



CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-14-RTA-C-1

Research Training Awards Continuation for Years 4 and 5

**Please also refer to the Instructions for Applicants document,
which will be posted December 17, 2013**

Application Receipt Opening Date: December 17, 2013
Application Receipt Closing Date: January 3, 2014

FY 2014

Fiscal Year Award Period

September 1, 2013–August 31, 2014

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ARCHIVE

RFA VERSION HISTORY

Rec 12/13/13 Application Receipt Opening Date

Rev 12/9/13 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 and the citizens of Texas to:

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

CPRIT furthers cancer research in Texas by providing financial support for a wide variety of projects relevant to cancer research.

2. EXECUTIVE SUMMARY

This RFA solicits applications seeking to continue the integrated institutional Research Training Awards (RTA) for Years 4 and 5 to support promising individuals who seek specialized training in the area of cancer research. **This award mechanism is open only to programs funded in 2010 pursuant to RFA R-10-RTA1.** The goals of the RTAs are to attract outstanding predoctoral (Ph.D. or M.D./Ph.D.) and postdoctoral trainees committed to:

- Pursuing a career in basic, translational, or clinical cancer research;
- Expanding the skills and expertise of trainees to promote the next generation of investigators and leaders in cancer research;

- Positioning most trainees for independent research careers; and
- Supporting the development of high-quality, innovative, and creative research that, if successful, could provide the basis for a significant impact on cancer prevention, detection, and/or treatment.

Individuals from underrepresented racial and ethnic groups, individuals with disabilities, and individuals from disadvantaged backgrounds are especially encouraged to participate in CPRIT's training programs. In addition to predoctoral and postdoctoral research training, potential opportunities include master's degree-level programs to train clinical investigators; undergraduate summer research internship programs, including those directed at recruitment of underrepresented minorities; and master's degree-level programs to encourage the pursuit of alternative careers in laboratory support positions. **Awards will be made for institutional programs; individual fellowship applications will not be considered.** CPRIT expects outcomes of supported activities to directly and indirectly 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, trainees may pursue any research topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, or cure.

3. MECHANISM OF SUPPORT

CPRIT will fund Years 4 and 5 of the RTA programs that were originally funded in 2010 for 3 years pursuant to RFA R-10-RTA1. Programs are encouraged to provide a breadth of pre- and postdoctoral research training opportunities consistent with individual institutional strengths. Successful applicant institutions are expected to provide trainees with broad access to research opportunities across disciplinary and departmental lines and to maintain high standards for intellectual rigor and creativity. Under the leadership of the Principal Investigator (PI), the overall goal is to promote innovative research training in areas relevant to the prevention, detection, or treatment of cancer. It is expected that these training opportunities will increase the number of future investigators with knowledge, expertise, and skills in basic, translational, clinical, or population-based cancer research. Each supported trainee and his or her mentor and institution are jointly responsible for planning, directing, and executing the proposed research training program.

It is expected that the research training experience will provide:

- A strong foundation in research design, methods, and analytic techniques appropriate to the proposed research project;
- The development or enhancement of the supported trainee's ability to conceptualize and think through research problems with increasing independence;
- Experience in conducting, presenting, and publishing independent research;
- Instruction in the responsible conduct of research;
- The opportunity to interact with members of the scientific community at appropriate seminars, scientific meetings, and workshops; and
- A well-conceived career plan to increase the trainee's ability to secure additional support for his or her research.

Attracting the finest trainees to Texas laboratories and academic institutions is critically important for the local cancer research enterprises, but it is acknowledged that a significant number of those trained in Texas may ultimately seek positions elsewhere.

4. RESEARCH OBJECTIVES

The goal of this award is to facilitate the training of the next generation of outstanding cancer researchers. Achieving this goal will help ensure that a diverse pool of highly trained scientists is available in adequate numbers and in appropriate research areas to address the basic, translational, clinical, and population-based cancer research needs of the State and Nation. Training is expected to be directed toward building the broad research competence required to ensure that trainees are prepared to assume leadership roles in cancer research. This award supports the training of highly qualified individuals, both predoctoral and postdoctoral, who have the potential to become productive, independent research scientists or physician-scientists who intend to pursue careers focused on cancer research.

