CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

INSTRUCTIONS FOR APPLICANTS

Cancer Screening and Early Detection
RFA P-24.1-CSD

Primary Prevention of Cancer
RFA P-24.1-PPC

FY 2024

Fiscal Year Award Period

September 1, 2023-August 31, 2024

TABLE OF CONTENTS

1. INTRODUCTION 4
2. FORMAT REQUIREMENTS 4
3. SYSTEM REQUIREMENTS 5
3.1. COOKIES 5
3.2. INACTIVITY TIMEOUT 5
4. APPLICATION SUBMISSION DEADLINE 6
5. PERSONNEL AND APPLICATION ROLES IN CARS 6
5.1. REQUIRED PERSONNEL 6
5.2. OPTIONAL PERSONNEL 6
6. REGISTRATION AND "MY PROFILE" SETUP 7
6.1. USER REGISTRATION 7
6.2. ORGANIZATION REGISTRATION 8
6.3. MY PROFILE 8
6.4. ORCID ID 8
7. STARTING AN APPLICATION 10
7.1. STARTING A NEW APPLICATION 10
7.2. STARTING A RESUBMISSION APPLICATION 10
7.3. STARTING AN EXPANSION APPLICATION 11
8. STATUS DISPLAY 11
8.1. TAB STATUS 11
8.2. APPLICATION STATUS 12
9. TAB: SUMMARY 13
10. TAB 1: CONTACTS 14
11. TAB 2: APPLICATION INFORMATION 15
12. TAB 3: PERSONNEL AND COLLABORATING ORGANIZATIONS 18
13. TAB 4: REQUIRED DOCUMENTS 19
14. TAB 5: BUDGET 22
14.1. BUDGET FOR ALL PROJECT PERSONNEL 24
14.2. DETAILED BUDGET FOR YEAR 1 24
14.3. BUDGET FOR ENTIRE PROPOSED PERIOD OF PERFORMANCE 25
14.4. BUDGET JUSTIFICATION 26
14.5. SALARY CAP 26
15. TAB 6: FINAL REVIEW & SUBMIT 27
16. PROVIDED TEMPLATES (REQUIRED) 27
17. CONTACT INFORMATION 28
17.1. HELPDESK 28
17.2. PROGRAMMATIC QUESTIONS 28

VERSION HISTORY

Rev	5/5/2023	Instructions for Applicants document posted

1. INTRODUCTION

The Cancer Prevention and Research Institute of Texas (CPRIT) Application Receipt System (CARS) (https://CPRITGrants.org) provides a means to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants on how to successfully submit an application in response to the CPRIT Prevention Program's Requests for Applications (RFAs) for FY24 Cycle 1. Applications for the current cycle may be submitted from June 1, 2023, to August 30, 2023.

2. FORMAT REQUIREMENTS

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:

- **Language:** English
- **Document Format for Uploaded Files:** PDF only
  - Do NOT password protect documents.
  - Do NOT submit documents that are bound together in a single PDF package.
- **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 in all directions
- **Color and High-Resolution Images:** Any images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. It is suggested that applicants include text to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** 100 to 150 dpi
- **References:** Use a citation style that includes the full name of the article and that lists at least the first 3 authors. Official journal abbreviations may be used. An example is

included below; however, other citation styles meeting these parameters are also acceptable as long as the aforementioned information is stated.

> Smith, P.T., Doe, J., White, J.M. (2006). Elaborating on a novel mechanism for cancer progression. *Journal of Cancer Research*. 135: 45-67.

Include URLs of publications referenced in the application.

- **Headers and Footers:** Page numbers may be included in the footer. Otherwise, headers and footers should not be used (unless they are part of a provided template).
- **Page Numbering:** Pages should be numbered.
- **Templates:** Use provided templates for Biographical Sketches, Current and Pending Support, Resubmission Summary, and CPRIT Grants Summary, as applicable.

3. SYSTEM REQUIREMENTS

Note that CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

In addition, CARS is not compatible with mobile technology (eg, Surface Pro, iPad). It is recommended that applicants use a PC to complete the application submission process.

3.1. Cookies

CARS requires the use of nonpersistent cookies. If you attempt to log into the system with the correct user ID/password and you are denied access, please make sure that your Internet browser accepts nonpersistent cookies. If you need help configuring your browser to accept cookies, please refer to the FAQ (https://cpritgrants.org/FAQ) or contact the Helpdesk.

3.2. Inactivity Timeout

For security reasons, the inactivity timeout rule for a session login is 4 hours. This means that if you are logged into the system but have not clicked on a link or button for a period greater than 4 hours, you will automatically be logged out of the system and will potentially lose any unsaved information. Please make sure you have saved any changes and log out when you are not using the system. To log out, select the *Logout* link found in the top right portion of the page.

4. APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before August 30, 2023, 4 PM central time.

5. PERSONNEL AND APPLICATION ROLES IN CARS

5.1. Required Personnel

- **Program Director (PD):** The PD oversees the project and is responsible for the overall performance of the funded project. The PD completes and finalizes a series of numbered tabs of the application. ***The PD starts the application in CARS.***
- **Application/Authorized Signing Official (ASO):** The ASO is the organization's representative that is authorized to officially submit the application to CPRIT. The ASO is identified by the PD in CARS, can reset applicant-finalized tabs to draft at the request of the applicant, and submits the application. ***The ASO submits the application in CARS.***
- **Grants Contract/Office of Sponsored Projects Official (GC/OSPO**): The GC/OSPO manages the grant contract if the award is made. The GC/OSPO is identified by either the PD or ASO in CARS. ***The GC/OSPO must be entered in CARS but does not have a required role in application submission.***

Note that in some organizations without an Office of Sponsored Projects, the roles of PD and/or ASO as well as Grants Contract Official may be assigned to the same individual. However, this individual will need to have separate accounts in CARS to carry out each of these distinct roles (see section 6.1 below).

5.2. Optional Personnel

- **Co-Program Director (Co-PD):** The Co-PD assumes equal responsibility with the PD for overall performance of the funded project. ***The Co-PD can start the application in CARS.***
- **Alternate Submitter:** The Alternate Submitter is designated by the PD to complete PD tasks in CARS and/or the grants management system, including entering data in progress reports. ***The Alternate Submitter can start the application in CARS.***
- **Alternate ASO:** The Alternate ASO is designated by the ASO to complete ASO tasks in CARS. ***The Alternate ASO can submit the application in CARS.***

6. REGISTRATION AND "MY PROFILE" SETUP

6.1. User Registration

Applicants begin the application process by registering or logging in to CARS (https://CPRITGrants.org). All users can register for an account in the *Sign In/Register* section of the home page. To register, select the *Register here* link and complete the required information. PDs, Co-PDs, and Alternate Submitters should register as an applicant (or someone who works for one). An ASO, Alternate ASO, or GC/OSPO should register as an ASO (or someone who works for one).

Upon successful login into the system, the applicant will be presented with the *My Applications* page screen shown below:

All prior submitted applications by that user are listed on this page. After initial registration or after login, all users are encouraged to complete/verify the information under the *My Profile* link on the top left of this screen. All profile information should be completed before a user is added to an application.

6.2. Organization Registration

If your organization does not appear in the drop-down list during registration, please contact the Helpdesk for assistance. In order to create or reactivate an organization, the Helpdesk will need the following information, which should be sent in an email to Help@cpritgrants.org:

- Organization Name (exactly as you want it to appear in our system)
- Employer Identification Number (EIN)
- Organization Type (academic or nonacademic)
- Fiscal year end date (for example, CPRIT's fiscal year ends on 8/31/2024)
- What deadline do you need to meet?
- To which RFA will you be applying?

If your organization does not yet have an EIN, please visit https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online to get one. The EIN application process should take about 15 to 20 minutes and must be completed in a single session. The EIN will be provided immediately upon successful completion of the process.

6.3. My Profile

Users can set up their profiles by selecting the *My Profile* link at the top left portion of the page. The user profile contains information that will be used to autofill some of the fields in the application.

A biographical sketch is required for PDs and Co-PDs assigned to an application. Note that biographical sketches will not be transferred from the user profile and will need to be separately uploaded into the application (see section 13).

6.4. ORCID iD

Applicants may link their CARS profiles to their ORCID iDs on an optional basis so that CPRIT can have access to the applicant's ORCID profile at the time of application submission.

Upon a user's first login, the user will be prompted with a modal window (seen below) announcing support for ORCID authentication with the ability to opt out of any further notifications. If the user selects "Do not show this window again," the user will not be prompted again.

As directed by the modal window displayed below, during the initial login, on the “My Profile” page, the user is displayed a description of the authentication process and is invited through an ORCID-branded link to correlate his/her CARS and ORCID profiles. Note that the system will also provide identical functionality within the “Contacts” tab of all new applications.

Upon clicking on the ORCID-branded link, the system will open a new tab on the user’s browser that will direct the user to enter his/her ORCID username and password. Users without an ORCID account can initiate one from this window.

Upon a successful login to the ORCID system, the user will be directed to a modal window that explicitly requests permission from the user to share his/her public ORCID profile with CARS.

If permission to correlate the 2 accounts has been provided by the authenticated user, the system then returns the user to the page from which the authentication started (ie, either the “My Profile” page or the “Contacts” tab of a new application). The system will then display a brief message confirming the authentication and replacing the ORCID-branded link with a new button that directs the user to his/her specific ORCID profile page.

