



CANCER PREVENTION &
RESEARCH INSTITUTE OF TEXAS

**REQUEST FOR
APPLICATIONS**

RFA R-12-SIA-1

Shared Instrumentation Awards

FY 2012

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

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RFA VERSION HISTORY

- Rev 7/7/11 RFA release
- Rev 7/20/11 Corrected typographical error on page 1 regarding FY
- Rev 9/15/11 Revised Section 10.3.10, User Group
- Page limit increased to 8 pages
- Rev 10/19/11 Added new Section 10.3.13, Instrument Quote
- Applicants must provide a price quote of the instrument to be purchased

CLOSED

1. ABOUT CPRIT

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.

CPRIT is charged by the Texas Legislature to:

- Create and expedite innovation in the area of cancer research, thereby enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in this State; and
- Continue to develop and implement the Texas Cancer Plan by promoting the development and coordination of effective and efficient statewide public and private policies, programs, and services related to cancer and by encouraging cooperative, comprehensive, and complementary planning among the public, private, and volunteer sectors involved in cancer prevention, detection, treatment, and research.

2. EXECUTIVE SUMMARY

CPRIT will foster cancer research in Texas by providing financial support for a wide variety of projects relevant to cancer research. This Request for Applications (RFA) solicits applications from institutions to purchase equipment and instruments that will directly support cancer research programs to advance knowledge of the causes, prevention, and/or treatment of cancer. CPRIT expects outcomes of supported activities to directly and indirectly benefit subsequent cancer research efforts, cancer public health policy, or the continuum of cancer care—from prevention to treatment and cure. To fulfill this vision, applications may address any topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, or cure.

3. MECHANISM OF SUPPORT

Shared Instrumentation Awards seek to support the acquisition of major research instrumentation that cannot be requested through other CPRIT programs and whose purchase can be justified on a shared-use basis to support the goals of scientifically meritorious cancer

research projects. A user group of investigators must be identified, each of whom should have supported cancer research projects that make use of the requested instrumentation. However, this requirement is not intended to exclude early career–stage investigators who have not yet secured peer-reviewed grant support. Successful applicants should be working in a research environment capable of supporting potentially high-impact cancer studies.

4. RESEARCH OBJECTIVES

This award provides cancer researchers access to appropriate research instrumentation necessary to achieve their research objectives. A wide variety of instrumentation can be wholly or partially supported, including, but not limited to, biomedical imaging systems, microscopes, cyclotrons, mass spectrometers, protein and DNA sequencers, flow cytometers, and cell sorters. Equally important, funding may be requested for instrumentation to develop state-of-the-art facilities that will directly support and impact cancer research programs at the institution and in the region.

5. FUNDING INFORMATION

The maximum duration of the award is 5 years. The maximum amount that may be requested is \$3 million (total costs) for the first year (minimum amount, \$100,000) and up to \$300,000 (total costs) for each subsequent year. Allowable expenses include the cost of the instrument, installation and/or necessary renovation expenses in the first year (installation/renovation expenses are not to exceed 10 percent of the total first-year request), and maintenance/service contracts. Installation/renovation expenses can be requested in the first year only. *All of these costs and expenses must be prorated for direct use in cancer research efforts, and there must be an institutional commitment to provide further necessary funds.* In addition, applicants may request funds to support the use of the instrument by qualified cancer research investigators for relevant projects. Institutions must describe the process to be used to disburse funds to support use of the instrument. Funds may be used for salary and fringe benefits, research supplies, clinical research costs, and travel to scientific/technical meetings or collaborating institutions. State law limits the amount of award funding that may be spent on indirect costs to no more than 5 percent of the total award amount.

