CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-14-MIRA-C-1

Multi-Investigator Research Awards

Continuation for Years 4 and 5

Please also refer to the Instructions for Applicants document, which will be posted December 19, 2013

Application Receipt Opening Date: December 19, 2013

Application Receipt Closing Date: January 10, 2014

FY 2014

Fiscal Year Award Period

September 1, 2013–August 31, 2014

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RFA VERSION HISTORY

Rev 12/16/13 RFA release

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 Request for Applications (RFA) solicits applications for the continuation of the Multi-Investigator Research Awards (MIRA) for Years 4 and 5 to support integrated programs of collaborative and cross-disciplinary research among multiple investigators and focus on critical research areas that contribute meaningfully to advancing knowledge of the causes, prevention, and/or treatment of cancer. **This award mechanism is open only to programs funded in 2010 pursuant to RFA R-10-MIRA1.** CPRIT encourages applicants to develop state-of-the-art technologies, tools, and/or resources for cancer

research, including those projects with potential product development opportunities. 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, applications may address 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 MIRAs that were originally funded in 2010 for 3 years pursuant to RFA R-10-MIRA1. MIRAs are intended to support the creation of integrated programs of collaborative and cross-disciplinary research among multiple investigators. The equivalent of program projects, centers, NCI SPOREs, shared instrumentation, core laboratories, clinical trials, or other types of collaborative interaction is appropriate. Teams will focus on critical areas of cancer research, especially those that have been inadequately addressed by research up to this point or for which there may be an absence of an established paradigm or technical framework. Laboratory research, translational studies, and clinical and epidemiological investigations may be supported. Awards are expected to promote a cooperative environment that fosters intensive interaction among members in all aspects of the research program. This approach is expected to transform the research process through the integration of basic and/or clinical disciplines, leading to the aggressive translation of scientific discoveries (including the development of databases and tissue banks) into tools and applications that have the potential to significantly impact cancer incidence, detection, treatment, and/or mortality.

While all investigators need not be trained specifically in cancer research, this award is intended to continue sustainable, collaborative programs of cancer research that cannot be effectively addressed by an individual researcher or a group of researchers within the same discipline. It is aimed at research programs that, by their complexity and interdisciplinary nature, require a cross-disciplinary team approach to achieve significant progress and sustainability, thereby creating a culture for teaching and research that

transcends traditional disciplinary boundaries. Clinical research or a clinical trial (Phase I, I/II, or II) may be included as part of the proposed program.

Investigators are expected to work together to develop the research plan, determine the management structure, and prepare the application. It should be clear that all investigators have a substantial level of intellectual input into the proposed program. Collectively, the members of the teams should represent the appropriate diversity of expertise necessary for addressing the research question. Effort is expected to be appropriately balanced among the investigators and their respective teams.

Applicants must present a clear plan for how they have managed and facilitated meaningful collaboration among the separate research teams to enable successful completion of the proposed research. Participating institutions must be willing to resolve potential intellectual and material property issues/conflicts and remove institutional barriers to achieving high levels of cooperation.

4. CHARACTERISTICS OF MULTI-INVESTIGATOR RESEARCH AWARDS

4.1. Synergy

Successful MIRA recipient programs are characterized by an exceptionally synergistic theme. Applications in response to this RFA must maintain a strong group of research projects and necessary core resources that contribute to a common goal in cancer research as a single, coherent entity. Synergy between projects and cores to support the overall objective of the proposed program and the multidisciplinary focus of each project and core are essential aspects of the award mechanism.

Research programs must continue to interact extensively with each other and, if applicable, with newly formed or established companies interested in bringing specific, Texas-based cancer discoveries to the market for the benefit of patients with cancer everywhere. Plans for such interactions should be further developed and described as part of the application.

4.2. Leadership

4.2.1. Principal Investigator (PI)

The overall research program will be directed and overseen by a PI. The PI is responsible for developing and managing an integrated and collaborative research environment that permits uninterrupted progress of the research projects regardless of distinct geographic locations of collaborators within the State. The PI must direct the required Administrative Core (see Section 4.4).

4.2.2. Co-PI

Each research project and core resource within the overall research program must be directed by a single individual designated as a Co-PI on the application for the overall research program. The Co-PI will be responsible for the research activities of his or her research project(s) and/or core resource(s) within the framework and goals of the overall research program. The PI may also direct a research project and/or core resource.

4.3. Research Projects

Research projects (also referred to as "projects" in this RFA) will challenge existing paradigms; develop or employ novel concepts, approaches, methodologies, tools, or technologies for the proposed cancer research area; or address important under- or unexplored areas. The thrust of the MIRA mechanism is to support research projects that lead to truly substantial advances in the field rather than add modest increments of insight. Each project must be poised individually to make significant contributions to the field of cancer research as well as to be complementary to the overall research program.