7. STARTING AN APPLICATION

The table below summarizes eligibility requirements for new, resubmission, and renewal applications.

Mechanism	New Application	Resubmission Application	Continuation/Expansion Application
CSD	Application not previously submitted to CPRIT	Resubmission of eligible application not funded in a previous cycle	Initial Expansion – currently or previously funded projects; expansion required. Maintenance Expansion – expansion of previously funded expansion projects
PPC	Application not previously submitted to CPRIT	Resubmission of eligible application not funded in previous cycles	Initial Expansion – currently or previously funded CPRIT Prevention Program projects; expansion required. Maintenance Expansion – expansion of previously funded expansion projects

7.1. Starting a New Application

Use this option to submit a CSD or PPC application not previously submitted to CPRIT. New applications can be started in 1 of 2 ways:

1. My Applications (this is the default post-login page) → click *Start a New Application* → *FY 2024 Prevention Programs* → select the appropriate RFA → click *New Application*, or
2. Current Funding Opportunities → click *FY 2024 Prevention Programs* → select the appropriate RFA → click *Start New Application*.

Upon starting a new application, applicants are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly.

7.2. Starting a Resubmission Application

This option should be used for resubmission of an application previously submitted but not awarded. To start a CSD or PPC resubmission application, applicants will follow the instructions for starting a new application and select the "Resubmission" radio button. Applicants will then

be required to enter the application ID of their previously submitted CPRIT Prevention application.

Applicants are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

Note: All information from the previously submitted application, including the names of any Co-PDs, collaborators, and all required documents must be submitted afresh.

7.3. Starting an Expansion Application

To start a CSD or PPC expansion application, applicants will follow the directions for starting a new application and select the "Expansion" radio button, and the "Initial Expansion" or "Maintenance Expansion" radio button, as appropriate (the expansion type can be edited later). Applicants will then be required to enter the grant number of the funded CPRIT Prevention grant on which their application is based.

Applicants are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

Note: All information from the previously funded award, including the Co-PD, collaborators, and all required documents must be submitted afresh.

Applicants must include a Most Recently Funded Project Summary in the Required Documents section.

8. STATUS DISPLAY

8.1. Tab Status

The status of each individual tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1. It may display "DRAFT," "PENDING ASO APPROVAL," or "ASO APPROVED AND SUBMITTED."

Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert an application with this status back to draft.
ASO APPROVED AND SUBMITTED	The ASO has reviewed, approved, and submitted the application to CPRIT. Once the application has been submitted by the ASO, the PD is notified via email.

8.2. Application Status

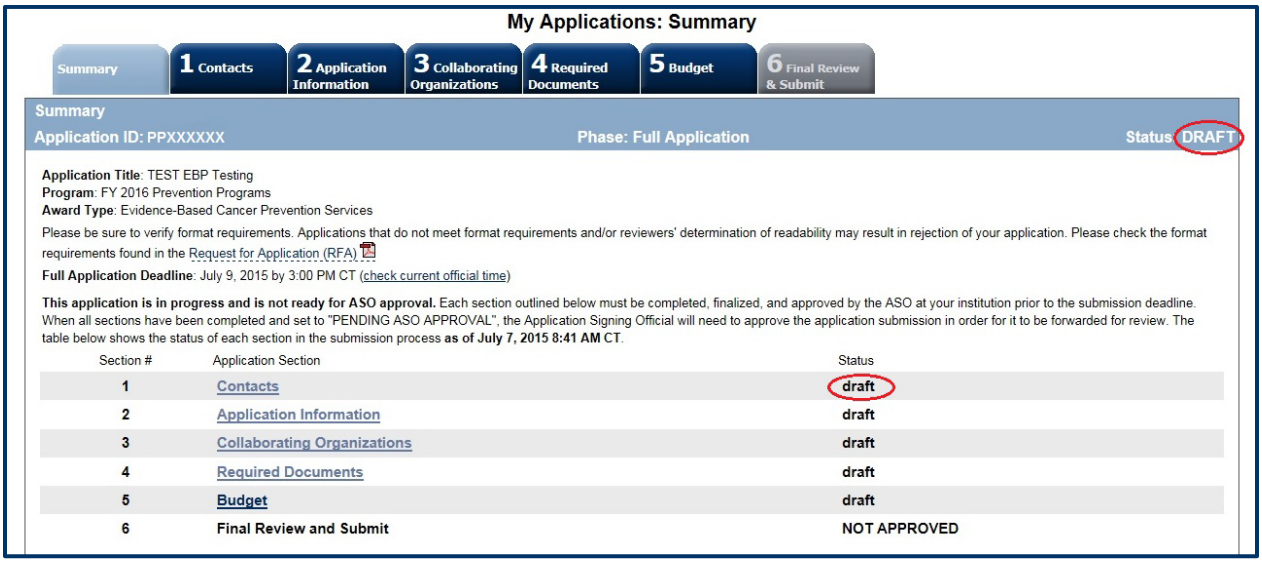
The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the entire application (as indicated in the figure below—see Status: DRAFT circled in red).

