



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR  
APPLICATIONS**

**RFA R-13-RML-1**

**Recruitment of Missing Links**

**FY 2013**

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

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## RFA VERSION HISTORY

Rev 9/4/12 RFA release  
Rev 10/4/12 Revised Sections 12.1 and 12.2  
New HelpDesk e-mail address: [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)

ARCHIVE

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## 1. ABOUT CPRIT

The State of Texas has established the Cancer Prevention and Research Institute of Texas (CPRIT); CPRIT may issue \$3 billion in general obligation bonds over 10 years to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to:

- Create and expedite innovation in the area of cancer research, thereby enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in this State; and
- Continue to develop and implement the Texas Cancer Plan by promoting the development and coordination of effective and efficient statewide public and private policies, programs, and services related to cancer and by encouraging cooperative, comprehensive, and complementary planning among the public, private, and volunteer sectors involved in cancer prevention, detection, treatment, and research.

## 2. EXECUTIVE SUMMARY

CPRIT will foster cancer research in Texas by providing financial support for a wide variety of relevant projects. This award mechanism seeks to support the recruitment of critically important researchers who are needed to complete existing, excellent teams (“missing links”). These individuals will be superb research scientists with a special ability to make outstanding contributions to cancer research, especially as collaborative members of teams engaged in innovative, far-reaching projects. CPRIT expects outcomes of supported activities to benefit subsequent cancer research efforts, cancer public health policy, or the continuum of cancer care—from prevention to treatment and cure. To fulfill this vision, applications may address any research topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, or cure.

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### 3. RECRUITMENT OBJECTIVES

The goal of all of CPRIT's recruitment awards is to attract exceptional faculty to universities and/or cancer research institutions in the State of Texas. This RFA is designed to facilitate recruitment of superb investigators who can fill special and specific needs as critically important members of collaborative research teams. These individuals will have demonstrated research excellence, commitment to pursuing cancer research, and exceptional potential for achieving future basic, translational, or clinical impact in the field. Awards are intended to increase an institution's competitive advantage in negotiations with the candidate and thereby enable them to acquire research talent that may be difficult to obtain by more conventional means.

For this program specifically, individuals may be at any stage of their career, but they must have demonstrated excellence in the specific role that they will fill as an essential member of a team. It is expected that the team will be capable of great accomplishments with the addition of "the missing link" and that, in this way, the candidate will significantly impact the academic institution's overall cancer research initiative.

Individuals who could be appropriate for this award mechanism include those with expertise in computational and systems biology/bioinformatics, computer science, clinical trials, chemistry, or manufacturing. This list is not meant to be comprehensive.

While individuals who currently hold positions in Texas may obviously be excellent candidates for these positions, it is CPRIT's special interest to facilitate recruitment of excellent scientists to Texas. Thus, these awards are restricted to candidates who will be moving to Texas to fill the position described.

Depending on the nature and needs of the team, it may be possible for candidates recruited under this RFA to devote a certain amount of time to their own independent research projects relevant to cancer. Such plans should be clearly described in the recruitment activities/institutional commitment (Section 8.3.3), the research plan (Section 8.3.4), and the budget and justification (if CPRIT funds are to be used to support these independent activities; Section 8.3.5).

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## 4. FUNDING INFORMATION

This is a 4-year award with no opportunity for renewal after the term expires, although individuals may apply for other CPRIT funding as appropriate. Requests for funds in the range of \$500,000 to \$2 million (maximum) (total costs) for the 4-year period are appropriate. The award request may include indirect costs of up to 5 percent of the total award amount (5.263 percent of the direct costs). CPRIT will make every effort to be flexible in the timing for disbursement of funds; recipients will be asked at the beginning of each year for an estimate of their needs for the year. Funds may not be carried over beyond 4 years. Award funds may not be used to construct or renovate laboratory space, nor may any CPRIT funds be used to support the candidate's salary during the term of this award. An institutional commitment to the candidate of 50 percent of the amount of the grant award is required. The institutional commitment can be made on a year-by-year basis and may be fulfilled by dedication of funds to support salary and fringe benefits for the individual recruited as well as expenses for laboratory renovation and/or relocation to Texas. Grant funding from other sources that the recruited individual may bring with him or her to the institution may also be counted toward the amount necessary for the institutional commitment. No annual limits on the number of potential award recipients have been set.

