



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR  
APPLICATIONS**

**RFA 11-1**

*Texans Conquer Cancer Program*

**Patient Support Services**

**FY2011**

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## **1. ABOUT CPRIT AND THE *TEXANS CONQUER CANCER***

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

Additionally, CPRIT manages awarding of grants for the *Texans Conquer Cancer* license plate program. The *Texans Conquer Cancer* license plate was created to give all Texans a way to honor those who have died from cancer, celebrate those who have survived and assist those who will fight it in the future. Funds from the sale of the plate go to support direct patient services such as transportation to and from treatment, wigs, food, and lodging through non-profit organizations. Visit [www.texansconquercancer.org](http://www.texansconquercancer.org) to learn more about the *Texans Conquer Cancer* license plate.

## **2. FUNDING OPPORTUNITY DESCRIPTION**

### **2.1. Award Description**

CPRIT's *Texans Conquer Cancer* Program is supported by the sale of specialty license plates through the Texas Department of Transportation. The grants are designed to provide additional support for services to cancer patients and their families that are not otherwise reimbursable through standard coverage of medical care.

Funds may be used to provide the following allowable services, which include but are not limited to:

- A) Transportation
- B) Childcare
- C) Medical Equipment
- D) Consumable supplies for cancer care
- E) Lodging for patients and/or family during active treatment
- F) Medications and equipment required for symptom control
- G) Rent assistance during active treatment
- H) Food assistance during active treatment

Funds may not be used to provide the following disallowable services, which include but are not limited to:

- A) Hospitalization
- B) Surgery
- C) Outpatient care, including laboratory tests and physician visits
- D) Chemotherapy
- E) Radiation
- F) Health insurance deductibles

Operating expenses for the grantee such as utilities, salaries, office equipment, and entertainment are also not allowed.

## **2.2. Eligibility**

Only non-profit organizations that provide support services for cancer patients and their families are eligible for funding under this program.

## **2.3. Funding Information**

An organization may only receive funds for two consecutive years under this program and must wait at least one year before requesting additional support services funds.

Applicants may request up to a maximum of \$2,500. Organizations selected for funding must expend all funds by August 31, 2011. CPRIT estimates approximately \$15,000 will be available to award under this program. The amount available each year is dependent on the sale of the license plate.

**Funding for this program will be on a reimbursement basis only.** Once organizations are selected to receive funding under this program they will be provided a Financial Status Report Form 269A, that will be used to request reimbursement and report financial actions. Claims for reimbursement of actual expenses of services delivered can be submitted once a month or quarterly.

### 3. KEY DATES

RFA release	September 24, 2010
Application due	November 10, 2010, 3:00 p.m. Central Time
Application review	December 2010
Award notification	February 2011
Anticipated start date	March 2011

### 4. SUBMISSION GUIDELINES

#### 4.1. Submission Process

Funding availability will be announced in the *Texas Register* and on the CPRIT website at [www.cprit.state.tx.us](http://www.cprit.state.tx.us) at least 45 days prior to the deadline for receipt of applications. The application must be submitted in writing (Prevention Program, Cancer Prevention and Research Institute of Texas, P.O. Box 12097, Austin, Texas 78711) or through e-mail to [applications@cprit.state.tx.us](mailto:applications@cprit.state.tx.us).

#### 4.2. Application Submission Deadline

All applications submitted in writing or by email must be received by 3:00 p.m. Central Time on November 10, 2010.

#### 4.3. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of the application. APPLICATION SHOULD BE A MAXIMUM OF TWO PAGES. Applications that exceed two pages will not be reviewed.

**(1)-(3) Applicant Organization:** Enter the name and contact information of the organization that will be legally responsible for conducting the funded activities.

**(4) Texas or Federal Vendor I.D. #:** An applicant must provide the Applicant/Organization 9-digit Federal identification number or the Texas Identification Number (TIN).

**Non-Profit Charter #:** An applicant must provide the non-profit charter number obtained from the Texas Secretary of State that allows the organization to operate as a non-profit in Texas. Contact [finance@cprit.state.tx.us](mailto:finance@cprit.state.tx.us) for questions regarding these numbers.

- (5) **Confidentiality:** Funded organizations are required to have a system in place to protect client and patient records from inappropriate disclosure. Checking the box indicates a system is in place at your organization.
- (6) **Agency Contract Official, Title, Signature:** Provide the name, title, and signature of the person authorized to act for the applicant/organization and to assume contractual obligations. Also provide e-mail address, mailing address and telephone number. If application is submitted via e-mail, an electronic signature must be used or the application can be printed, signed, and then scanned.
- (7) **Funding Information:** Enter the total amount of funding requested for patient support services. Provide the beginning and ending dates (month, day, and year) covering the period for which funding is requested. Beginning date should be March 1, 2011 or later and the ending date should be no later than August 31, 2011.
- (8) **Cancer support services to be provided with these funds:** Clearly state the support services that will be provided during the time period for which funding is requested.
- (9) **Projected number of people to be served:** Provide the number of people expected to receive the services with CPRIT funds during the time period for which funding is requested.
- (10) **Justification of need:** Clearly state why these services are needed and why they are not available through some other source during the time period for which funding is requested.
- (11) **Experience providing cancer support services:** Clearly state organizational experience performing cancer support services to cancer patients and/or caregivers of cancer patients.
- (12) **Fiscal Contact:** Provide name, address, telephone, and e-mail address of the financial contact person. Provide address if different from Applicant/Organization.

## 5. APPLICATION REVIEW

The *Texans Conquer Cancer* Advisory Committee will review applications for merit and will make funding recommendations to CPRIT's Oversight Committee for final funding approval. CPRIT decisions will be made during CPRIT meetings, and the awardees will be contacted approximately 15 days after the meeting and will be sent a contract that must be signed as a condition of receiving the grant funds.

## 6. AWARD ADMINISTRATION

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

CPRIT grantees are required to collect performance data and report performance accomplished with funding from this program. A report indicating the number of people directly served by the grant and the services provided **must be submitted with each Reimbursement Request**.

## 7. CONTACT INFORMATION

Questions regarding the CPRIT program, including questions involving the application process and submission of applications will be answered within 1 business day.

Hours of Operation: 8 a.m. – 4 p.m. Central Time

Tel: 512-305-8422

E-mail: [prevention@cprit.state.tx.us](mailto:prevention@cprit.state.tx.us)