Carefully read the information on the summary page before moving on to the numbered tabs.

- Tab 1 (*Contacts*) must be completed/finalized before Tab 3 (*Collaborating Organizations*).
- Tab 2 (*Application Information*) must be completed/finalized before Tab 5 (*Budget*).

Other tabs may be completed in any order. Applicants must successfully complete/finalize all tabs to obtain ASO approval before the application can be successfully submitted by the ASO.

9. TAB: SUMMARY



The status of each tab is also displayed on this page while the application is in progress. Status definitions are described below.

Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDING ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The applicant is included on this notification. Only the ASO can revert a tab with this status back to draft.
NOT APPROVED	The application has not been approved/submitted by the ASO.
PENDING	All tabs have been finalized by the applicant and reflect the status "PENDING ASO APPROVAL." At this point, the application is awaiting ASO approval and subsequent submission.

Note: As stated in the preceding section, the status displayed under the row of numbered tabs on the Summary page indicates the status of the entire application.

10. TAB 1: CONTACTS

- **Program Director:** Verify information for the PD; update as necessary.
- **Co-Program Director (Optional):** Up to 2 Co-PDs may be designated on the application. Designate Co-PDs as follows:
  - Click the *Search for Co-Program Director* button.
  - Enter information and click the *Search Contacts* button.
  - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
  - If the individual is not listed, different search criteria may be used (for example, using the last name only or spelling variations). Alternatively, invite the individual to register in the system and be part of the application by clicking the *Send Them an Invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual joins the application as a Co-PD, his or her information will be listed in the appropriate section of the tab.
  - Change or remove an individual by clicking the appropriate button.
- **Alternate Submitter (Optional):** This role may be used for the Program Coordinator or Manager if he or she will be assigned duties in the grants management system, including entering data in progress reports. If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the search guidelines above.
- **Application/Authorized Signing Official:** An ASO <u>must</u> be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.
- **Alternate Application/Authorized Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A GC/OSPO <u>must</u> be listed in order to complete/finalize this tab. This individual can be assigned by either the PD or by the ASO. Follow the search guidelines above.

After a contact is added to the application, only the assigned contact can update his or her information within the application. When all information is entered, click *Finalize Contacts Section*. Note that this tab cannot be finalized until the 3 required fields of this section—"Program Director," "Application Signing Official," and "Grants Contract/Office of Sponsored

Projects Official"—have been completed. PD information is entered automatically; an ASO must be identified and added by the PD. The GC/OSPO can be identified and added by the PD or by the ASO.

11. TAB 2: APPLICATION INFORMATION

- **Application Identification:**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify the application type (drop list defaults to *New Application, Expansion,* or *Resubmission* as applicable).
  - **Expansion Type:** Select the expansion type for all expansion applications (initial or maintenance expansion).
  - **Project Focus (PPC Only):** Select the primary focus for all PPC applications.
  - **Application Title:** The application title is stated; edit if necessary.
  - **Category of research/project to be supported:** Select the appropriate option for whether the proposed project will be directed toward childhood and adolescent cancer. If Yes is selected, provide a brief description of the childhood and adolescent focus.
- **Project Information:**
  - **Contract Start Date:** This field is autopopulated with the required contract start date of March 1, 2024.
  - **Proposed End Date: (mm/dd/yyyy):** Enter a proposed end date for the program between 6 months and 3 years from March 1, 2024, for CSD (initial expansion) and PPC (initial expansion), and between 6 months and 5 years from March 1, 2024, for CSD (maintenance expansion) and PPC (maintenance expansion).
- **Application Classification:**
  - **Topic:** Select the topic area(s) that will be addressed by the program; more than 1 option may be selected.
  - **Cancer Focus:** Select the cancer(s) that will be addressed by the program.
    - **Cancer Focus Options:** If the application is HPV, tobacco prevention/cessation, obesity, or alcohol related, please choose HPV-related, tobacco-related, obesity-

related, or alcohol-related cancer as the cancer focus, rather than multiple cancer types.

