



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

# INSTRUCTIONS FOR APPLICANTS

**Cancer Prevention Microgrants**  
RFA P-12-CPMG-1

**Health Behavior Change Through Public and  
Professional Education and Training**  
RFA P-12-PPE-1

**Evidence-Based Cancer Prevention Services**  
RFA P-12-EBP-2

**FY 2012**

Fiscal Year Award Period  
September 1, 2011–August 31, 2012

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## VERSION HISTORY

Rev 12/15/11 Release of Instructions for Applicants

Rev 1/12/12 Section 15, Tab 4: Required Documents

- Submission format of Specific Aims changed from PDF to text entry

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## 1. INTRODUCTION

The CPRIT Application Receipt System (<https://cpritrants.org>) provides a means for the prevention community (i.e., Program Directors [PDs] and Application Signing Officials [ASOs]) 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 CPRIT's Requests for Applications (RFAs) for FY12 Cycle 2. Applications may be submitted from December 15, 2011, to February 21, 2012.

## 2. SUMMARY INSTRUCTIONS

- The PD and an ASO (a person authorized to sign for the organization) will need to create user accounts in the CPRIT Application Receipt System. These are two different roles, and an account for each is required in order for an application to be submitted. If the same person serves as the PD and the ASO, a separate account must be set up for each role. An application cannot be submitted without ASO approval.
- **Document Format for Uploaded Files:** Portable Document Format (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).
- **Page Format:** 8.5 x 11 inches page sized, 0.75-inch margins in all directions, single spacing.
- **Templates:** Use provided templates for specific aims, biographical sketches (biosketches), current and pending support, and renewal justification (if applicable).
- **Submission Process:**
  - i. The applicant completes all sections and forwards the application to the institution's ASO for review and final submission to CPRIT. The ASO is an individual authorized to submit an application for the organization.
  - ii. The application must be submitted by the ASO on or before the deadline: February 21, 2012, 3 p.m. Central Time.
- **Tab Finalization and Reset**
  - Application information saved "as draft" can be edited at a later time. Once application information is "finalized for ASO approval," it can be edited only after an ASO has reset the section to draft mode at the request of the applicant.

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## **3. SYSTEM REQUIREMENTS**

### **3.1. Operating System**

The CPRIT Application Receipt System has been developed to run on the following operating systems:

- Windows 2000
- Windows XP
- Window Vista
- Mac OS X 10.2 and above

If you are unsure whether your operating system is compatible with the CPRIT Application Receipt System, please send an e-mail that includes what operating system you are currently using to the HelpDesk at [PreventionHelp@CPRITGrants.org](mailto:PreventionHelp@CPRITGrants.org).

### **3.2. Internet Browsers**

This site is best viewed at a resolution of 1024 x 768 using the following browsers:

- Microsoft Internet Explorer 7.0 and above
- Mozilla Firefox 3.0 and above
- Apple Safari 3.0 and above

If you are unsure whether your browser is compatible with the CPRIT Application Receipt System, please send an e-mail indicating which Internet browser you are currently using to the HelpDesk at [PreventionHelp@CPRITGrants.org](mailto:PreventionHelp@CPRITGrants.org).

### **3.3. Cookies**

The CPRIT Application Receipt System 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.

### **3.4. 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 four 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 logout, select the “Logout” link found in the top-right portion of your page.

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## 4. APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before February 21, 2012, 3 p.m. Central Time.

## 5. APPLICATION PREPARATION AND SUBMISSION PROCESS

- The applicant completes/finalizes a series of numbered tabs of the application.
- Finalized tabs can be reset by the ASO.
- Once all tabs are finalized, the ASO reviews, approves, and submits the application to CPRIT.

## 6. APPLICATION SIGNING OFFICIAL (ASO)

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO is required and must be identified by the PD.

As the organization's representative, the ASO is required to review the tabs finalized by the PD and subsequently submit the application. Only the ASO is authorized to officially submit the application to CPRIT. The ASO can reset applicant-finalized tabs to draft at the request of the applicant.

## 7. GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL

The Grants Contract/Office of Sponsored Projects Official is the individual who will manage the grant contract if an award is made. 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. This individual must be identified for the application. The PD or the ASO can assign this individual to this role.

## 8. USER REGISTRATION AND “MY PROFILE” SETUP

### 8.1. Registration

Applicants begin the application process by registering or logging in to the CPRIT Application Receipt System (<https://cpritrgrants.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 Grants Contract/Office of Sponsored Projects Official should register as an ASO (or someone who works for one).

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

## My Applications

Here you can manage your in-progress, submitted and past applications or [start a new application](#) for those programs currently accepting application submissions.