Committed institutional support is required in the form of superb research opportunities, excellent instruction and mentoring, and state-of-the-art facilities. Trainees are expected to be immersed in a highly interactive and supportive didactic and research program that facilitates research and instruction in cancer-related areas. These programs should contribute innovative approaches to key problems and will help bring novel solutions and potential therapies into

practice. The training environment should be enriched by programmatic elements such as seminars from visiting researchers, journal clubs, internal research seminars, videoconferencing with collaborating institutions (if applicable), and attendance at national and/or international scientific meetings. Each supported trainee is expected to identify an appropriate mentor and/or mentoring committee that will be responsible for providing critical teaching, advising, and leadership experience.

In addition to support of Ph.D. or M.D./Ph.D. and postdoctoral research training, potential opportunities include the following:

- Master's degree-level programs to train clinical investigators. Trainees may be in predoctoral (M.D./M.S.) programs or clinical fellowship positions, or they should have just received their first faculty appointment as an instructor or assistant professor.
- Master's degree-level programs to facilitate trainees' pursuit of research careers as high-level laboratory support personnel. When trained, such individuals would be capable of training others in a laboratory with regard to sophisticated technical issues and of performing research with only modest levels of supervision. CPRIT encourages innovative approaches to training such individuals. Programs whose goals are to produce trainees with a conventional master's degree in a relevant biomedical or related science by successful completion of a relatively modest research project are not appropriate.
- Undergraduate summer research internship programs, including those directed at underrepresented minorities.

5. FUNDING INFORMATION

The maximum amount that may be requested by applicants is two-thirds of the total amount awarded as part of the initial 3-year contract (total costs = direct costs plus indirect costs per year). The maximum duration of each award is 2 years, and budgets covering the 2 years of program continuation should be submitted. Initial awards were made for 3 years; these new awards are intended to support an additional 2-year period. Support may be requested as follows for the various types of trainees in an institutional training program:

- **Ph.D. trainees:** May request support for stipends up to \$28,000 per year (which may be supplemented with other available funds) plus benefits, and an allowance per trainee of

\$1,000 per year that may be used for travel to scientific meetings if the trainee is making a presentation (oral or poster). Funds for tuition, up to a maximum of \$6,000 per year, may be requested. Individual trainees may be supported for up to 4 years (including time already funded since 2010), but will not be supported by this mechanism until it is clear that their mentor and research program are highly relevant to cancer.

- **M.D./Ph.D. trainees:** May request support equal to that of Ph.D. trainees (see above). Funds may be used only during the time of research training, not during medical school years.
- **Postdoctoral trainees:** May request NIH-scale salary support plus benefits and an allowance per trainee of \$2,000 per year for travel to scientific meetings. Appointments may be made for up to 3 years (including time already funded since 2010). Individuals holding Ph.D., M.D./Ph.D., or M.D. degrees are eligible for postdoctoral fellowship support provided that the training supported by CPRIT is for research (basic, translational, clinical, or population-based).

Support may also be requested for the following types of institutional training programs:

- **Undergraduate summer internship programs:** May request up to \$5,000 per trainee for summer stipend and housing allowance.
- **Master's degree-level programs to support research careers as laboratory support personnel:** May request stipend support up to \$28,000 per year plus benefits. Appointments may be made for up to 2 years. Funds for tuition, up to a maximum of \$6,000 per year, may be requested.
- **Master's degree-level programs to train clinical investigators:** May request \$28,000 per year plus benefits if trainees are predoctoral (e.g., an M.D./M.S. training program). Funds may not be used while trainees are in medical school. May request \$50,000 per year plus benefits if trainees are clinical fellows or faculty members. It is anticipated that institutions will supplement stipends for trainees at this level. Funds for tuition, up to a maximum of \$6,000 per year, may be requested.

6. KEY DATES

RFA

RFA release December 9, 2013

Application

Online application opens December 17, 2013, 12 p.m. Central Time

Application due January 3, 2014, 3 p.m. Central Time

Application review February 2014

Award

Award notification February 2014

Anticipated start date March 1, 2014

7. ELIGIBILITY

- An applicant institution that is delinquent in programmatic and/or fiscal reporting for its CPRIT RTA at the time of the grant application deadline is not eligible to apply for additional RTA funding from CPRIT.
- The applicant must be a Texas-based institution of higher education or a component of a university system with appropriately accredited degree-granting training programs (if support is requested for training leading to a degree), and must have received a 3-year RTA pursuant to RFA R-10-RTA1.
- The PI 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. The PI must reside in Texas during the time the training program that is the subject of the grant is conducted.
- Trainees with the skills and background necessary to carry out the proposed research training should work with their mentors and other appropriate individuals in the institution to develop individual applications for their own support. These applications are to be submitted to the PI in a form to be determined by the PI and will be evaluated in a manner to be described by the PI.
- All supported trainees must reside in Texas during the time that the training program that is the subject of the grant is conducted.