- **People Reached (Indirect Contact) (complete online):**
  - Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be reached by the funded project. "Reached" refers to noninteractive public or professional education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. (This category includes individuals who would be reached through activities that are directly funded by CPRIT as well as individuals who would be reached through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project). Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided.
- **Number of Unique People Served (Direct Contact) (complete online):**
  - Enter estimates (numbers only, without commas) for the overall number of people (members of the public and professionals) to be served by the funded project. "Served" refers to direct, interactive public or professional education, outreach, training, navigation service, or clinical service, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. This category includes individuals who would be served through activities that are directly funded by CPRIT as well as individuals who would be served through activities that occur as a direct consequence of the CPRIT-funded project's leveraging of other resources/funding to implement the CPRIT-funded project. Itemize separately the education, navigation, and clinical activities/services, with estimates, that led to the calculation of the overall estimates provided. Note that the number of people served and the number of services may differ (for example, 1 person may receive multiple services such as breast, cervical, and colorectal cancer screening). For this example, indicate 1 person served and itemize 3 services.

- **Number of Services Delivered (Direct Contact) (complete online):**
  - Enter estimates (numbers only, without commas) for the overall number of services delivered directly to members of the public and/or professionals—direct, interactive public or professional education, outreach, training, navigation service, or clinical service, such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. Note that 1 individual may receive multiple services.
- **Number of Clinical Services Delivered (complete online, CSD only):**
  - Enter estimates (numbers only, without commas) for the overall number of clinical services delivered directly to members of the public—such as live educational and/or training sessions, vaccine administration, screening, diagnostics, case management/navigation services, and physician consults. Note that 1 individual may receive multiple clinical services.
- **Number of Preventive Services Delivered (complete online, PPC only):**
  - Enter estimates (numbers only, without commas) for the overall number of services delivered directly to members of the public. Note that 1 individual may receive multiple services.
- **Target Population:**
  - **Geographic Area to be Served:** Select the Texas counties where an activity or service will occur and where the project has a physical presence for the services provided.
  - **Gender of Target Population:** Choose 1 option.
  - **Age of Target Population:** Select all that apply.
  - **Ethnicity of Target Population:** Choose 1 option.
  - **Race of Target Population:** Select all that apply.
- **Is the applying organization a Texas Department of State Health Services Breast and Cervical Cancer Services (BCCS) contractor?**
  - Select the appropriate option.
- **State Legislative Districts:**
  - **State Senate District:** Enter the State Senate district of your institution. Use the link provided to find this information using the applicant's institutional address.

- **State House District:** Enter the State House district of your institution. Use the link provided to find this information using the applicant's institutional address.

- **Cancellation of Applications/Awards by Granting Organization (in past 5 years):**
  - Select whether the PD is currently eligible to receive federal grant funds or ineligible because of scientific misconduct or fraud. If ineligible ("no" is selected), then provide an explanation in the text field.
  - Select whether the PD had an application or award terminated for cause within the last 5 years. If yes, then select the category of application or award. Select the granting organization. Enter the award title, award number, award amount, and the reason for cancellation. Click the *Add Application/Award* link to include additional applications or awards.
- **Donations:**
  - Select whether the PD or any individual listed on the application has made a donation, gift, or grant to CPRIT, the CPRIT Foundation, the Texas Cancer Coalition, or any nonprofit organization/entity established to benefit CPRIT. If yes, then enter the name of the donor, entity name, donation amount, and date of donation. Click the *Add Donation* link to include additional donations.
- **CPRIT Priorities Addressed (from Statute or Texas Cancer Plan):**
  - Choose the CPRIT priority addressed in the application. More than 1 priority may be selected.

Click the appropriate box ("*Save Application Information as Draft*" or "*Finalize Application Information for ASO Approval*") to save entered application information.

Note: Application information saved as "draft" can be edited at a later time. Application information "finalized for ASO approval" can be edited only after the ASO (or designated alternate ASO) has reset the section to draft mode at the request of the applicant.

12. TAB 3: PERSONNEL AND COLLABORATING ORGANIZATIONS

- **Program Director and Submitters:**
  - The PD, Co-PD (if applicable), and Alternate Submitter (if applicable) will be prepopulated.

- **Personnel and Collaborating Organizations:**
  - List ALL personnel working on the proposed project, paid or unpaid, as well as partners, collaborators and anyone listed in the budget and Current & Pending Support sections. The purpose of this section is for reviewers to be able to determine if they have any conflicts of interest with any of the listed individuals, at which point they would be required to recuse themselves from the review of the application. Select the appropriate "Role for Application" from the dropdown menu.
  - Enter information for all collaborating organizations. A collaborating organization is any organization other than the applicant organization that will contribute 1 or more components essential to the success of the program. Indicate if the organization is a Texas Department of State Health Services BCCS contractor.
  - Click the *Save as Draft* button to save additions.
  - Review the list to ensure that all personnel and collaborators have been successfully added. For personnel or collaborators where "Other" is selected as the "Role for Application," applicants must provide a brief summary of the role for this project in the "Description of Role" text field.

Click *Save as Draft* to include additional collaborators.

When all information is entered, click *Finalize Collaborating Organizations*.

