



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

REQUEST FOR APPLICATIONS

RFA R-23.2 TREC:MIA

TREC: Major Instrumentation Award

Applications for this award mechanism are limited to institutions eligible to receive a Texas
Regional Excellence in Cancer Award (TREC)

Institutions are limited to 1 application submission for R-23.2 TREC: MIA

**Please also refer to the Instructions for Applicants document,
which will be posted on January 25, 2023**

Application Receipt Opening Date: January 25, 2023

Application Receipt Closing Date: April 18, 2023

FY2023

Fiscal Year Award Period

September 1, 2022-August 31, 2023

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RFA VERSION HISTORY

01/17/2023 RFA release

Rev 2/17/23 Section 3 – Goal

- Updated language regarding user group requirement to the following: “A major and minor (unfunded) user group of investigators must be identified. The major user group must contain 2 investigators with peer-reviewed funding relevant to cancer, and at least 2 existing promising cancer researchers (for example, junior faculty)”

1. KEY POINTS

- The TREC: Major Instrumentation Award (TREC: MIA) is designed to enhance research capacity by supporting the purchase of major instrumentation for 1 or more core facilities that will support multiple cancer researchers.
- The acquisition of 1 major piece of instrumentation is preferred; however, additional pieces of equipment may be requested if they are related to the other equipment and necessary to provide the desired technologies and services.
- A major and minor (unfunded) user group must be created, and the major user group must contain 2 investigators with peer-reviewed funding relevant to cancer, and at least 2 existing promising cancer researchers (for example, junior faculty).
- The TREC: MIA RFA applications are limited to TREC-eligible institutions located in regions of Texas that have historically received low levels of peer-reviewed cancer research funding.
- TREC-eligible institutions are limited to 1 application submission for the FY23.2 TREC: MIA RFA.
- Applicants may request up to \$1,000,000 in CPRIT funds for 2 years.

2. ABOUT CPRIT

The State of Texas has established the Cancer Prevention and Research Institute of Texas (CPRIT), which may issue up to \$6 billion in general obligation bonds to fund grants for cancer research and prevention.

CPRIT is charged by the Texas Legislature to do the following:

- Create and expedite innovation in the area of cancer research and in enhancing the potential for a medical or scientific breakthrough in the prevention of or 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 the State of Texas; and
- Develop and implement the Texas Cancer Plan.

2.1. Academic Research Program Priorities

The Texas Legislature has charged the CPRIT Oversight Committee with establishing program priorities on an annual basis. These priorities are intended to provide transparency with regard to how the Oversight Committee directs the orientation of the agency's funding portfolio.

- Established Principles:
- Scientific excellence and impact on cancer
- Increasing the life sciences infrastructure
- Achieve health equity and reduce cancer disparities

The program priorities for academic research adopted by the Oversight Committee include funding projects that address the following:

- Recruitment of outstanding cancer researchers to Texas
- Investment in core facilities
- A broad range of innovative, investigator-initiated research projects
- Implementation research to accelerate the adoption and deployment of evidence-based prevention and screening interventions
- Computational oncology and analytic methods
- Childhood and adolescent cancers
- Hepatocellular cancer
- Expanding access to innovative clinical trials

3. GOAL

The purpose of the TREC: MIA is to support the acquisition of major research instrumentation that cannot be requested through other CPRIT programs and whose purchase can be justified to support the goals of scientifically meritorious research projects. A major and minor (unfunded) user group of investigators must be identified. The major user group must contain 2 investigators with peer-reviewed funding relevant to cancer, and at least 2 existing promising cancer researchers (for example, junior faculty); other users may have non-peer-reviewed funding or be unfunded but with departmental-supported cancer research projects that make use of the requested instrumentation.

4. BACKGROUND

Over the past decade, CPRIT academic research awards have gone primarily to Texas institutions located along the I-35 corridor or located within the Houston metroplex with dramatic impact on accelerating the cancer research capabilities and accomplishments of those institutions. However, institutions located in other geographic regions of the state have not been as competitive for cancer research funding from [CPRIT](#) or the [National Cancer Institute \(NCI\)](#).

The limited cancer research funding to these regions of Texas raises a concern that cancer-related issues affecting Texans from these geographic regions of Texas will not be adequately addressed.

The TREC: MIA is designed to provide an opportunity for those institutions located in geographic regions of Texas that historically have received low levels of peer-reviewed cancer research funding to seek funds to purchase a major instrument(s) needed to conduct or expand cancer research projects at TREC-eligible institutions.