- Trainees may be citizens or noncitizen nationals of the United States or citizens of foreign countries who hold student visas. All trainees should be officially enrolled in the appropriate training program.
- Excluding summer interns, trainees must have at least a baccalaureate degree and show evidence of both high academic performance in the sciences and keen interest in research in areas of high priority to the participating institution. In addition, trainees who are degree candidates must be enrolled in an accredited program and be sponsored by a mentor for the research component.
- CPRIT funds may be used to supplement funding available from other sources if the pool of trainees is of sufficient size and quality to justify additional support.
- An applicant is eligible to receive a grant award only if the applicant certifies that the applicant institution or organization, including the PI, any senior member or key personnel listed on the grant application, and any officer or director of the grant applicant's institution or 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 specifically created to benefit CPRIT.
- An applicant is not eligible to receive a CPRIT grant award if the applicant PI, any senior member or key personnel listed on the grant application, and any officer or director of the grant applicant's institution or organization is related to a CPRIT Oversight Committee member.
- The applicant must report whether the applicant institution or organization, the PI, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way, whether or not those individuals are slated to receive salary or compensation under the grant award, are currently ineligible to receive Federal grant funds 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. Certain contractual requirements are mandated by Texas law and/or 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 12](#) and [Section 13](#). All statutory provisions and relevant administrative rules can be found at www.cpritchestates.us.

8. RESUBMISSION POLICY

Applications submitted in response to this RFA are not eligible for resubmission.

9. RENEWAL POLICY

An application funded by CPRIT under this mechanism may be submitted for a competitive renewal.

10. APPLICATION REVIEW

10.1. Review Process Overview

All eligible applications will be evaluated, scored, and recommended for funding by the CPRIT Scientific Review Council using the criteria listed below.

Applications approved by the Scientific 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.

10.2. Confidentiality of Review

Each stage of application review is conducted confidentially, and all CPRIT Scientific Review Council members, Program Integration Committee 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 Scientific Review Council members are non-Texas residents.

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 Program Integration Committee member, or a Scientific Review Council member. Applicants should note that the CPRIT Program Integration Committee is comprised of the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention 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 applicant from further consideration for a grant award.

10.3. Review Criteria

Peer review of applications will be based primarily on successes and progress made during Years 1 through 3 of the original award against primary scored criteria and secondary unscored criteria, as described below. The CPRIT Scientific Review Council will evaluate and score each primary criterion and subsequently assign a global score that reflects an overall assessment of the application. The overall assessment will not be an average of the scores of individual criteria; rather, it will reflect the Scientific Review Council’s overall impression of the application.

Evaluation of the scientific merit of each application is within the sole discretion of the peer reviewers.

10.3.1. Primary Criteria

Primary criteria will evaluate the progress and quality of the previous training program. Primary criteria include:

Overall Evaluation of Training Outcomes and Future Potential

- Does the proposed continuation of the program demonstrate a high likelihood of success based on the initial program's results and outcomes?
- Has the applicant sufficiently described results and findings of the previously funded application?
- What is the likelihood that the training program will continue to serve as a sound foundation to enhance a supported trainee's potential for, and commitment to a productive, independent scientific research career in a cancer-related field?

Research Training Plan

- Has the training plan provided, and will the plan continue to provide, trainees with individualized and supervised experiences that will enable them to develop the research skills needed to be independent researchers or physician-scientists?
- Is the training plan customizable for students from diverse academic backgrounds and differing educational philosophies?

PI and Mentors

Do the PI and mentors have excellent research qualifications (including publications in high-quality journals and peer-reviewed research support) and track records of mentoring that are appropriate for the proposed training program?