The guidelines for research projects are as follows:

- Minimum: Three projects
- Maximum: Five projects
- Each research project must be directed by the PI or by a Co-PI. There is no restriction on the number of projects that the PI or a Co-PI can direct within one MIRA application.
- **New projects may not be added in this award continuation.**

4.4. Core Resources

Supporting core resources (also referred to as "cores" in this RFA) constitute integral components of multi-investigator research programs by providing the expertise and/or infrastructure essential to the completion of the individual research projects. Examples of core resources include, but are not limited to, Administrative Core, Tissue/Specimen Core, Sequencing/Bioinformatics Core, Histopathology Core, and Imaging Core. All applications submitted in response to this RFA must include an Administrative Core that comprehensively coordinates all activities proposed within the objectives of the projects and cores.

The guidelines for core resources are as follows:

- Minimum: Administrative Core
- Maximum: Three Technical Cores
- A maximum of four cores is permitted (i.e., the Administrative Core and three Technical Cores).
- **New cores may not be added in this award continuation.**
- Each core must be directed by the PI or by a Co-PI. There is no restriction on the number of cores that the PI or a Co-PI can direct within one MIRA application. The Administrative Core must be directed by the PI.
- Cores should include clear descriptions of the projects they are designed to support.
- Research projects must **not** be submitted as cores in an attempt to circumvent the limitation on the number of research projects that may be submitted as part of a single MIRA application.

4.5. Commitment of Time and Effort

Investigators are expected to commit *significant percentage effort* to research projects and cores. As a strong guideline, the PI should commit 15-percent effort to the overall research program; this includes effort on the required Administrative Core that must be directed by the PI. A project/core lead (i.e., the PI or a Co-PI) should commit 10-percent effort for each project and/or core that he or she directs.

As examples:

- The PI of a multi-investigator research program who is leading only the Administrative Core—not any project or Technical Core on the application—should commit 15-percent effort.
- The PI of a multi-investigator research program who is also leading one project or one Technical Core on the application—in addition to the required Administrative Core—should commit 25-percent effort.
- A Co-PI who is leading a single project or a single core should commit 10-percent effort.
- A Co-PI who is leading a project and a core should commit 20-percent effort.

Note: CPRIT requires that the percentage effort of the PI and/or Co-PI(s) remain the same in every year of support requested unless there is a corresponding change in the budget and level of activity of the project/core directed by the PI or the Co-PI(s) in question.

CPRIT recognizes that multi-investigator programs will vary significantly in size and scope; thus, a single guideline for commitment of time and effort is not appropriate for all applications. Applications should exhibit a reasonable correlation between time commitment and funds requested unless there are special circumstances, which must be explained. In addition, it should be clear from the other support information included in the application that the investigator will be able to provide the required percentage effort; activities that may have to be contracted or curtailed to achieve the required percentage effort for the proposed work to succeed should also be evident from the information supplied in the application.

4.6. Participation on More Than One Application

CPRIT is concerned that many investigators appear frequently as part of several different research programs, which makes it difficult to discern the investigators' commitment to a given project. CPRIT requires that investigators be named on only one MIRA application in a given funding cycle, regardless of their role. However, CPRIT recognizes that specific individuals directing and/or participating in core resources (e.g., Biostatistics,

Bioinformatics, or Histopathology Cores) may be involved in multiple research studies. A common set of tools may be applied in more than one situation, leading to economies of scale (but **not** duplications of budgets). Thus, exceptions to investigators being listed on only one application may be made if prior permission has been requested and granted. Reductions in percentage effort will usually not be approved after an application is funded unless there have been major changes in scope and, therefore, in budget.

5. FUNDING INFORMATION

The maximum period of performance for this continuation award is 2 years. 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. Funds may be used for salary and fringe benefits, research supplies, equipment, clinical costs, and travel to scientific/technical meetings or collaborating institutions. Requests for funds to support construction and/or renovation will not be approved under this funding mechanism.

6. ELIGIBILITY

- **An applicant institution that is delinquent in programmatic and/or fiscal reporting for its CPRIT MIRA grant at the time of the grant application deadline is not eligible for additional MIRA funding.**
- The applicant must be a Texas-based entity that previously received MIRA funding pursuant to RFA R-10-MIRA1.
- The PI and Co-PIs 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 research that is the subject of the grant is conducted.
- Collaborations are permitted and encouraged and collaborators, including Co-PIs, 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 individual should be listed on only one application submitted under this continuation RFA during this funding cycle, regardless of his or her role (note exceptions stated in Section 4.6).
- 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, or any officer or director of the grant applicant 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 the individuals will receive salary or compensation under the grant award, is currently ineligible to receive Federal grant funds or has 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 State law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time that 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 20 and Section 21. All statutory provisions and relevant administrative rules can be found at www.cprit.state.tx.us.