5. RESEARCH OBJECTIVES

CPRIT will foster cancer research across Texas by providing financial support for a wide variety of projects relevant to cancer research. This RFA solicits applications from institutions to purchase major instrumentation to provide cancer researchers with access to achieve their research objectives. This award supports cancer researchers' acquisition of scientific instruments that are justified by investigators' needs to pursue their scientific projects in basic, translational, clinical, or population cancer research. To fulfill this vision, applications may address any topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, or survivorship.

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. It is expected that the instrument(s), by augmenting institutional research capabilities, will invigorate current research, contribute to opportunities for novel research projects, stimulate new collaborations, and increase overall research competitiveness. Moreover, a broader research community at the applicant or regional institution(s) should benefit from access to the instrument. The program requires that a minimum

of 2 major users with active peer-reviewed cancer research projects to demonstrate significant need for the requested instrument.

6. FUNDING INFORMATION

The maximum duration for this award mechanism is 2 years. Applicants may request a maximum of \$1,000,000 in total costs. Travel to scientific/technical meetings or collaborating institutions is not an allowable expense for this RFA. Because of the nature of this funding mechanism, renewal applications will not be accepted. Requests for funds to support construction and/or renovation are not appropriate for this funding mechanism.

State law limits the amount of award funding that may be spent on indirect costs to no more than 5% of the **total** award amount.

7. ELIGIBILITY

Eligibility to apply for a TREC: MIA is open to a Texas institution of higher learning whose campus is located 100 miles or greater from 1 of the 4 Texas NCI-designated cancer centers located in Dallas, Houston, and San Antonio.

- The acquisition of 1 major piece of instrumentation is preferred; however, a second piece of equipment, or suite of equipment, may be requested if it is related to the other equipment and necessary to provide the desired technologies and services.
- Collaborative applications among TREC institutions are permitted. However, such collaboration must not be used as a pretext for acquiring multiple instruments at a given institution.
- TREC-eligible institutions with multiple campuses are eligible to participate in a single application under this RFA.
- The Principal Investigator (PI) must have a doctoral degree, including MD, PhD, DDS, DMD, DrPH, DO, DVM, or equivalent and reside in Texas for the period of the time that the research that is the subject of the grant application is conducted.
- This award must be directed by the PI. Multiple PIs or Coinvestigators are not allowed. The PI must commit a 5% level of effort throughout the entire award period.
- An applicant is eligible to receive a grant award only if the applicant certifies that the applicant institution or organization, including the PI, any senior member or key

personnel listed on the grant application, or any officer or director of the grant applicant's institution or organization (or any person related to 1 or more of these individuals within the second degree of consanguinity or affinity), has not made and will not make a contribution to CPRIT or to any foundation specifically created to benefit CPRIT.

- An applicant is not eligible to receive a CPRIT grant award if the applicant PI, any senior member or key personnel listed on the grant application, or any officer or director of the grant applicant's institution or organization is related to a CPRIT Oversight Committee member.
- The applicant must report whether the applicant institution or organization, the PI, or other individuals who contribute to the execution of the proposed project in a substantive, measurable way, whether or not those individuals are slated to receive salary or compensation under the grant award, are currently ineligible to receive federal grant funds or have had a grant terminated for cause within 5 years prior to the submission date of the grant application.
- 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 [section 11](#) and [section 12](#). All statutory provisions and relevant administrative rules can be found at www.cprit.texas.gov.

8. RESPONDING TO THIS RFA

8.1. Application Submission Guidelines

Applications must be submitted via the CPRIT Application Receipt System (CARS) (<https://CPRITGrants.org>). **Only applications submitted through this portal will be considered eligible for evaluation.** The applicant is eligible solely for the grant mechanism specified by the RFA under which the grant application was submitted. The PI must create a user account in the system to start and submit an application. Furthermore, the Application Signing Official (a person authorized to sign and submit the application for the organization) and the Grants Contract/Office of Sponsored Projects Official (the individual who will manage the grant

contract if an award is made) also must create a user account in CARS. Please refer to the *Instructions for Applicants (IFA)* document for the instructions on adding Key Personnel to an application. The *IFA* document will be available when the application receipts system opens.

Applications will be accepted beginning at 7 AM central time on January 25, 2023, and must be submitted by 4 PM central time on April 18, 2023. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

8.2. Submission Deadline Extension

The submission deadline may be extended upon a showing of extenuating circumstances. A request for a deadline extension based on the need to complete multiple CPRIT or other grant applications will be denied. All requests for extension of the submission deadline must be submitted via email to the CPRIT [Helpdesk](#) within 24 hours of the submission deadline.