Trainees

- Have high-quality individuals been recruited into the training programs?
- Are the qualifications and interests of these potential trainees appropriate for the training program described by the applicant institution?
- Have there been sufficient numbers of highly meritorious candidates to fill the available slots?

- Have efforts been made to enhance the diversity of trainees by recruiting from underrepresented groups?
- Has appropriate progress been demonstrated by trainees?

Institutional Environment and Commitment to Training

- Is there a high-quality institutional environment for the scientific development of trainees?
- Is there appropriate institutional commitment to fostering training as investigators or physician-scientists?
- Are the research facilities, resources (e.g., equipment, laboratory space, computer time, subject populations), and training opportunities adequate and appropriate?

10.3.2. Secondary Criteria

Secondary criteria contribute to the global score assigned to the application. A concern with any of these criteria questions the value of the proposed training program. Secondary criteria include:

Relevance to Cancer Research

- Does the proposed training program have a high degree of direct relevance to cancer research?

Project Leadership

- Is the program managed by strong leadership in a position to organize and manage the proposed training activities?

Budget

- Is the budget requested appropriate for the proposed training program?

Responsible Conduct of Research

- Does the applicant institution have acceptable plans to provide instruction in the responsible conduct of research?

11. RESPONDING TO THIS RFA

11.1. 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 applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application was submitted. The PI must create a user account in the system to start and submit an application. The Co-PI, if applicable, must also create a user account to participate in the application. Furthermore, the Authorized Signing Official (ASO) (the 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 12 p.m. Central Time on December 17, 2013 and must be submitted by 3 p.m. Central Time on January 3, 2014. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

11.2. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of the online 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 that do not meet the eligibility requirements listed in [Section 7](#) will be administratively withdrawn without review.

11.2.1. Summary (5,000 characters)

Provide a summary of the proposed training program, including the program goals, an outline of proposed didactic and research training activities, and an overview of institutional infrastructure and commitment.

11.2.2. Goals and Objectives

List specific goals and objectives for each year of the project. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of project success.

11.2.3. Timeline (One page)

Provide an outline of anticipated major milestones to be tracked. Timelines will be reviewed for reasonableness, and adherence to timelines will be a criterion for continued support of successful applications. If the application is approved for funding, this section will be included in the award contract. Applicants are advised not to include information that they consider confidential or proprietary when preparing this section.

11.2.4. Research Training Plan (Ten pages)

Year 1-3 Program Outcomes (Three pages): Provide a brief summary of the progress of the project, results obtained to date, problems/issues encountered and actions taken, and include information about any publications, patents, and/or economic impact. Information provided should be based around the stated specific aims and goals as set forth in the original Scope of Work as approved.

Background: Present the rationale behind the proposed training program, emphasizing how the proposed project will support the development of dedicated investigators in cancer research.

Program Goals: Concisely state the goals and objectives to be achieved by the research training plan described in the application. These need not be fully repeated (as entered in [Section 11.2.2](#)), and may only be summarized.

Training Plan: Provide a description of proposed courses/classes, seminars, and opportunities for interaction with other groups and scientists. Describe both formal program requirements and opportunities for professional development. Training in career skills (e.g., grant writing and presentation skills) is strongly encouraged. Elaborate on the research environment and available research facilities and equipment, and discuss the relationship of the proposed research projects to trainees' careers. A training plan must be described for each type of program for which support is requested.

Selection of Trainees and Mentors: Describe the process and major criteria that will be used to select trainees to be supported by this program. Describe the process and major criteria that will be used to select mentors for this program. Describe the progress and achievements of trainees in the program from 2010–2013.

PI: Outline the responsibilities of the PI in the overall management, administration, and evaluation of the program. Describe how the PI's scientific background, leadership, and administrative capabilities will enable him or her to coordinate and oversee the proposed research training program.

Recruitment Plan/Diversity Recruitment: Include a recruitment and retention plan for recruiting trainees from both outside and inside the applicant institution, and for attracting trainees from complementary disciplines (e.g., from the physical, computational, and engineering sciences) to cancer research. Provide plans for enhancing the diversity of the trainee pool by recruiting from underrepresented groups and a plan for retaining such trainees. Describe successes with the plan and any modifications made in the last 3 years.

Responsible Conduct of Research: Describe the plan to provide instruction in the responsible conduct of research, including the rationale, subject matter, appropriateness, format, frequency, and duration of instruction. The amount and nature of faculty participation must be described.