## 5. KEY DATES

### RFA

RFA release September 4, 2012

### Application

Online application opens September 4, 2012, 7 a.m. Central Time

Application due None; continuous receipt

Application review Monthly/As necessary

### Award

Award notification As necessary

Anticipated start date Negotiable

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## 6. ELIGIBILITY

- Applications must be submitted by the president, provost, or appropriate dean of a Texas-based public or private institution of higher education, including academic health institutions. The application must be submitted on behalf of a specific candidate.
- A candidate may be nominated by only one institution. If more than one institution wishes to recruit a given candidate, negotiations as to which institution will nominate him or her must be concluded before the nomination is made.
- Candidates who have already accepted a position at the recruiting institution are not eligible for a recruitment award. An investment by CPRIT was obviously not necessary. Such individuals may, however, apply for other CPRIT grant awards, as appropriate.
- The candidate must have a doctoral degree, including M.D., Ph.D., D.D.S., D.M.D., Dr.P.H., D.O., D.V.M., or equivalent, and reside in Texas for the duration of the appointment. The candidate must not reside in Texas at the time the application is submitted.
- Successful candidates must be offered an appropriate faculty position by the nominating institution.
- CPRIT grants will be awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although the ability to comply with these contractual requirements is not necessary 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 9. All statutory provisions and relevant administrative rules can be found at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).

## 7. APPLICATION REVIEW

Applications will be evaluated on the basis of the quality of the candidate and his or her potential for continued superb performance as a cancer researcher. Also of critical importance is the strength of the institutional commitment to the candidate. Recruitment efforts are not likely to be successful unless there is a strong commitment from both CPRIT and the host institution. It is not necessary that a candidate agree to accept the recruitment offer at the time an application is submitted. However, applicant institutions should have some reasonable expectation that recruitment will be successful if an award is granted by CPRIT. Applications

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submitted in response to this RFA will be reviewed on a continuous basis by the CPRIT Scientific Review Council, and council members may seek additional ad hoc evaluations of candidates.

### **7.1. Timeline of Review**

Applications are accepted continuously. Complete applications received by mid-month are typically reviewed at the end of the month. Notifications of review decisions are sent to the nominator via e-mail within the first week of the following month.

### **7.2. Confidentiality of Review**

Each application review is conducted completely confidentially, and all council members are required to sign nondisclosure statements regarding the contents of the applications. All council members and ad hoc reviewers will be non-Texas residents and operate under strict conflict of interest prohibitions. Under no circumstances should institutional personnel and/or individual candidates initiate contact with any member involved in the review process (with the exception of members of the CPRIT Scientific Review Office), the CPRIT executive director, or any member of the CPRIT Oversight Committee regarding the status or substance of the application. Violations of this prohibition will result in the administrative withdrawal of the application. Any communication regarding the application should be directed to the CPRIT HelpDesk and/or CPRIT's Scientific Review Office.

## **8. SUBMISSION GUIDELINES**

### **8.1. Online Application Receipt System**

Applications will be accepted beginning at 7 a.m. Central Time on September 4, 2012 and must be submitted via the CPRIT Application Receipt System (<https://CPRITGrants.org>). **Only applications submitted at this portal will be considered eligible for evaluation.** Applications may be submitted by the institution's president, provost, or appropriate dean. Submission of an application is considered an acceptance of the terms and conditions of the RFA.

### **8.2. Application Submission Deadline**

This mechanism is not governed by an application deadline. Applications will be reviewed on a continuous basis.