7. RESUBMISSION POLICY

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

8. RESPONDING TO THIS RFA—APPLICATION GUIDELINES

8.1. 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 19, 2013 and must be submitted by 3 p.m. Central Time on January 10, 2014. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

8.2. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Submissions that are missing one or more of these components or that do not meet the eligibility requirements listed in Section 6 will be administratively withdrawn without review.

8.2.1. Abstract and Significance (5,000 characters)

Clearly explain the question or problem to be addressed by the proposed research program and the approach to its answer or solution. Address how the proposed research, if successful, will have a major impact on the field of cancer research or on the care of patients with cancer. Summarize how the proposed research creates new paradigms or challenges existing ones. State the synergistic value that the individual research projects and core resources present to the goals of the overall application.

8.2.2. Layperson's Summary (2,000 characters)

Provide a layperson's summary of the proposed program. Describe in simple, nontechnical terms the overall goals of the proposed program, the type(s) of cancer addressed, the potential significance of the results, and the impact of the program on advancing the field of cancer research. The information provided in this summary will be made publicly available by CPRIT, particularly if the application is recommended for funding. Do not include any proprietary information in the layperson's summary.

8.2.3. Overall Goals and Timeline (Two pages)

List specific goals and objectives for each year of the program. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of program success. 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 to be confidential or proprietary when preparing this section.

8.2.4. Overview of Research Program (Maximum of five pages)

Background: Present the rationale behind the proposed research program, emphasizing the pressing problem in cancer research that will be addressed.

Research Strategy: Describe the objectives of the research program and briefly summarize each component project and core resource.

Synergy: Describe how individual component projects provide synergistic value to the research program.

Summary of Progress: Describe the progress made toward achieving the goals and objectives of the originally proposed and implemented program. Provide a brief summary of the progress of the program, results obtained to date, problems/issues encountered and actions taken, and include information about any publications, patents/patent

applications, and/or economic impact. Information provided should be based on stated specific aims and goals as set forth in the original Scope of Work as approved.

8.2.5. Publications/References

Provide a concise and relevant list of publications/references cited for the overall research program.

8.2.6. Budget and Justification

Provide an overall budget and a compelling justification of the budget for the entire proposed period of support for all the projects and core resources, including indirect costs. See Section 14 for additional details and for guidance regarding indirect costs.

8.2.7. Components: Research Projects and Core Resources

Each project and core must be submitted individually as directed in CARS. Projects and cores should be labeled numerically (Project 1 to Project 5, Core 1 to Core 3). The Administrative Core should be labeled as such and should not be numerically labeled.

9. RESEARCH PROJECT COMPONENTS

The following items (Sections 9.1–9.6) and items listed in Sections 14–16 are required for research projects. Sections17–19 should be completed, if applicable.

9.1. Abstract (2,500 characters)

Explain the question or problem to be addressed and the approach to its answer or solution. Address how the proposed project, if successful, will have a major impact on the field of cancer research or on the care of patients with cancer. Summarize how the proposed research creates new paradigms or challenges existing ones. State the synergistic value that the individual research project presents to the goals of the overall application.

9.2. Layperson's Summary (2,000 characters)

Provide a layperson's summary of the proposed work. Describe in simple, nontechnical terms the overall goals of the proposed work, the type(s) of cancer addressed, the potential significance of the results, and the impact of the work on advancing the field of

cancer research. The information provided in this summary will be made publicly available by CPRIT, particularly if the application is recommended for funding. Do not include any proprietary information in the layperson's summary.

9.3. Overall Goals and Timeline (One page)

List specific goals and objectives for each year of the research project. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of project success. 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 to be confidential or proprietary when preparing this section.

9.4. Summary of Progress (Three pages)

Describe the progress made in achieving the goals and objectives of the originally proposed and implemented project. 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/patent applications, 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.

9.5. Research Plan (Three pages)

Background: Present the rationale behind the proposed project, emphasizing the pressing problem in cancer research that will be addressed.

Research Strategy: Briefly describe the proposed studies for this grant period including methods, anticipated results, potential problems or pitfalls, and alternative approaches. Explain the rationale for any changes in direction.

Vertebrate Animals and/or Human Subjects: If vertebrate animals will be used, provide an outline of the appropriate protocols that will be followed. If human subjects or

human biological samples will be used, provide a plan for recruitment of subjects or acquisition of samples that will meet the time constraints of this award mechanism.

Synergy: Describe how the project provides synergistic value to the entire research program.

9.6. Synergy Illustration (One page)

Provide a diagrammatic representation of the synergistic interactions between this project and other research projects and/or core resources during the initial 3-year funding period.

10. CORE RESOURCES COMPONENTS

The following items (Sections 10.1–10.4) and items listed in Sections 14–16 are required for core resources. Sections17–19 should be completed, if applicable.