### Filter Application List

Show: All Applications	<input checked="" type="radio"/> Since FY <input type="radio"/> Only For FY	FY: 2011	With Status of: <input checked="" type="checkbox"/> Draft <input checked="" type="checkbox"/> Pending ASO Approval <input checked="" type="checkbox"/> Pending Responsiveness Review <input checked="" type="checkbox"/> ASO Approved and Submitted <input type="checkbox"/> Deleted/Withdrawn	Refresh List
Show: All My Roles				

A filtered list of your applications is displayed below. You can sort this list by clicking on any of the underlined table headings. To view all of your applications, you may need to adjust the filters in the above table and press the "Refresh List" button.

<u>Application ID</u>	<u>Type</u>	<u>Title</u>	<u>Applicant</u>	<u>My Role</u>	<u>Due Date</u>	<u>Status</u>	<u>Funding Status</u>	<u>Actions</u>
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You do not have any applications matching this criteria. You may need to adjust the filtering options to show existing applications submitted through the system or [start a new application](#) for those programs currently accepting proposal submissions.

\* Applications marked "past due" were not submitted by the deadline and can no longer be edited, approved, or submitted. We strongly recommend that you delete applications marked as "past due" in order to keep your list of active applications manageable. Past due applications will be cleaned from the database annually and will not be accessible.

#### \*\* Research Award Mechanisms:

IIRA = Individual Investigator Research Awards  
 HHR = High-Impact/High-Risk Research Awards  
 MIRA = Multi-Investigator Research Awards  
 COMP = Company Investment  
 RTA = Research Training Awards

#### \*\* Prevention Award Mechanisms:

EBP = Evidence-Based Prevention Programs and Services  
 HPP = Health Promotion, Public Education, and Outreach Programs  
 PET = Health Care Professional Education and Training  
 CCP = Community Collaborative Prevention Programs and Services for Breast, Cervical, and Colorectal Cancers  
 IAC = Innovation Awards for Cancer Prevention Programs and Services

All prior submitted applications by that user are listed on this page.

## 8.2. My Profile

Profiles contain contact information for individuals and organizations. Profiles for PDs, Co-PDs, and Alternate Submitters contain contact and biosketch information for individuals associated with the application. Profiles for ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Officials do not contain biosketches; these profiles contain only information pertaining to the organization. All profile information should be completed before adding an individual to an application.

### 8.2.1. My Profile for PDs, Co-PDs, and Alternate Submitters

PDs, Co-PDs, and Alternate Submitters can set-up their user profile 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. Multiple contact information records can be stored in a single profile in the system, but only the default contact information record will be used to populate the "Contacts" section of an application. If necessary, PDs can apply a different contact record in the "Contacts" section after a new application has been started.

Applicants must upload a biosketch under the Biosketch tab in the "My Profile" section. A biosketch is required for PDs and Co-PDs assigned to an application, and will automatically be incorporated into each

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assigned application for that individual. Applicants should use the Prevention program biographical sketch template.

### **8.2.2. My Profile for ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Officials**

ASOs, Alternate ASOs, and Grants Contract/Office of Sponsored Projects Officials can setup their user profiles by selecting the “*My Profile*” link at the top-left portion of the page. These profiles contain information pertaining to the organization, including name, address, institution, and DUNS and EIN numbers. Multiple contact information records can be stored in a single profile in the system, but only the default contact information record will be used to populate the “*Contacts*” section of the application submission. If necessary, these individuals can apply a different profile in the “*Contacts*” section after a new application has been started.

## **9. STARTING AN APPLICATION**

### **9.1. Starting a New Application**

New applications can be started in one of two ways:

- (i) My Applications (this is the default post-login page) → click *start a new application* → *FY 2012 Prevention Programs* → select the appropriate RFA → click *New Application*, or
- (ii) Current Funding Opportunities → click *FY 2012 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—these will not be transmitted correctly.

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.

### **9.2. Starting a Resubmission Application**

Resubmission applications can be started from the *My Applications* page by clicking the “*Start Resubmission Application*” link of a previously nonfunded application.

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Upon starting a resubmission application, applicants may revise the title of the application (prepopulated from the previous submission; 160-character limit) and select the submitter role. Do NOT use symbols or special characters—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

**Note:** Only the title of the previously submitted application is prepopulated for a resubmission application. All other information, including the names of any Co-PDs, collaborators, and all required documents must be submitted afresh. If a summary statement was prepared for the previous application, it will be automatically uploaded as part of the resubmission application (see Section 15: Tab 4: Required Documents). If a summary statement was not prepared, no document will be uploaded.