11.2.5. Publications/References

Provide a concise and relevant list of publications/references cited for the application.

11.2.6. Budget and Justification

Provide an outline and justification of the budget for the entire proposed period of support. Allowable costs include trainee stipends (see limits in [Section 5](#)), benefits, and travel allowances (as indicated in [Section 5](#)). Tuition (up to a maximum of \$6,000 per year) may be included for those in degree-granting programs. The budget should be based on the number of trainee slots requested for each type of training activity. Justification of the number of trainees requested must be compelling and based on the number of exceptionally well-qualified individuals who are likely to be available and who deserve such support (see below for requested information) as well as funds currently available from other training programs to support them. An appropriate and modest level of salary support may be requested for the PI, Co-PIs, and administrative staff. The maximum amount that may be requested is two-thirds of the total amount awarded as part of the initial three year contract (total costs: direct costs plus indirect costs; indirect costs must be budgeted within the amount requested). Applicants should be aware that Texas law limits the amount of indirect costs that may be funded by CPRIT grants to 5 percent of the total award.

Guidance regarding indirect cost recovery can be found in the administrative rules proposed by CPRIT. The proposed rules and the statute can be found at www.cprit.state.tx.us. The maximum annual salary (also referred to as direct salary or institutional base salary) that an individual may receive under a CPRIT award for FY 2014 and FY 2015 is \$200,000; CPRIT FY 2014 is from September 1, 2013 through August 31, 2014 and FY 2015 is from September 1, 2014 through August 31, 2015. Salary does not include fringe benefits and/or facilities and administrative (F&A) costs, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of his or her duties to the applicant organization.

11.2.7. PI, Co-PI, and Mentor Information

Provide biographical sketches for the PI and, if applicable, the Co-PI, (as required by the online application receipt system) describing their education and training, professional experience, awards and honors, and publications relevant to cancer research. Each biographical sketch must not exceed two pages. Information on the qualifications of the mentors should be submitted in tabular form and should include name, position (rank and department), highest degree received and institution granting the degree, three key words describing current research area, current annual total of externally peer-reviewed research support (direct costs only), and citations for three relevant publications. Include the current annual total of externally peer-reviewed research support (direct costs only) for the PI and Co-PI.

11.2.8. Institutional Current and Pending Support

Describe the funding source, duration, and title of all current and pending competitively reviewed support for training available at the institution that is relevant to cancer research. Indicate *approximately* how stipends for all trainees in a given category (e.g., predoctoral, postdoctoral, etc.) are supported at the institution.

11.2.9. Training Record

Describe the research training record of the PI and the Co-PIs.

11.2.10. Current Trainee Pool

Supply the equivalent of NIH NRSA Tables 9A and 9B to describe the qualifications of current predoctoral (Table 9A) and postdoctoral (Table 9B) trainees. Limit this list to trainees who have participated in this training program.

11.2.11. Institutional Environment and Commitment

Provide appropriate evidence of institutional support and commitment to the goals of the research training program. This could include, but is not limited to, laboratory space, shared laboratory facilities and equipment, funds for curriculum development, and support for additional trainees in the program.

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.

12. 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 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 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 the timely receipt of these reports. Failure to provide timely and complete reports may waive reimbursement of grant award costs, and may result in the termination of award contract. Forms and instructions will be made available at www.cprit.state.tx.us.

13. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS

Texas law requires that prior to disbursement of CPRIT grant funds, the award recipient must demonstrate that it has an amount of funds equal to one-half of the CPRIT funding dedicated to the research that is the subject of the award. The demonstration of available matching funds must be made at the time the award contract is executed and annually thereafter, not when the application is submitted. Grant applicants are advised to consult CPRIT's Administrative Rules, Chapter 703, Section 703.11 for specific requirements regarding the demonstration of available funding.

14. CONTACT INFORMATION

14.1. 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 members are not in a position to answer questions regarding scientific aspects of applications.

Dates of operation: December 9, 2013 – January 3, 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

14.2. Scientific and Programmatic Questions

Questions regarding the CPRIT program, including questions regarding this or other funding opportunities, should be directed to the CPRIT Research Program Director.

Tel: 512-305-8491

E-mail: Help@CPRITGrants.org

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

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