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### 8.3. Application Components

Submitters are advised to follow all instructions to ensure accurate and complete submission of the online application. The application must be submitted by the office of the president, provost, or appropriate dean on behalf of a specific candidate.

#### 8.3.1. Nominator Identification

Provide all required nominator identification information.

#### 8.3.2. Candidate Identification

Provide all required candidate identification information.

#### 8.3.3. Recruitment Activities/Institutional Commitment (2 pages)

Describe the recruitment activities, strategies, and priorities that have led to nomination of this candidate. Describe the institutional commitment to the candidate, including total salary, institutional support of salary, space, and all other agreements between the institution and the candidate. The institutional commitment must state the total award amount requested. Unless prohibited by policy, the institution is also expected to bestow on the newly recruited faculty member the prestige title “CPRIT Scholar in Cancer Research,” and the faculty member should be encouraged strongly to use this title on letterhead, business cards, and other appropriate documents. The title is to be retained as long as the individual remains in Texas. Provide a brief job description for the candidate should recruitment be successful. This information should be supplied in the form of a letter signed by the applicant institution’s president, provost, or appropriate dean. While clinical scholars may engage in direct patient care activities, at least 70 percent of the candidate’s time must be available for research. Breach of this requirement will constitute grounds for discontinuation of funding.

The letter of institutional commitment must demonstrate the organization’s commitment to bringing the candidate to Texas. The following guidelines should be used when outlining the institutional match in the letter. This information may be provided as part of paragraph text or as a tabular summary that states the approximate amounts assigned to each item.

- **Start-up Package:** Complete details including salary and fringe benefits, dedicated personnel, amounts for equipment and supplies, and/or infrastructure that will offered to the candidate as part of the recruitment award.

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- **Endowment Equivalents:** The principal of an endowment may not be included as part of the institutional match, but endowment income over the lifetime of the award may be included.
  - **Rent:** Amount for recovery of occupying facility space (i.e., “rent”) is not a permitted institutional commitment item.
  - **Caliber of Candidate:** The letter should include a description of the caliber of the candidate and justification of nomination of the candidate by the institution.

#### 8.3.4. Research (4 or 6 pages)

Use 2 pages to describe the research team that the candidate will join. Who are the team members, what are their goals and accomplishments, how are they funded, and how are they supported by the institution? Use an additional 2 pages to describe the candidate’s qualifications and accomplishments and the vital talents that she or he will bring to the team. Provide an overview of the research to be undertaken by the team and the candidate’s contribution to that research by outlining the background and rationale, hypotheses and aims, strategies, goals, and projected impact of their efforts. Highlight the innovative aspects of this effort, and place it into context with regard to what pressing problem in cancer research will be addressed. This section of the application should be a collaborative effort between the candidate and other team members. References cited in this section must be included within the stated page limits. Any appropriate citation format is acceptable; official journal abbreviations should be used.

If the candidate will pursue independent projects in addition to her or his activities as a member of a team, the candidate should describe these activities in 2 additional pages.

Candidates for CPRIT Scholar Awards must include the following signed statement at the end of this section. Applications that do not contain this signed statement will be returned without review.

“I understand that I do not need to have made a commitment to <nominating institution> before this application has been submitted. However, I also understand that only one Texas institution may nominate me for a CPRIT Recruitment Award, and this is the nomination that I have endorsed. Requests to change the recruiting institution during the recruitment process are inappropriate.”

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### **8.3.5. Budget and Justification (2 pages)**

Provide a compelling justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care costs, animal care costs, and other expenses. Applicants may provide a budget in any format, provided that it is clear and concise. A specific form/template is not required.

### **8.3.6. Publications**

Provide the three most significant publications that have resulted from the candidate's research efforts. Publications should be uploaded as PDFs of full-text articles. Only articles that have been published or that have been accepted for publication ("in press") should be submitted.

### **8.3.7. Curriculum Vitae (CV)**

Provide a complete CV and list of publications for the candidate.