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.

### **9.3. Starting a Renewal Application**

Renewal applications can be started from the “My Applications” page by clicking the *Start Renewal Application* link of a previously funded application.

Upon starting a renewal application, applicants may revise the title of the application (prepopulated from the previous submission; 160-character limit) and select the submitter role. Do NOT use symbols or special characters—these will not be transmitted correctly. Once this step is completed, applicants will be directed to the summary page.

**Note:** Only the title of the previously submitted application is prepopulated for a resubmission application. All other information, including the names of any Co-PDs, collaborators, and all required documents must be submitted afresh.

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.

## 10. STATUS DISPLAY

### 10.1. Tab Status

The status of each tab is displayed under the row of numbered tabs. The figure below is an example of the status of Tab 1.



Status	Status Definition
DRAFT	The tab is being prepared by the applicant.
PENDNG ASO APPROVAL	The tab has been finalized by the applicant. When all tabs are finalized and reflect this status, the ASO will receive e-mail notification stating that the application can be reviewed/submitted. The applicant is included on this notification.
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 PI is notified via e-mail.

### 10.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the application (as indicated in the figure above).

## 11. TAB: SUMMARY

The status of each tab is also displayed on this page. Status definitions are described below.

### My Applications: Summary

Summary	Contacts <b>1</b>	Application Information <b>2</b>	Collaborators & COIs <b>3</b>	Required Documents <b>4</b>	Budget <b>5</b>	Final Review & Submit <b>6</b>
Application ID: RP110217			Phase: Full Application			Status: DRAFT

**Application Title:** High-resolution imaging for cancer detection.  
**Program:** FY 2011 Research/Commercialization Programs  
**Award Type:** Shared Instrumentation Awards

Please be sure to verify format requirements. Applications that do not meet format requirements and/or reviewers' determination of readability may result in rejection of your application. Please check the format requirements found in the [Request for Application \(RFA\)](#).

**Full Application Deadline:** December 7, 2010 by 3:00 PM CT ([check current official time](#))

This application is in progress and is not ready for ASO approval. Each section outlined below must be completed, finalized, and approved by the ASO at your institution prior to the submission deadline. When all sections have been completed and set to "PENDING ASO APPROVAL", the Application Signing Official will need to approve the application submission in order for it to be forwarded for review. The table below shows the status of each section in the submission process as of October 25, 2010 3:58 PM CT.

Section #	Application Section	Status
1	<a href="#">Contacts</a>	draft
2	<a href="#">Application Information</a>	pending ASO approval
3	<a href="#">Collaborators &amp; Conflicts of Interest</a>	draft
4	<a href="#">Required Documents</a>	draft
5	<a href="#">Budget</a>	draft
6	<b>Final Review and Submit</b>	NOT APPROVED

Section	Status	Status Definition
1-5	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 e-mail notification stating that the application can be reviewed/submitted. The applicant is included on this notification.
6	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 this page indicates the status of the entire application.

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## 12. TAB 1: CONTACTS

- **Program Director:** Verify information for the PD; update as necessary.
- **Co-Program Director (Optional):** Up to two Co-PDs may be designated on the application. To designate Co-PDs:
  - 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, spelling variations, etc.). 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):** If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the search guidelines above.
- **Application Signing Official:** An ASO must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above.
- **Alternate Application 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 Grants Contract/Office of Sponsored Projects Official must 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.
- **Program Coordinator (Optional):** Information for this individual can be manually entered by the PD or by the ASO. A user account is not created or required for the optional Program Coordinator.

When all information is entered, click *Finalize Contacts Section*. Note that this tab cannot be finalized until the three 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 Grants Contract/Office of Sponsored Projects Official can be identified and added by the PD or by the ASO.

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## 13. 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*, *Resubmission*, or *Renewal*, as applicable).
  - **Application Title:** The application title is stated. Edit, if necessary.
- **Project Information**
  - **Contract Start Date:** This field is autopopulated with the required contract start date of August 31, 2012.
  - **Proposed End Date: (m/d/yyyy):** Enter a proposed end date for the program, between 6 months and 3 years from August 31, 2012.
- **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.
- **Application Classification**
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed by the program.
  - **Program Type:** For PPE applications only, select only one option that best describes the program type.
  - **Primary Focus:** Select only one option that best describes the primary focus of the program.
  - **Topic:** Select the topic area(s) that will be addressed by the program (more than one option may be selected).
  - **Total Number of People/Professionals Reached and Served:** Enter estimates (numbers only, without commas) for the population that will be reached and served for the program as a whole. "Reached" refers to noninteractive public or professional education and outreach activities, such as mass media efforts, brochure distribution, public service announcements, newsletters, and journals. "Served" refers to interactive public or professional education, outreach, training, or clinical service delivery, such as live educational and/or training sessions, vaccine administration, screening, diagnostics,

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case management services, and physician consults. In cases where one person is served multiple times, each instance of service should be counted separately (e.g., a person who received a screening for breast, cervical, and colorectal cancer would equal three persons served). In the text fields provided, itemize activities and include estimates of numbers of public and professionals reached and served for each activity.