Submission deadline extensions, including the reason for the extension, will be documented as part of the grant review process records. Please note that deadline extension requests are very rarely approved.

8.3. Application Components

Applicants are advised to follow all instructions to ensure accurate and complete submission of all components of the application. Please refer to the *Instructions for Applicants (IFA)* document for details that will be available January 25, 2023. Submissions that are missing 1 or more components or do not meet the eligibility requirements listed in [section 7](#) will be administratively withdrawn without review.

8.3.1. Abstract and Significance (5,000 characters)

Provide a succinct and accurate description of the requested instrument and an explanation of the need for the instrument to advance research projects of the users. The application's broad, long-term objectives should be stated, concisely describing how access to the instrument will enhance the health-related goals of the research projects. Clearly address how acquisition of the proposed technology/instrument(s) and subsequent research conducted will have a major impact on cancer.

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.

Note: It is the responsibility of the applicant to capture CPRIT’s attention primarily with the Abstract and Significance statement alone. Therefore, applicants are advised to prepare this section wisely. Applicants should not waste this valuable space by stating obvious facts (eg, that cancer is a significant problem, that better diagnostic and therapeutic approaches are needed urgently, or that the type of cancer of interest to the PI is important, vexing, or deadly).

8.3.2. Layperson’s Summary (2,000 characters)

In this section, be succinct and use plain language that can be understood by a general, lay audience. Provide a summary of the requested instrumentation and an explanation of the need for the instrument(s) or technology to advance research projects of the users. 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. The Layperson’s Summary will also be used by advocate reviewers ([section 9.1](#)) in evaluating the significance and impact of the proposed work.

8.3.3. Goals and Objectives

List specific goals and objectives for each year of the project. These goals and objectives will also be used during the submission and evaluation of progress reports and assessment of project success if the award is made.

8.3.4. Timeline (1 page)

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.

8.3.5. Instrumentation Plan – in lieu of Research Plan (10 pages)

Organize the Instrumentation Plan in the specified order as described below, starting each section with the appropriate section heading. If utilizing a table to demonstrate a component of the plan, the tables count toward the page limits.

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

Instrument Details: Provide details of the equipment/instrument that will be acquired, and the technology made possible by the equipment. Justify why the chosen model was prioritized for the user group identified as compared to other similar instruments on the market. Also, justify the need for any specific features and special accessories of the requested instrument. If the requested equipment is replacing or upgrading existing instruments, justify the need for the request. Provide an inventory of similar instruments existing at your institution. Each such accessory must be utilized at minimum by the identified 2 investigators with peer-reviewed funding relevant to cancer, and at least 2 existing promising cancer researchers (for example, junior faculty).

Technical Expertise: Describe the technical expertise of individuals who will set up and safely operate the instrument and the plan to train users on the use of the instrument and evaluate the results obtained.

Research Projects: In this section, describe the benefit of the requested instrument(s) to enhance users' research projects. As the research projects have already been peer reviewed, briefly list research projects by PI, funding, scope, and focus. Research projects may be drawn from a broad array of topics in basic, translational, clinical, or population cancer research. If there are unfunded users of the instrument, provide a list of anticipated projects and identify users and focus.

Administrative Plan: Clearly describe the organizational plan to administer the award:

- Location of the instrumentation and proximity to the major and unfunded user base.
- Operational details including policies on time allocation, prioritization of users/use, maintenance of the instrument, and how other projects and new users will be enlisted.
- Describe typical day-by-day management of the instrument.
- If relevant, describe additional institutional services relevant to the optimal application of the technology, eg, informatics services or analytical software available for data interpretation and analysis and data storage.

- If the plans are to install the instrument in a setting other than a core or a shared resource facility, describe the procedures that will implement and ensure broad access to the instrument and its use on a shared basis.
- Provide a financial plan for the long-term operation and maintenance of the instrument, as such costs are not supported by this RFA.

8.3.6. Publications/References

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

8.3.7. Budget and Justification

Provide a compelling justification of the budget for the entire proposed period of support and an itemized detailed budget breakdown of the main instrument and requested accessories, including tax and import duties, if applicable. An itemized quote from the vendor, with appropriate discounts and warranty terms, is required. Allowable expenses include the total cost of the instrument (in first 6 months of the contracted year) and 2 years of maintenance/service contracts that do not exceed the award's contractual term.

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(s) 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.

The annual salary (also referred to as direct salary or institutional base salary) that an individual may receive under a CPRIT award for FY 2023 is \$200,000; CPRIT FY 2023 is from September 1, 2022, through August 31, 2023. 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.

