) and have a process for tracking participants to report on actions taken. For example, a breast cancer education project should include navigation to risk-appropriate screening, followup with participants and/or professionals to confirm screening took place, and capture of the results of the screening test.

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

- **Professional Education and Training programs.** In this cycle, stand-alone professional education programs will not be considered. The proposed project must include a public education and navigation component. However, professional education and training to accomplish the goals of sustained behavior change may be proposed as one component of the project.
- **Projects focused solely on public education.** Navigation to the clinical services being promoted and the subsequent followup after completion of navigation to services is a necessary component of this mechanism and must be fully addressed.
- **Projects focusing solely on case management/patient navigation services.** Case management/patient navigation services must be paired with health promotion, education and outreach for prevention, early detection, and survivorship of cancer for the public. Furthermore, while navigation to the point of treatment of cancer is required when cancer is discovered through a CPRIT-funded project, applications seeking funds to provide coordination of care while an individual is in treatment are not allowed under this RFA.
- **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 RFA.
- **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.** However, applicants must ensure that public education and outreach programs provide information on available resources that address treatment.

- **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>).

### 2.3.1. Priority Areas

**Types of Cancer:** CPRIT will support projects for cancers for which proven primary prevention, early detection, and tertiary prevention strategies exist. See [section 2.3.2](#) for specific areas of emphasis.

**Target Populations:** Priority populations are the primary focus for CPRIT-funded public education and outreach efforts. 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, 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 in the past 5 years

**Geographic and Population 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

Applications addressing any type of education and outreach programs that include navigation to services and that are responsive to this RFA will be considered. However, CPRIT has identified the following areas of emphasis for this cycle of awards.

### A. Primary Preventive Services

Priority will be given to projects that address and can positively influence **local policy or systems change** (e.g., change in healthcare systems) that can lead to **documented, 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 the human papillomavirus vaccination rates.<sup>1</sup>

### B. Screening and Early Detection Services

#### Colorectal Cancer

- Increasing screening/detection rates in North and East Texas. The highest rates of cancer incidence mortality are found in East and North Texas.<sup>2</sup>
- 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.)<sup>2</sup>
- Decreasing incidence and mortality rates in rural counties. Incidence and mortality rates are higher in rural counties compared to urban counties.<sup>2</sup>

## 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.<sup>2</sup>
- Decreasing disparities in racial/ethnic populations. Hispanics have the highest incidence rates, while African Americans have the highest mortality rates.<sup>2</sup>
- Increasing access to and delivery of the HPV vaccine<sup>1</sup>

## 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

For more information about breast, cervical, and colorectal cancer in Texas, visit CPRIT's website at <http://www.cprit.state.tx.us/prevention/resources-for-cancer-prevention-and-control> or visit the Texas Cancer Registry site at <http://www.dshs.state.tx.us/tcr/>. Applicants should select preventive services using current evidence-based national clinical guidelines (e.g., U.S. Preventive Services Task Force, American Cancer Society).

## **C. Survivorship Programs**

Priority for funding will be given to survivorship projects that demonstrate a likelihood of success based on available evidence and that can demonstrate and measure an improvement in quality of life. Applicants proposing survivorship projects may address people with any type of cancer.

### **2.3.3 Outcome Metrics**

The applicant is required to describe final outcome measures for the project. **Applicants must evaluate changes in public knowledge and behavior/performance after the program.**

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 and describe method(s) of measurement used to collect the data necessary to establish a baseline 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. All projects are **required** to follow up and identify the effectiveness of the proposed intervention (e.g., impact of system changes, adherence to screening guidelines, number of participants who took action and received primary prevention or screening services, etc.).