10.1. Abstract (2,500 characters)

Summarize the proposed core resource. Clearly state the project(s) that the core will support and the synergistic value that it provides to the goals of the research project(s).

10.2. Overall Goals and Timeline (One page)

List specific goals and objectives for each year of the core resource. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of core resource. 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 to be confidential or proprietary when preparing this section.

10.3. Resource Plan (Two pages)

Background: Present the rationale behind continuing the proposed core resource.

Synergy: Describe how the core resource has provided synergistic value to the research program.

10.4. Synergy Illustration (One page)

Provide a diagrammatic representation of synergistic interactions between this core and other research projects and/or core resources of the research program.

11. ADMINSTRATIVE CORE COMPONENTS

The following items (Sections 11.1–11.3) and items listed in Sections 14–16 are required for each Administrative Core.

11.1. Administrative Plan (Two pages)

Describe the organizational and management structure of the research program that will efficiently, effectively, and comprehensively manage all aspects during continuation. State how the leaders of individual projects and cores (i.e., the PI and the Co-PIs) will communicate and discuss results, report progress, and resolve potential problems throughout the duration of the research program.

11.2. Summary of Progress (Three pages)

Describe the progress made toward achieving the goals and objectives of the originally proposed and implemented project. 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/patent applications, and/or economic impact. Information provided should be based on stated specific aims and goals as set forth in the original Scope of Work as approved.

11.3. Synergy Illustration (One page)

Provide a diagrammatic representation of interactions between the Administrative Core and all research projects and core resources of the research program.

12. APPLICATION REVIEW

12.1. 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.

12.2. 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.

12.3. Review Criteria

The overall MIRA application will receive a composite score that reflects the Scientific Review Council's overall evaluation of the entire proposed research program's potential to make a significant contribution to cancer research.

This composite score is based on:

- The scientific impact and merit of the individual research projects
- The necessity and sufficiency of the core resources in supporting the research projects
- The synergy between the research projects and also between the research projects and core resources
- The leadership and the organizational structure of the research program
- Progress made during Years 1–3 of the research program

13. KEY DATES

RFA

RFA release	December 16, 2013

Application

Online application opens	December 19, 2013, 12 p.m. Central Time
Applications due	January 10, 2014, 3 p.m. Central Time

Application review	February 2014

Award

Award notification	February 2014
Anticipated start date	March 1, 2014

14. BUDGET AND JUSTIFICATION

For each research project and core resource (including the Administrative Core), provide a budget and a compelling justification for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care costs, animal care costs, other expenses, and indirect costs. The maximum amount that may be requested is two-thirds of the total amount awarded as part of the initial three year contract. Reasonable budgets clearly work in the favor of the applicant and are encouraged.

In preparing the requested budget, applicants should be aware of the following:

- 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.
- Texas State law limits the amount of grant funds that may be spent on indirect costs to no more than 5 percent of the total award amount (5.263 percent of the direct costs). Guidance regarding indirect cost recovery can be found in CPRIT's Administrative Rules, which are available at www.cprit.state.tx.us. So-called Grants Management and Facilities Fees (e.g., sponsored programs fee; grants and contracts fees; electricity, gas, and water; custodial fees; maintenance fees) may not be requested. Applications that include such budgetary items will be rejected administratively and returned without review).
- The 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 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.

15. BIOGRAPHICAL SKETCHES

A biographical sketch is required for the individual leading each project/core (i.e., the PI/Co-PI). Up to two additional biographical sketches for other key personnel on the project/core may be provided. The biographical sketch should describe the individual's education and training, professional experience, awards and honors, and publications relevant to cancer research. Each biographical sketch must not exceed two pages.

16. CURRENT AND PENDING SUPPORT

Describe the funding source and duration of all current and pending support for all personnel who have included a biographical sketch for each project/core. For each award, provide the title, a two-line summary of the goal of the project and, if relevant, a statement of overlap with the current application. At a minimum, current and pending support of the project/core lead must be provided.

17. INSTITUTIONAL/COLLABORATOR SUPPORT AND/OR OTHER CERTIFICATION (TWO PAGES)

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of two pages may be provided.

18. PRODUCT DEVELOPMENT PLAN

If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete a product development plan. Applicants have the option

of submitting a product development plan for the entire application and/or for individual projects/cores.

If two or fewer projects/cores have the potential for product development, then a product development plan for only those projects/cores will suffice.

If three or more projects/cores have the potential for product development, then the applicants should consider submitting a product development plan for the projects and cores in question and also a product development plan for the entire application. This decision is at the discretion of the PI and Co-PI(s).

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 in Section 6 will be administratively rejected without review.

19. PUBLICATIONS RESULTING FROM PROGRAM

Provide a list of publications resulting from this program so far.

20. 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.

21. 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 that 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.

22. CONTACT INFORMATION

22.1. 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 19, 2013 – January 10, 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

22.2. 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

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