8.3.8. 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) (where applicable), a brief description of the project(s), and approximate percentage use of the equipment for direct use in cancer research efforts.

8.3.9. Biographical Sketches (5 pages each)

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. Provide up to 10 additional biographical sketches for major and minor (unfunded) users. Each biographical sketch must not exceed 5 pages. The NIH biosketch format is appropriate.

8.3.10. 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 and a 2-line summary of the goal of the project.

8.3.11. Instrument Quote (2 pages)

Provide an itemized price quote with appropriate discounts and warranty terms 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. The price quote must be scanned and uploaded to the instrument quote tab in the CARS.

8.3.12. 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 the institutions support of the short- and long-term financial plan (consistent with the expected useable lifetime of the type of instrument requested) and support for all activities beyond the term of the award.

Applications that are missing 1 or more of these components; exceed the specified page, word, or budget limits; or that do not meet the eligibility requirements listed above will be administratively rejected without review.

8.4. Formatting Instructions

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, all directions.
- **Color and High-Resolution Images:** Images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. Applicants should include text to explain illustrations that may be difficult to interpret when printed in black and white.
- **Scanning Resolution:** Images and figures must be of lowest reasonable resolution that permits clarity and readability. Unnecessarily large files will NOT be accepted, especially those that include only text.
- **References:** Applicants should 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 journal information is stated. Include URLs of publications referenced in the application.

Smith, P.T., Doe, J., White, J.M., et al (2006). Elaborating on a novel mechanism for cancer progression. *Journal of Cancer Research*, 135: 45-67.
- **Internet URLs:** Applicants are encouraged to provide the URLs of publications referenced in the application; however, applicants should not include URLs directing reviewers to websites containing additional information about the proposed research.
- **Headers and Footers:** These should not be used unless they are part of a provided template. Page numbers may be included in the footer (see following point).

- **Page Numbering:** Pages should be numbered at the bottom right corner of each page.
- All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.

9. APPLICATION REVIEW

9.1. Full Peer Review

All applications submitted in response to this RFA will undergo a 2-stage peer review process: (1) Full peer review and (2) prioritization of grant applications by the CPRIT Scientific Review Council. In the first stage, applications will be evaluated by an independent peer review panel consisting of scientific experts as well as advocate reviewers using the criteria listed in [section 9.3](#). In the second stage, applications judged to be most meritorious by the peer review panels will be evaluated and recommended for funding by the CPRIT Scientific Review Council based on comparisons with applications from all of the peer review panels and programmatic priorities. Applications approved by the Scientific Review Council will be forwarded to the CPRIT Program Integration Committee (PIC) for review. The PIC will consider factors including program priorities set by the Oversight Committee, portfolio balance across programs, and available funding.

The CPRIT Oversight Committee will vote to approve each grant award recommendation made by the PIC. The grant award recommendations will be presented at an open meeting of the Oversight Committee and must be approved by two-thirds of the Oversight Committee members present and eligible to vote. The review process is described more fully in CPRIT's Administrative Rules, [chapter 703, sections 703.6 to 703.8](#).

Applicants will be notified of peer review panel assignment prior to the peer review meeting dates.

9.2. Confidentiality of Review

Each stage of application review is conducted confidentially, and all CPRIT Scientific Peer Review Panel members, Scientific Review Council members, PIC members, CPRIT employees, and Oversight Committee members with access to grant application information are required to sign nondisclosure statements regarding the contents of the applications. All technological and

scientific information included in the application is protected from public disclosure pursuant to Health and Safety Code §102.262(b).

Individuals directly involved with the review process operate under strict conflict-of-interest prohibitions. All CPRIT Scientific Peer Review Panel members and Scientific Review Council members are non-Texas residents.

An applicant will be notified regarding the peer review panel assigned to review the grant application. Peer review panel members are listed by panel on CPRIT's website.

By submitting a grant application, the applicant agrees and understands that the only basis for reconsideration of a grant application is limited to an undisclosed conflict of interest as set forth in CPRIT's Administrative Rules, [chapter 703, section 703.9](#).

Communication regarding the substance of a pending application is prohibited between the grant applicant (or someone on the grant applicant's behalf) and the following individuals: an Oversight Committee Member, a PIC Member, a Scientific Review Panel member, or a Scientific Review Council member. Applicants should note that the CPRIT PIC comprises the CPRIT Chief Executive Officer, the Chief Scientific Officer, the Chief Prevention Officer, the Chief Product Development Officer, and the Commissioner of State Health Services.