13. TAB 4: REQUIRED DOCUMENTS

All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or of documents that exceed the page limits specified in the individual RFAs. Do NOT password protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract and Significance (use text box provided):** Enter the Abstract and Significance statement (limit of 5,000 characters, including spaces) for the overall program. Do NOT use symbols or special characters (including bullets)—these will not be transmitted correctly. Save entered information.
- **Goals and Objectives (use text box provided):** Enter goals and objectives for the project. At least 1 goal and 1 objective are required (limit of 900 characters, including spaces and any prepopulated headings in the text box, per goal and objective).

For CSD applications, 1 goal with 2 objectives addressing navigation into diagnosis and into treatment is required and will be prepopulated into the application. This goal is not modifiable by the applicant. At least 1 additional goal is required, and up to 3 additional goals may be proposed. Each additional goal must have at least 1 and up to 3 objectives.

For PPC applications, the maximum number is 3 goals with 1 to 3 objectives each.

Do NOT use symbols or special characters—these will not be transmitted correctly. Save entered information. For all applications, each objective text field will be populated with sections for objective, baseline, and measure; all sections must be completed, including the prepopulated objectives in CSD applications. Each measure should be a **quantity designed to track and assess the status of a given objectives.** A metric may be defined as the manner in which the measure will be quantified in order to provide an interpretable value. Proposed metrics should be described within **both the stated objective and the measure**. Provide an explanation if "0" is entered for any baseline or measure. An example of a measure is "2,000 individuals, ages 9 to 12, will initiate the HPV vaccination series."

Plans to establish baseline and method(s) of measurement in cases where a baseline has not been defined **must** be provided. The goals and objectives will be used during contract negotiation and for evaluation of annual progress reports.

- **Project Timeline (PDF format):** Upload the project timeline PDF document (up to 2 pages). The timeline does not have a specified format, such as a table or Gantt chart. However, time should be listed as general (Year 1, Month 1) instead of as specific months and years (ie, do not specify September 2024). The timeline will be used during contract negotiation and for evaluation of annual progress reports.
- **Project Plan (PDF format):** Upload the project plan PDF document (up to 12 pages). The document must follow the required format specified in the RFA.
- **Project References (PDF format):** Upload the project references PDF document.
- **Resubmission Summary (PDF format; use template provided):** Upload the Resubmission Summary, if applicable (up to 1 page). Applicants **must** use the template provided under the *Summary* tab.
- **Most Recently Funded Relevant Project Summary (PDF format):** Upload the Most Recently Funded Relevant Project Summary, if applicable (up to 3 pages). This document

is required for all CSD and PPC expansion applications, or for any application in which the applicant has a currently or previously funded CPRIT grant.

- **CPRIT Grants Summary (PDF format; use template provided):** Upload the CPRIT Grants Summary. Applicants **must** use the template provided under the *Summary* tab. Ensure that the most recent template downloaded from CARS is used, as the template may have changed since a previous submission. List all projects funded by the CPRIT Prevention program for the PD or Co-PD, regardless of their connection to this application. If no previous CPRIT Prevention funding has been received, indicate "not applicable" or "N/A" on the form and upload the document.
- **Biographical Sketches (PDF format):** Use the template provided under the *Summary* tab for each biographical sketch. The NIH Biographical Sketch template is also appropriate. Only biographical sketches will be accepted; do not submit resumes and/or CVs. The biographical sketch for each individual must not exceed 5 pages. If a position is not yet filled, upload a job description.
  - Program Director and Co-Program Director Biographical Sketch(es): A biographical sketch for the PD and Co-PD (if applicable) is required.
  - Evaluation Professional Biographical Sketch: A biographical sketch for the evaluation professional is required.
  - Additional Biographical Sketches: Up to 3 additional biographical sketches of key personnel (excluding PD and Co-PD) may be submitted. Multiple biographical sketches must be combined into a single file and submitted as a single PDF document. Do NOT include a biographical sketch for the PD or Co-PDs (if applicable) in this section; they should be uploaded separately.
- **Current and Pending Support (PDF format; use template provided):** List all current and pending awards/grants <u>related to this project</u>. Provide the funding source, amount, status (awarded or pending), duration, and a 2-line summary of the goal/use of the funds. Applicants **must** use the template provided under the *Summary* tab. If no other current or pending awards/grants exist, indicate "not applicable" or "N/A" on the form and upload the document.
- **Letters of Commitment:** Upload letters of institutional and/or collaborator support. Multiple letters <u>must be combined and submitted as a single PDF document</u> (up to

10 pages). A maximum of 2 letters may be present on a page. Provide an explanation if no letters of support are provided; upload this explanation as a PDF document.