- **Target Population**
  - **Geographic Area to be Served:** Select the Texas Counties that apply.
  - **Gender of Target Population:** Choose one option.
  - **Age of Target Population:** Select all that apply.
  - **Ethnicity/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.

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 has reset the section to draft mode at the request of the applicant.

## 14. TAB 3: COLLABORATING ORGANIZATIONS

- **Collaborating Organizations:** Enter information for all collaborating organizations. A collaborating organization is any organization other than the applicant organization that will contribute one or more components essential to the success of the program. Indicate if the organization is a Texas Department of State Health Services Breast and Cervical Cancer Services (BCCS) contractor. Click the “*Save as Draft*” button to save additions.
- **Collaborators Listed:** Review the list to ensure that all collaborators have been successfully added.

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

## 15. 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

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password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract and Significance:** Enter the abstract and significance statement (limit of 5,000 characters, including spaces) for the overall program. Do NOT use symbols or special characters—these will not be transmitted correctly. Save entered information.
- **Layperson’s Summary:** Enter the layperson’s summary (limit of 3,000 characters, including spaces). Do NOT use symbols or special characters—these will not be transmitted correctly. Save entered information.
- **Specific Aims:** Enter specific aims for the project. Up to 5 goals and 5 objectives per goal may be entered (limit of 1,200 characters, including spaces, per goal and objective). Do NOT use symbols or special characters—these will not be transmitted correctly. Save entered information.
- **Renewal Justification Form (Renewals Only):** For renewals, upload the Renewal Justification Form (up to 3 pages). Use the template provided under the *Summary* tab.
- **Project Timeline:** Upload the project timeline PDF document (up to 2 pages).
- **Project Plan:** Upload the project plan PDF document (up to 15 pages). The project plan must follow the required format specified in the RFA (background, specific aims, components of project, evaluation strategy, organizational capacity and sustainability, and replication and dissemination). Applicants preparing a resubmission should use up to half of the first page of the project plan to describe the approach to the resubmission in response to reviewers’ feedback.
- **Project References:** Upload the project references PDF document.
- **Current and Pending Support:** List all current and pending awards/grants related to this project. Provide the funding source, amount, status (awarded or pending), duration, and a 2-line summary of the goal/use of the funds. Use the template provided under the *Summary* tab. This document is optional.
- **Letters of Support:** Upload letters of institutional and/or collaborator support. Multiple letters must be combined and submitted as a single PDF document (up to 10 pages). Letters of support should be uploaded with the application. Do not send any letters directly to CPRIT. Provide an explanation if no letters of support are provided.
- **Evaluation Professional Biographical Sketch:** A biosketch for the evaluation professional is required. Use the template provided under the *Summary* tab for the biosketch. The biosketch must not exceed 2 pages. If the position is not yet filled, upload a job description.

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- **Biographical Sketches of Key Personnel:** Up to three additional biosketches of key personnel may be submitted. Use the template provided under the *Summary* tab for each biosketch. Biosketches must not exceed 2 pages for each individual. Multiple biosketches must be combined into a single file and submitted as a single PDF document. If the position is not yet filled, upload a job description. This document is optional. Do NOT include a biographical sketch for the PD or CO-PDs in this section.
  - **Summary Statement (Resubmission Only):** If a summary statement was prepared for the previous application, it will automatically be uploaded as part of the resubmission application. Applicants can view the summary statement prior to finalizing the section. 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.

## 16. TAB 5: BUDGET

The budget section is composed of four subtabs that must be completed:

- 1) Senior/Key Person & Other Personnel
- 2) Detailed Budget for Year One
- 3) Budget for Entire Proposed Period of Performance
- 4) Budget Justification

All four subtabs must be completed to finalize this section. A detailed budget for the first year of the project is required. For Cancer Prevention Microgrants Awards, applicants may request up to \$150,000 in direct costs for up to 24 months. For Health Behavior Change Through Public and Professional Education and Training Awards, applicants may request up to \$500,000 in direct costs for up to 36 months. For Evidence-Based Cancer Prevention Services, applicants may request up to \$2.25 million in direct costs for up to 36 months. Budget requests must be well justified.