6. KEY DATES

RFA

RFA release July 7, 2011

Application

Online application opens August 4, 2011, 7 a.m. Central Time

Application due November 22, 2011, 3 p.m. Central Time

Application review February/March 2012

Award

Award notification March 2012

Anticipated start date May 2012

7. ELIGIBILITY

- The applicant must be a Texas-based entity. Any not-for-profit institution that conducts research is eligible to apply for funding under this award mechanism.
- The Principal Investigator (PI) must have a doctoral degree, including M.D., Ph.D., D.D.S., D.M.D., Dr.P.H., D.O., D.V.M., or equivalent, and must reside in Texas during the time the research that is the subject of the grant is conducted.
- The award must be directed by the PI. Co-PIs are not permitted. Collaborators should have specific and well-defined roles.
- Collaborations are permitted and encouraged, and collaborators may or may not reside in Texas. However, collaborators who do not reside in Texas are not eligible to receive CPRIT funds. Subcontracting and collaborating organizations may include public, not-for-profit, and for-profit entities. Such entities may be located outside of the State of Texas, but non-Texas-based organizations are not eligible to receive CPRIT funds. In no event shall the instrument purchased under this award leave the State.
- An institution may submit only one application in response to this funding opportunity. For purposes of this RFA, an institution is defined as that component of a university system that has a geographically distinct campus. It is less likely that small regional campuses of state-wide university systems will have the critical mass of research activity necessary to justify large requests for expensive shared instrumentation. Collaborations with the main campus are therefore encouraged.

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- Only one instrument may be requested per application. Collaborative applications among institutions are permitted. However, such collaboration must not be used as a pretext for acquiring more than one instrument at a given institution.
 - A PI may resubmit an application that was previously not funded (see Section 8). However, such a submission will consume the institution's quota.
 - CPRIT grants will be awarded by contract to successful applicants. Certain contractual requirements are mandated by Texas law or by administrative rules. Although applicants need not demonstrate the ability to comply with these contractual requirements at the time the application is submitted, applicants should make themselves aware of these standards before submitting a grant application. Significant issues addressed by the CPRIT contract are listed in Sections 11 and 12. All statutory provisions and relevant administrative rules can be found at www.cprit.state.tx.us.

8. RESUBMISSION POLICY

An application previously submitted to CPRIT but not funded may be resubmitted once. More than one resubmission is not permitted. This policy is in effect for all applications submitted to date.

9. APPLICATION REVIEW

9.1. Outline

All eligible applications will be reviewed using a two-stage process: (1) Peer review and (2) programmatic review. In the first stage, applications will be evaluated by an independent scientific merit review committee using the criteria listed below. In the second stage, applications judged to be most meritorious by review committees will be evaluated and recommended for funding by the CPRIT Scientific Review Council based on comparisons with applications from all of the merit review committees and programmatic priorities.

9.2. Confidentiality of Review

Each stage of application review is conducted completely confidentially, and all council and committee members are required to sign nondisclosure statements regarding the contents of the applications. All council and committee members will be non-Texas residents and operate under strict conflict of interest prohibitions. Under no circumstances should institutional personnel and/or individual applicants initiate contact with any member involved in the peer

review process (with the exception of members of the CPRIT Scientific Review Office), the CPRIT executive director, or any member of the CPRIT Oversight Committee regarding the status or substance of the application. Violations of this prohibition will result in the administrative withdrawal of the application. Any communication regarding the application should be directed to the CPRIT HelpDesk and/or CPRIT's Scientific Review Office.

9.3. Review Criteria

Peer review of applications will be based on primary scored criteria and secondary unscored criteria, listed below. Review committees will evaluate and score each primary criterion and subsequently assign a global score that reflects an assessment of the overall benefit of the instrument. **The overall score will not be an average of the scores of individual criteria; rather, it will reflect the reviewers' overall impression of the application. Evaluation of the scientific merit of each application is within the sole discretion of the peer reviewers.**

9.3.1. Primary Criteria

Primary criteria will evaluate the scientific merit of the proposed work contained in the application. Concerns with any of these criteria potentially indicate a major flaw in the request for the instrument/equipment.

Justification of Need/Value and Quality of Research Projects: Is the need for the instrument/equipment justified? Is it necessary and appropriate for the research projects? Are the research projects sufficiently exciting and important to justify the purchase of this instrument/equipment? If it is requested to develop a state-of-the-art facility, will it directly support and impact cancer research programs at the institution and in the region? How will the availability of the instrument offer incipient research projects by various career-stage investigators the opportunity to develop?

