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CANCER PREVENTION & RESEARCH  
INSTITUTE OF TEXAS

*Originally released April 2*

*Revised on April 23 and May 13 to provide guidance on PLOE, the Claims Expense Form, and contractors*

*Revised June 3 to reflect CPRIT's decision to end personnel reimbursement authorization guidance effective June 1*

*Revised on July 20 to provide guidance for Multi-Investigator Research Awards (MIRA) and personnel costs*

### **Reimbursement Authorization for Grantee Personnel Expenses, Non-Refundable Travel and Conference Registration Fees**

In light of the exceptional circumstances affecting CPRIT grantees due to the COVID-19 disaster, CPRIT authorizes the use of grant funds to reimburse some personnel and travel expenses that would not normally qualify for reimbursement. These expenses include otherwise allowable salaries, benefits, and stipends incurred March 1 – May 31 supporting personnel, including fellows and trainees, who have reduced their effort or are unable to work on the grant project because of the COVID-19 disaster. In addition, CPRIT will reimburse otherwise allowable non-refundable travel costs and conference registration costs for grant project travel and conferences cancelled due to the COVID-19 disaster. CPRIT will use existing grant funds already approved for the grant project to reimburse authorized COVID-19 related costs. CPRIT will not supplement the approved grant funds with additional money at this time. We will continue to monitor the issue.

Specific guidance regarding expenses eligible for reimbursement is provided below. Please contact the CPRIT Program Manager if you have any questions.

- Salaries and Benefits for Grantee Personnel Unable to Work on CPRIT-funded Project

CPRIT recognizes that cancer research and prevention grantee staff may be unable to work on CPRIT-funded projects now due to or related to the COVID-19 disaster. Grantees should make every effort to perform work on the grant-funded project consistent with the grantee organization's directives to employees regarding COVID-19, such as working remotely. However, in the event that personnel is unable to work or must reduce their work level, CPRIT will allow grantees to continue to charge salaries and benefits to currently active CPRIT awards if they are paid in a way that conforms to an established policy of the grantee and that policy treats both grant-supported and other activities consistently. Please note: CPRIT will only reimburse personnel costs (salaries and benefits) for grantee employees assigned to the project and incurred for the fiscal quarter March 1 – May 31.

This policy does not extend to subcontractor/subrecipient employees. **However, if a Multi-Investigator Research Award (MIRA) grantee subcontracts with other Texas institutions of higher education pursuant to the MIRA, the grantee may request reimbursement for salary and benefits paid for employees of the subcontracting institution that did not work or reduced their level of effort on the project due to COVID-19 during the March 1 – May 31 fiscal quarter. The grantee must include the subcontractor's employees assigned to the CPRIT project on the Personnel Level of Effort (PLOE) form for the March 1 – May 31 fiscal**

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quarter and the COVID-19 Disaster Grant Expense Claims Form if the grantee requests such reimbursement. The grantee should only update one PLOE and submit one COVID-19 Disaster Grant Expense Claims Form for the grant project, not separate forms for the subcontracting institution. The grantee must also include the general ledger support for the personnel and related fringe expenses from the subcontracting institution with the FSR Supporting Documents packet uploaded in CPRIT's Grant Management System (CGMS).

Grantees must maintain records and documentation to support charges to the CPRIT grants for salaries and benefits for personnel not working or reducing their amount of work because of the COVID-19 disaster. CPRIT has created a "2020 COVID-19 Disaster Grant Expense Claims Form" for grantees to record COVID-19 disaster expenses. The link to the form is available in the "Latest Updates" section on the CPRIT COVID-19 landing page.

CPRIT will reimburse salaries and benefits up to the level reflected on the grantee's PLOE form in place on February 29, 2020. CPRIT will consider salary and fringe reimbursement for an employee(s) not listed on the PLOE form in place February 29, 2020, on a case-by-case basis. Please contact your program manager to discuss this request.

This special authorization applies only to personnel costs incurred for the fiscal quarter March 1 – May 31, 2020.

- Stipends

CPRIT will reimburse otherwise allowable stipend payments to fellows and trainees who are unable to work due to or related to the COVID-19 disaster if the stipends are paid in a way that conforms to an established policy of the grantee and that policy treats both grant-supported and other activities consistently. Grantee institutions should provide documentation demonstrating the effect of the COVID-19 disaster.

This special authorization applies only to stipend payments made in the fiscal quarter March 1 – May 31, 2020.

- Non-Refundable Travel

CPRIT will reimburse otherwise eligible costs associated with non-refundable grantee travel not taken or events not attended because of the COVID-19 disaster. Please note: CPRIT will only reimburse otherwise eligible non-refundable travel costs incurred by grantee employees assigned to the project. This policy does not extend to subcontractors or subrecipients. However, the grantee may include expenses it incurred paying for a subcontractor or subrecipient's non-refundable travel as part of its required matching expenses.

Grantees must maintain records and documentation to support charges to the CPRIT grants for non-refundable travel and/or event costs cancelled because of the COVID-19 disaster. CPRIT has created a "2020 COVID-19 Disaster Grant Expense Claims Form" for grantees to record COVID-19 disaster expenses. The link to the form is available in the "Latest Updates" section on the CPRIT COVID-19 landing page.

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This authorization does not apply to travel booked on or after March 20 (or the date that a grant organization implemented a no travel policy for its employees and students, if earlier than March 20.) The grantee should make every effort to minimize future non-refundable travel costs booked on or after March 20, and CPRIT reserves the right to reject a grantee's reimbursement request if the grantee has failed to adequately protect against future non-refundable travel costs, even those related to the COVID-19 disaster.

- Non-Refundable Conference Registration Fees

CPRIT will reimburse otherwise allowable non-refundable registration fees for conferences, seminars, or symposiums that the event host cancelled due to the COVID-19 disaster.

Grantees must maintain records and documentation to support charges to the CPRIT grants for non-refundable registration costs for events cancelled because of the COVID-19 disaster. CPRIT has created a "2020 COVID-19 Disaster Grant Expense Claims Form" for grantees to record COVID-19 disaster expenses. The link to the form is available in the "Latest Updates" section on the CPRIT COVID-19 landing page.

This authorization does not apply to event registrations made on or after March 20. The grantee should make every effort to minimize future non-refundable event registration costs booked on or after March 20, and CPRIT reserves the right to reject a grantee's reimbursement request if the grantee has failed to adequately protect against future non-refundable event registration fee costs, even those related to the COVID-19 disaster.