- **Budget Justification (PDF Format):** Provide a brief and concise justification of the budget for the entire proposed period of support, including specific descriptions of charges for personnel, travel, equipment, supplies, contractual services, and other expenses. For any subcontracts, itemize and provide a brief description of each item to be paid through the contract (eg, personnel, travel, equipment, supplies, services, or other expenses).
- **Summary Statement (Applies to Resubmissions only):** If a summary statement was prepared for the previous application, it will automatically be uploaded as part of the resubmission application. If a summary statement was not prepared, no document is required, and no document will be uploaded.

When all information is entered, click the *Finalize Required Documents* button.

14. TAB 5: BUDGET

The budget section is composed of 4 subtabs that must be completed.

1. Budget for All Project Personnel
2. Detailed Budget for Year 1
3. Budget for Entire Proposed Period of Performance
4. Budget Justification

All 4 subtabs must be completed to finalize this section. A detailed budget for the first year of the project is required. Budget requests must be well justified. Do NOT include unallowable expenses (eg, shared costs, promotional items).

Summary of Maximum Funding/Duration

Award Mechanism	Maximum Duration	Maximum Funding
CSD New	3 years	$1.5 million
CSD Initial Expansion	3 years	$2 million
CSD Maintenance Expansion	5 years	$2.5 million
PPC New or Initial Expansion	3 years	$1 million
PPC Initial Expansion – Vaccination/Tobacco Cessation (Adults)	3 years	$1.5 million
PPC Maintenance Expansion	5 years	$2 million
PPC Maintenance Expansion – Vaccination/Tobacco Cessation (Adults)	5 years	$2.5 million

Note: Some or all of the following buttons appear on each subtab.

Previous = Move to the previous subtab

Next = Move to the next subtab

Save Budget as Draft = Save entered information

Finalize Budget for ASO Approval = Finalize section

The *Previous* and *Next* buttons allow the user to move between subtabs while retaining entered information for as long as the user is on the *Budget* tab. Information entered on any subtab is NOT saved until the *Save Budget as Draft* button is clicked. Moving from the *Budget* tab to another tab without saving will result in loss of any unsaved changes.

Expenses in the proposed budget must be categorized as personnel, fringe benefits, travel, equipment, supplies, contractual, other, and indirect costs. Information on the expenses associated with these budget categories and allowable costs can be found in Chapters 9 and 10 of the *CPRIT Policies and Procedures Guide*. The guide's expense classifications in each budget category carry over to the quarterly financial status report that must completed for every funded project and approved by CPRIT. If for any reason an expense is not categorized correctly in the budget of an application that becomes an approved project, that expense will have to be recategorized to conform to CPRIT's requirements and be approved in a quarterly financial status report.

14.1. Budget for All Project Personnel

First Name and Last Name: The PD's name is prepopulated. Enter names of other individuals as necessary. Additional rows will autoappear once text is entered into the existing last row.

Role on Project: The PD's role is prepopulated. Enter roles of other individuals as necessary.

Type Appointment (Months): For each individual listed, enter appointment type (eg, 6-month, 9-month, 12-month appointment).

Annual Base Salary: For each individual listed, enter institutional base salary.

Effort on Project: For each individual listed, enter percent effort on the project.

Salary Requested: The individual salary cap for CPRIT awards is $200,000. (See section 14.5, Salary Cap.) Click *Calc* to autocalculate the requested salary.

Fringe Benefits: For each individual listed, institutional fringe benefits must be calculated based on the individual's direct salary requested.

14.2. Detailed Budget for Year 1

Provide the information requested for other direct charges in the first year of the project.

Travel: Include any charges associated with necessary travel. CPRIT funds may be used to send up to 2 people to CPRIT's conference. International travel and travel to conferences require approval prior to the travel occurrence through either the application or the submission of a request after a project is funded.

Equipment (400-character limit)**:** Itemize each piece of equipment having a useful life of more than 1 year and an acquisition charge of $5,000 or more per unit that is anticipated to be purchased for use in the project. Each piece of equipment must be approved by CPRIT prior to purchase. Preapproval through the application is not required; if the project is funded, approval may be requested during the period a grant is active and will be considered on a case-by-case basis. However, any proposed equipment purchase in an application removed by a peer review panel will not be reconsidered if the project is funded.

Supplies (800-character limit)**:** Itemize costs for project materials, consumable office supplies, and tangible equipment with a cost under $5,000.

Contractual (400-character limit)**:** Itemize any service contract directly related to the project such as those for specialized services. For the purposes of the budget, these are all considered subcontracts. Provide direct contract costs only. Any indirect costs charged on a subcontract must be categorized as an *Indirect Cost* and are calculated in the overall 5% indirect cost cap. Each subcontract must be itemized in the *Budget Justification* subtab by providing project charges for personnel, travel, equipment, supplies, and other expenses.