The prohibition on communication begins on the first day that grant applications for the particular grant mechanism are accepted by CPRIT and extends until the grant applicant receives notice regarding a final decision on the grant application. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

9.3. Review Criteria

Full 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 overall assessment of the application. **The overall assessment 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 and potential impact of the proposed major instrumentation program. Concerns with any of these criteria potentially indicate a major flaw in the significance and/or design of the proposed program. Primary criteria include the following:

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? Is the user group both major and minor adequately defined? Are the research projects sufficiently exciting and important to justify the purchase of this instrument/equipment? 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 instrumentation? Is there evidence that the instrument will be purchased in the first 6 months of the award term? Does the financial plan provide adequate short- and long-term plans? Is the time allocation for both major and minor users equitable and fair? Is the plan to enlist new users adequate and compelling?

Institutional Commitment: Is there clear institutional commitment for support short- and long-term for the chosen instrument to enhance cancer research at the institution? Has the institution provided an appropriate site for the instrument?

9.3.2. Secondary Criteria

Secondary criteria contribute to the global score assigned to the application. Concerns with these criteria potentially question the feasibility of the proposed project.

Secondary criteria include the following:

Research Environment: Does the PI have the needed expertise and resources to accomplish all aspects of the project? Are the levels of effort of the key personnel appropriate? Is there evidence of institutional support for the project?

Vertebrate Animals and/or Human Subjects: If vertebrate animals and/or human biological samples are processed by the proposed instrumentation, is the vertebrate animals and/or human subjects plan adequate and sufficiently detailed? Note that certification of approval by the institutional IACUC and/or IRB, as appropriate, will be required before funding can occur.

Budget: Is the budget appropriate for the proposed instrumentation and technologies?

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

10. KEY DATES

RFA

RFA release January 17, 2023

IFA posted January 25, 2023

Application

Online application opens January 25, 2023, 7 AM central time

Application due April 18, 2023, 4 PM central time

Application review April 2023 to June 2023

Award

Award notification August, 2023

Anticipated start date August 31, 2023

11. AWARD ADMINISTRATION

Texas law requires that CPRIT grant awards be made by contract between the applicant and CPRIT. CPRIT grant awards are made to institutions or organizations, not to individuals. Award contract negotiation and execution will commence once the CPRIT Oversight Committee has approved an application for a grant award. CPRIT may require, as a condition of receiving a grant award, that the grant recipient use CPRIT's electronic Grant Management System to exchange, execute, and verify legally binding grant contract documents and grant award reports. Such use shall be in accordance with CPRIT's electronic signature policy as set forth in [chapter 701, section 701.25](#).

Texas law specifies several components that must be addressed by the award contract, including needed compliance and assurance documentation, budgetary review, progress and fiscal

monitoring, and terms relating to revenue sharing and intellectual property rights. These contract provisions are specified in CPRIT's Administrative Rules, which are available at www.cprit.state.tx.us. Applicants are advised to review CPRIT's administrative rules related to contractual requirements associated with CPRIT grant awards and limitations related to the use of CPRIT grant awards as set forth in chapter 703, [sections 703.10, 703.12](#).

Prior to disbursement of grant award funds, the grant recipient organization must demonstrate that it has adopted and enforces a tobacco-free workplace policy consistent with the requirements set forth in CPRIT's Administrative Rules, [chapter 703, section 703.20](#).

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 the timely receipt of these reports. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of the award contract. Forms and instructions will be made available at www.cprit.state.tx.us.

12. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS

Texas law requires that prior to disbursement of CPRIT grant funds, the award recipient must 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. A grant recipient that is a public or private institution of higher education, as defined by §61.003, Texas Education Code, may credit toward the Grant Recipient's Matching Funds obligation the dollar amount equivalent to the difference between the indirect cost rate authorized by the federal government for research grants awarded to the Grant Recipient and the 5% indirect cost limit imposed by §102.203(c), Texas Health and Safety Code. Grant applicants are advised to consult CPRIT's Administrative Rules, [chapter 703, section 703.11](#), for specific requirements regarding demonstration of available funding. The demonstration of available matching funds must be made at the time the award contract is executed, and annually thereafter, 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 email will be answered within 1 business day. Helpdesk staff are not in a position to answer questions regarding scientific aspects of applications.

Hours of operation: Monday through Friday, 8 AM to 6 PM central time

Tel: 866-941-7146

Email: Help@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 Director for Academic Research.

Tel: 512-305-8491

Email: research@cprit.texas.gov

Website: www.cprit.texas.gov