Technical Expertise: Is there sufficient technical expertise for optimal use of the requested equipment? How well qualified is the user group to operate the instrument and evaluate the research results for the proposed projects? How will the instrument be maintained? Is there a satisfactory training plan for new users?

Administration: Is there an adequate plan for the management of the requested instrument, including subsidy of user fees for specific projects and individuals? Are sharing arrangements appropriate and fair? How will instrument time be allocated among the projects? Have

biosafety issues been addressed? Is the financial plan for long-term operation and maintenance of the instrument reasonable?

Institutional Commitment: Is there clear institutional commitment for support of the instrument for cancer research and, if applicable, for non-cancer research efforts as well?

9.3.2. Secondary Criteria

Secondary criteria contribute to the global score assigned to the application.

Vertebrate Animals and/or Human Subjects: If vertebrate animals and/or human subjects are included in the proposed research, is certification of approval in place by the institutional IACUC and/or IRB, as appropriate? This certification will be required before funding can occur.

Budget: Is the budget requested appropriate for the proposed work?

Duration of Support: Is the stated duration appropriate for the proposed work?

10. SUBMISSION GUIDELINES

10.1. Online Application Receipt System

Applications will be accepted beginning at 7 a.m. Central Time on August 4, 2011 and must be submitted via the CPRIT Application Receipt System (<https://CPRITGrants.org>). **Only applications submitted at this portal will be considered eligible for evaluation.** The PI must create a user account in the system to start and submit an application. Submission of an application is considered an acceptance of the terms and conditions of the RFA.

10.2. Application Submission Deadline

All applications must be submitted by 3 p.m. Central Time on November 22, 2011.

10.3. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Submissions that are missing one or more components or do not meet the eligibility requirements listed in Section 7 will be administratively withdrawn without review.

10.3.1. Application Signing Official (ASO)

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO must be identified and assigned to the application by the PI. An application may not be submitted without ASO approval. Only the ASO is authorized to officially submit the application to CPRIT. The ASO must also create a user account in the online application receipt system.

10.3.2. Grants Contract/Office of Sponsored Projects Official

The grants contract/Office of Sponsored Projects official is the individual who will manage the grant if an award is made. This individual must be identified and assigned to the application either by the PI or by the ASO. The grants contract/Office of Sponsored Projects official must also create an ASO-type user account in the online application receipt system.

10.3.3. Summary (5,000 characters)

Provide a summary of the proposed program, including a summary of the instrument to be acquired, an outline of the goals of the research projects that will be supported, and an overview of institutional infrastructure and commitment.

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

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

10.3.5. Overall Goals and Timeline (1 page)

Outline the overall goals of the proposed program. Provide an outline of anticipated major milestones to be tracked. Timelines will be reviewed for reasonableness, and adherence to timelines will be a criterion for continued support of successful applications. If the application is approved for funding, this section will be included in the award contract. Applicants are advised not to include information that they consider confidential or proprietary when preparing this section.

10.3.6. Institutional Support (1 page)

Each application must be accompanied by a letter of institutional support from the president or provost indicating commitment to the program and certifying that this is the sole application submitted by this institution in response to this RFA. Furthermore, the letter should indicate support of the instrument for activities not related to cancer research and support for all activities beyond the term of the award.

10.3.7. Shared Instrumentation Plan (5 pages)

Background: Present the rationale and need for the shared instrument, emphasizing the pressing problem in cancer research that will be addressed.

Instrument Details: Provide details of the equipment/instrument that will be acquired.

Administrative Plan: Clearly describe the plan under which the operation, sharing, time allocation, and maintenance of the instrument will be administered.

Training Plan: Describe the plan to train users to use the instrument and also to evaluate the results obtained.

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

10.3.8. Publications/References

Provide a concise and relevant list of publications/references cited for the application.