Other (800-character limit)**:** Itemize other project-associated expenses such as client participation incentive gift cards or transportation services and noncontractual clinical services charges (ie, screenings, vaccinations, etc).

Indirect Costs: Texas state law limits the amount of awarded funds that may be spent on indirect costs to no more than 5% of the total award amount (or 5.263% of the direct costs).

Note on Subaward Contracts: Subawards may recover up to the maximum of 5% in indirect charges of the total requested subaward amount. However, any indirect charges recovered in a subaward count toward the overall 5% indirect cost limitation of the funded award. Therefore, the primary institution completing the application must ensure that all indirect costs are calculated correctly in the total amount requested. If a project is funded, the primary institution receiving the award must manage the subaward contract costs including the allowable indirect costs.

14.3. Budget for Entire Proposed Period of Performance

Amounts for *Budget Year 1* will be autopopulated based on the information provided on the previous subtabs, namely, *Budget for All Project Personnel* and *Detailed Budget for Year 1*. Adjustments of up to a 3% annual increase for salary and other categories are permitted for additional years. A 3% salary increase for each year after Year 1 is permitted up to the cap of $200,000. The salary cap (see section 14.5: Salary Cap) may be revised every year at CPRIT's discretion.

Average Cost per Service: Average cost per service will be autocalculated by dividing the total charges for the entire proposed period of support by the total number of services delivered (as indicated in Tab 2: *Application Information*).

Average Cost per Clinical Service: Average cost per clinical service will be autocalculated by dividing the total charges for the entire proposed period of support by the total number of clinical services delivered (as indicated in Tab 2: *Application Information*).

Average Cost per Person: Average cost per person will be autocalculated by dividing the total charges for the entire proposed period of support by the total number of unique people served (as indicated in Tab 2: *Application Information*).

Estimated Revenue: Applicants should provide estimated revenue amounts and the source of estimated revenue (eg, collected registration fees for professional conferences). Estimated revenue should not be deducted from or added to the total requested budget.

14.4. Budget Justification

Provide a brief and concise justification of the budget for the entire proposed period of support for all budget categories: Personnel (salaries and fringe benefits), travel, equipment, supplies, contractual charges, other expenses, and indirect charges. **Each subaward must itemize project charges for all budget categories.** Note that the information for the fourth subtab, *Budget Justification*, is submitted as a PDF upload under Tab 4 (*Required Documents*). Click the link on the *Budget Justification* subtab to go to Tab 4 (*Required Documents*).

14.5. Salary Cap

The salary cap for CPRIT awards in FY 2024 (September 1, 2023, through August 31, 2024) is $200,000. Thus, the maximum direct salary support that an individual can request is up to $200,000 of his or her institutional salary based on percent effort on a project. The following

table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

Base institutional salary (full-time calendar appointment)	Effort on project	Maximum direct salary support that would be requested by the applicant
Less than $200,000	1%-100%	Up to base salary
More than $200,000 (eg, $300,000)	100%	$200,000
More than $200,000 (eg, $300,000)	50%	$100,000

15. TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the applicant, the status of the application will be set to "PENDING ASO APPROVAL." The ASO will then receive a notification email to review, approve, and submit the application to CPRIT. Only the ASO (or the designated alternate ASO) is authorized to officially submit the application. The ASO should log in to the system and click the appropriate application ID number under the *My Applications* page. To submit the application, the ASO must enter his or her password and click the *Approve and Submit Application* button. The ASO will then be asked to click the *Continue* button to submit the application. After the application has been submitted, the status of the application on the *My Applications* page (and also on all tabs of that application) will state "ASO APPROVED AND SUBMITTED." The ASO at the PD's institution must submit the application by the submission deadline: August 30, 2023, 4 PM central time.

16. PROVIDED TEMPLATES (REQUIRED)

Applicants **must** use the provided templates to prepare and submit the following documents. Templates are posted under the *Summary* tab and are available in Word (.doc) and PDF (.pdf) formats.

- Biographical Sketch;
- CPRIT Grants Summary;
- Resubmission Summary (for resubmissions only);
- Current and Pending Support.

17. CONTACT INFORMATION

17.1. Helpdesk

Helpdesk support is available for technical questions regarding user registration and online submission of applications. Queries submitted via email will be answered within 1 business day. Helpdesk staff are not in a position to answer questions regarding the scope and focus of applications.

Hours of operation:	Monday through Friday, 8 AM to 6 PM central time
Tel:	866-941-7146
Email:	Help@CPRITGrants.org

17.2. Programmatic Questions

Questions regarding the CPRIT Prevention Program, including questions regarding this or any other funding opportunity, should be directed to the CPRIT Prevention Program Office.

Tel:	512-626-2358
Email:	prevention@cprit.texas.gov
Website:	www.cprit.texas.gov