### **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 number 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 education and navigation 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 education and navigation services provided
  - Percentage increase over baseline in cancers and precancers detected, if applicable
  - Percentage increase in early-stage cancer diagnoses in a defined service area, if applicable

Outcome metrics may include, but are not limited to the following:

- The increase over baseline in the number of persons in priority populations who take preventive actions (e.g., change behavior, access services through navigation, receive counseling) as a result of participating in the educational program.
- In addition, interim measures may include the increase over baseline in the number of persons who were assisted in securing access to the appropriate clinical services through navigation and were appropriately counseled about health behaviors and evidence-based screening guidelines.
- Materials produced and publications
- Economic impact of the project

## 2.4 Eligibility

- 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 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 was 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 application, 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.

- 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>.

## 2.5 Funding Information

Applicants may request any amount of funding up to a maximum of \$400,000 in total funding over a maximum of 36 months. Budget requests for funding will vary depending on the project, and it is anticipated that the majority of projects will request significantly less than the maximum.

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 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 and service 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. 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 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

#### 4.1. Online Application Receipt System

Applications must be submitted via the CPRIT Application Receipt System (CARS) (<https://CPRITGrants.org>). **Only applications submitted at this portal will be considered eligible for review.** 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 Application Signing Official (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.**

#### 4.1.1. 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. Refer to the *Instructions for Applicants* document for details.

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, 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 in part 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 education, outreach, and navigation services to be provided and the process/system for delivery of education, outreach, and navigation services 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) reached and people (public and/or professionals) served.

- **Innovation:** Describe the creative components of the proposed project and how it differs from current programs or education, outreach, and navigation 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.

#### 4.2.2. Goals and Objectives

List specific goals and **measurable** objectives for each year of the project. A baseline and method(s) of measurement are required for each objective. Applicants must explain plans to establish baseline and describe method(s) of measurement in cases where a baseline 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 use the headings outlined below. Applications not following the required format will be administratively withdrawn.*

**Background:** Briefly present the rationale for the proposed project, emphasizing the pressing problem in cancer prevention that will be addressed and how the project will have a major impact on changing peoples' behaviors to prevent cancer, reduce the risk of cancer, or improve the quality of life for survivors within a relatively short timeframe. Describe creative components of the proposed project. Clearly demonstrate the ability to complete the proposed project and describe how results will be improved over baseline knowledge and personal behaviors. Clearly demonstrate the ability to reach the target population. Describe the geographic region of the State that the project will serve; maps are appreciated.

**Goals and Objectives (optional):** Goals and Objectives will be entered in separate fields in CARS and need not be provided in the project plan. However, if desired, goals and objectives may be fully repeated or briefly summarized here.

**Components of the Project:** Clearly describe the need, education and outreach design and delivery methods, navigation to preventive services, and evidence base (provide references) for

the project as well as instructors and anticipated results. Be explicit about the base of evidence and any necessary adaptations for the proposed project. Describe why this project is nonduplicative, creative, or unique. Clearly demonstrate the ability to provide the proposed education, outreach, and navigation services, and describe how results will be improved over baseline and the ability to reach the target population. Applicants must also clearly describe plans to ensure access to treatment services should cancer be detected.

**Evaluation Strategy:** A strong commitment to evaluation of the project is required. Describe the impact on ultimate outcome measures and interim outcome measures 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 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, or the like. Applicants should budget accordingly for the evaluation activity and should involve that professional 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 that they have provider partnerships and agreements (via memorandums of understanding) or commitments (via letters of commitment) in place. A sustainability plan describing the continuation of the proposed program or service after CPRIT funding has ended must be included.

Elements of organizational project sustainability may include, but are not limited to, the following:

- 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)

**Dissemination and Scalability (Expansion):** Describe how the project lends itself to dissemination to or application by other communities and/or organizations in the State or expansion in the same communities. Describe plans for dissemination of positive and negative project results and outcomes. 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 may include, but are not limited to, presentations, publications, abstract submissions, and professional journal articles, etc.

#### **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 education, navigation, and clinical activities/services, 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 of need and literature support for the proposed education and outreach methods.