10.3.9. Budget and Justification

Provide a compelling justification of the budget for the entire proposed period of support, including salaries and benefits, supplies, patient care costs, and animal care costs. Allowable expenses include the cost of the instrument, installation and/or necessary renovation expenses in the first year (installation/renovation expenses are not to exceed 10 percent of the total first-year request), and maintenance/service contracts. Installation/renovation expenses can be requested in the first year only. The cost of the equipment and related expenses **MUST** be prorated for direct use in cancer research efforts and must be clearly explained. Applicants are advised **NOT** to interpret the maximum allowable request under this award mechanism as an invitation to purchase the most expensive equipment. Rather, requests for the most appropriate instrument to support the research needs will clearly work in favor of the applicant. Poorly justified and/or inflated requests will likely have a negative impact on the overall evaluation of the application.

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

- Texas State law limits the amount of grant funds that may be spent on indirect costs to no more than 5 percent of the total award amount (5.263 percent of the direct costs). Guidance regarding indirect cost recovery can be found in CPRIT's administrative rules, which are available at www.cprit.state.tx.us. So-called Grants Management and Facilities

Fees (e.g., sponsored programs fee; grants and contracts fees; electricity, gas and water; custodial fees; maintenance fees) may not be requested. Applications that include such budgetary items will be rejected administratively and returned without review.

- The annual salary (also referred to as direct salary or institutional base salary) that an individual may receive under a CPRIT award for FY 2012 is \$200,000; CPRIT FY 2012 is from September 1, 2011 through August 31, 2012. Salary does not include fringe benefits and/or facilities and administrative (F&A) costs, also referred to as indirect costs. An individual's institutional base salary is the annual compensation that the applicant organization pays for an individual's appointment, whether that individual's time is spent on research, teaching, patient care, or other activities. Base salary excludes any income that an individual may be permitted to earn outside of his or her duties to the applicant organization.

10.3.10. User Group (8 pages)

Provide a tabular summary of users of the requested instrument. List the names of all researchers, their academic appointment and affiliation, funded project title(s)/number(s) (wherever applicable), a brief description of the project(s), and approximate percentage use of the equipment for direct use in cancer research efforts.

10.3.11. Biographical Sketches

Applicants should provide a biographical sketch that describes their education and training, professional experience, awards and honors, and publications relevant to cancer research. A biographical sketch must be provided for the PI. Up to five additional biographical sketches for key personnel from the user group may be provided. Each biographical sketch must not exceed 2 pages.

10.3.12. Current and Pending Support

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

10.3.13. Instrument Quote (1 page)

Provide a price quote of the requested instrument from the vendor from which the instrument will be purchased. The price quote should also include the cost of any maintenance/service contracts.

10.3.14. Institutional/Collaborator Support and/or Other Certification (5 pages)

Applicants may provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of 5 pages may be provided.

Applications that are missing one or more of these components, exceed the specified page, word, or budget limits, or do not meet the eligibility requirements listed in Section 7 will be administratively rejected without review.

11. AWARD ADMINISTRATION

Texas law requires that CPRIT research 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.

All CPRIT awards will be made to institutions, not to individuals. Applicants who change their institutional affiliation during the time period of the award must submit a written request to CPRIT to transfer the award to the new institution.

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals and address plans for the upcoming year. In addition, fiscal reporting, human studies reporting, and vertebrate animal use reporting will be required as appropriate. Continuation of funding is contingent upon receipt of these reports. Forms and instructions will be made available at www.cprit.state.tx.us.

12. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS

Texas law requires the CPRIT award recipient to demonstrate that it has an amount of funds equal to one-half of the CPRIT funding dedicated to the research that is the subject of the award. The demonstration of available matching funds must be made at the time the award contract is executed, not when the application is submitted.

13. CONTACT INFORMATION

13.1. HelpDesk

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

Dates of Operation: July 7, 2011 to November 22, 2011 (excluding public holidays)
Hours of Operation: Monday through Friday, 7 a.m. to 4 p.m. Central Time
Telephone: 866-941-7146
E-mail: ResearchHelp@CPRITGrants.org

13.2. Scientific and Programmatic Questions

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

Telephone: 512-305-8491
E-mail: ResearchHelp@CPRITGrants.org
Web site: www.cprit.state.tx.us