### **8.3.8. Current and Pending Support**

State the funding source, duration, and title of all current and pending research support held by the candidate. For each award, provide a two-line summary of the goal of the project. Describe the funding available to the team for the collaborative efforts. If the candidate has no current or pending funding, a document stating this must be submitted.

### **8.3.9. Letters of Recommendation**

Provide three letters of recommendation from individuals who are in a position to detail the candidate's academic and scientific research accomplishments, potential for high-impact research, and ability to make a significant contribution to the field of cancer research.

### **8.3.10. Descriptive Biography (1 page)**

Provide a brief descriptive biography of the candidate, including his or her accomplishments, and a brief overview of the candidate's goals if selected to receive the award. This section of the application must be prepared by the candidate. If the application is approved for funding, this section will be made publicly available on CPRIT's website. Candidates are advised not to include information that they consider confidential or proprietary when preparing this section.

### **8.3.11. Size Limitation of Application Material (5 MB)**

The total size of all application components must not exceed 5 MB. Applications that exceed this limit will be returned without review.

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

## **9. AWARD ADMINISTRATION**

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

All CPRIT awards will be made to institutions, not to individuals. Awards made under this RFA are not transferable to another institution.

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals and address plans for the upcoming year. In addition, fiscal reporting, human studies reporting, and vertebrate animal use reporting will be required as appropriate. Continuation of funding is contingent upon receipt of these reports. Forms and instructions will be made available at [www.cprit.state.tx.us](http://www.cprit.state.tx.us).

## **10. STARTING AND SUBMITTING A RECRUITMENT APPLICATION**

### **10.1. Starting a Recruitment Application**

A user account is not necessary to start a recruitment application. Nominations may be started in one of two ways in the CPRIT Application Receipt System (<https://cpritgrants.org>):

- Recruitment → Select the appropriate link, or
- Funding Opportunities → FY 2013 Research Programs → *Start New Application* (select appropriate recruitment award mechanism).

### **10.2. Submitting a Recruitment Application**

A user account is not necessary to submit a recruitment nomination. The nominating office completes all sections. Once all sections and document uploads are complete, the system provides an opportunity to review and revise any information prior to submission. Upon final submission, individual components are auto-compiled in to an application which is forwarded to

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the CPRIT Scientific Review Office. A confirmation e-mail of submission is sent to the nominator allowing download of the application.

## 11. FORMATTING INSTRUCTIONS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Applicants are advised to use font sizes, font faces, line spacing, page sizes, and page margins that permit easy readability of the application text. Applications that do not meet these guidelines are subject to administrative withdrawal.

Formatting guidelines for all submitted CPRIT applications are as follows:

- **Document type:** PDF
- **Language:** English
- **Font Type/Size:** Arial (11 point), Calibri (11 point), or Times New Roman (12 point)
- **Line Spacing:** Single
- **Page Size:** 8.5 x 11 inches
- **Margins:** 0.75 inch, all directions
- **Color and High-Resolution Images:** Any images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. Text should be included to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** 100 to 150 dpi
- **URLs:** Include URLs of publications referenced in the application.
- **Page Numbering:** Pages may be numbered; any location on the page is acceptable.

## 12. CONTACT INFORMATION

### 12.1. HelpDesk

HelpDesk support is available for questions regarding 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 scientific aspects of applications.

<b>Dates of Operation:</b>	Available starting September 4, 2012 (excluding public holidays)
<b>Hours of Operation:</b>	Monday through Friday, 7 a.m. to 4 p.m. Central Time
<b>Tel:</b>	866-941-7146
<b>E-mail:</b>	Help@CPRITGrants.org

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## 12.2. Scientific and Programmatic Questions

Questions regarding the CPRIT program, including questions regarding this or any other funding opportunity, should be directed to the CPRIT Scientific Review Office:

**Tel:** 512-305-8491  
**E-mail:** [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)  
**Web site:** [www.cprit.state.tx.us](http://www.cprit.state.tx.us)

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