#### **4.2.8. CPRIT Grants Summary (download template)**

Provide a description of the progress or final results of **all** CPRIT-funded projects of the PD or Co-PD, regardless of their connection to this application. Indicate how the current application builds on the previous work or addresses new areas of cancer prevention and control services.

Applications that are missing this document and for which CPRIT records show a PD and/or Co-PD with previous or current CPRIT funds will be administratively withdrawn.

#### **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, 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 [Appendix](#)). A significant proportion of funds is expected to be used for program delivery as opposed to program development and organizational infrastructure.
- **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 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 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 and Innovation

- Does clear evidence exist of an important need for this public education, and can that education effectively address the need? Are the goals and priorities of the project responsive to the RFA?
- 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 has always been done” to explore new partnerships, new audiences, or improvements to systems?
- Does the program address known gaps in cancer prevention education and access to preventive services and avoid duplication of effort?
- If applicable, have collaborative partners demonstrated that the collaborative effort will provide a greater impact on cancer prevention and control than each individual organization’s effort separately?
- Will the project reach and serve an appropriate number of people based on the budget submitted?

### Project Strategy and Feasibility

- Does the proposed project provide education and outreach programs specified in the RFA?
- Does the project provide the required access or navigation to preventive services following educational activities? Are partnerships with service providers clearly and convincingly described?
- Are the overall program approach and strategy clearly described and supported by established theory and practice as well as evidence-based interventions? Are the base of evidence and any necessary adaptations clearly explained 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?

- Is the target population as well as culturally appropriate methods to reach the target population clearly described? Are barriers for the population clearly described, and are plans to provide culturally appropriate education to overcome these barriers clearly addressed?
- Does the program leverage partners and resources to maximize the reach of the program proposed? Does the program leverage and complement other State, Federal, and nonprofit grants?

### **Organizational Capacity**

- Do the organization and its collaborators/partners demonstrate the ability to provide the proposed program?
- Does the described role of each collaborating organization make it clear that each organization adds value to the project, and do all collaborating organizations demonstrate commitment to work together to implement the project?
- Have the appropriate personnel been recruited to implement, evaluate, and complete the project?

### **Sustainability**

- Eventual financial sustainability of a project is desirable, and projects should describe the steps they are taking toward that end.
- 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?

### **Outcomes Evaluation**

- Are specific goals and measurable objectives for each year of the project provided?
- Are the proposed outcome measures appropriate for the project, and are the expected changes 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?
- Are clear baseline data provided for the target population, or are clear plans and methods of measurements included to collect baseline data at the beginning of the proposed project?
- 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?

### **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. Included in the secondary evaluation criteria are the following:

#### **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**

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 in the State. Dissemination methods can include, but are not limited to, presentations, publications, abstract submissions, and professional journal articles, etc.

- Are plans for dissemination of the project's results (both positive and negative) clearly described?

While scalability of programs is desirable, some programs may have unique resources and may not lend themselves to replication by others. However, some components of the project may lend themselves to modification and replication.

- Does the program lend itself to scalability/expansion by others in the State? If so, does the application describe a plan for doing so?

## **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 related to 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 the Application Receipt System.

**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](mailto: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](mailto:Help@CPRITGrants.org)

**Website:** [www.cprit.state.tx.us](http://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 CARS. 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 that they receive notification of this webinar.

## 9. 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/>
- Brownson, RC, Colditz GA, and Proctor, EK (Editors), *Dissemination and Implementation Research in Health: Translating Science to Practice*. Oxford University Press, March 2012.
- 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](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](http://www.cdc.gov/pcd/issues/2014/13_0185.htm)
- Centers for Disease Control and Prevention. Distinguishing Public Health Research and Public Health Non research. <http://www.cdc.gov/od/science/integrity/docs/cdc-policy-distinguishing-public-health-research-nonresearch.pdf>.

## 10. 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>

## 11. 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 health care practitioner in an office, clinic, or health care 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 health care 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 health care system barriers in a timely and informative manner and facilitate cancer screening and diagnosis to improve health care 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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