**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

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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.

### **16.1. Senior/Key Person & Other 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 Appt. (Months):** For each individual listed, enter appointment type (e.g., 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 16.5, 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.

### **16.2. Detailed Budget for Year One**

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 TWO people to CPRIT’s annual conference.

**Equipment:** Itemize as necessary (400-character limit). Equipment having a useful life of more than 1 year and an acquisition charge of \$5,000 or more per unit must be specifically approved by CPRIT if the project is funded.

**Supplies:** Itemize by category (800-character limit).

**Consultant Charges:** Enter charges for consulting services that may be used during the proposed project.

**Contractual (Subaward/Consortium):** List all subawards as well as collaborator-associated or contractually associated amounts (400-character limit). State direct charges only. Each subaward must be itemized in the *Budget Justification* subtab by stating project charges for personnel, equipment, supplies, clinical services, and other expenses.

**Services Charges (Screening or Survivorship):** Use only if vaccination, screening, diagnostic (or other clinical), or survivorship services will be provided. Provide a total amount for services. Provide details on the *Justification* subtab for each service to be provided. Details should include service, CPT code (if

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applicable), rate, and estimated number of people served. Calculate the charge of each service (by CPT code, if applicable) as follows:

$$\text{Rate} \times \text{Estimated number of people to receive service} = \text{Charge}$$

CPRIT reimburses at the Medicare reimbursement rates. If rates exceed these rates, provide a detailed justification/explanation, which will be closely reviewed. CPRIT funds will be distributed on a reimbursement basis.

**Other:** Itemize other project-associated direct expenses by category (800-character limit).

Note: It is CPRIT's policy **not** to allow recovery of indirect charges for prevention programs.

### **16.3. Budget for Entire Proposed Period of Performance**

Amounts for *Budget Year One* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year One*. Adjustments of up to a 3-percent annual increase for salary and other categories is permitted for additional years. A 3-percent salary increase for Years 2 to 3 is permitted up to the cap of \$200,000. The salary cap (see Section 16.5: Salary Cap) may be revised every year at CPRIT's discretion.

**Dollars Per Person Served:** Dollars per person served will be autocalculated by dividing the total charges for the entire proposed period of support by the total population served (as indicated in Tab 2: Application Information).

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

### **16.4. Budget Justification**

Provide a brief and concise justification of the budget (15,000-character limit) 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 (e.g., personnel, travel, equipment, supplies, services, or other expenses).

### **16.5. Salary Cap**

The salary cap for CPRIT awards in FY 2012 (September 1, 2011, through August 31, 2012) 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 percentage effort on a project. In other words:

- With 100 percent effort on the project, individuals with an institutional base salary of less than \$200,000 would request the entire base salary amount.
- With 100 percent effort on the project, individuals with an institutional base salary of more than \$200,000 would request the salary cap of \$200,000.
- With 50 percent effort on the project, individuals with an institutional base salary of more than \$200,000 would request \$100,000.

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 (e.g., \$300,000)	100%	\$200,000
More than \$200,000 (e.g., \$300,000)	50%	\$100,000

## 17. 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 e-mail to review, approve, and submit the application to CPRIT. Only the ASO is authorized to officially submit the application. The ASO should log-in in to the system and click the appropriate application ID number under their *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: February 21, 2012, 3 p.m. Central Time.

## 18. PROVIDED TEMPLATES

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.

- Specific Aims
- Biographical Sketch

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- Current and Pending Support
  - Renewal Justification Form (renewals only)

## 19. FORMATTING INSTRUCTIONS

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:** PDF only
- **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:** Applicants should use the following format (list all contributing authors; official journal abbreviations may be used).

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:** Should not be used (unless they are part of a provided template)
- **Page Numbering:** Pages should be numbered; any location on the page is acceptable.

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## **20. CONTACT INFORMATION**

### **20.1. HelpDesk**

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

**Dates of operation:** December 15, 2011 to February 21, 2012 (excluding public holidays)

**Hours of operation:** Monday through Friday, 7 a.m. to 4 p.m. Central Time

**Tel:** 866-941-7146

**E-mail:** [PreventionHelp@CPRITGrants.org](mailto:PreventionHelp@CPRITGrants.org)

### **20.2. Programmatic Questions**

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

**Tel:** 512-305-8422

**E-mail:** [PreventionHelp@CPRITGrants.org](mailto:PreventionHelp@CPRITGrants.org)

**Web site:** [www.cprit.state.tx.us](http://www.cprit.state.tx.us)