



---

CANCER PREVENTION & RESEARCH  
INSTITUTE OF TEXAS

**REQUEST FOR APPLICATIONS**

**RFA R-25.2-CFSA**

**Core Facility Support Awards**

**Please also refer to the Instructions for Applicants document,  
which will be posted on August 28, 2024**

Applications for this award mechanism are subject to institutional limits.  
Applicants are advised to consult with their institution's  
Office of Research and Sponsored Programs (or equivalent).

**Application Receipt Opening Date:** September 18, 2024

**Application Receipt Closing Date:** December 10, 2024

**FY2025**

Fiscal Year Award Period

September 1, 2024-August 31, 2025

## TABLE OF CONTENTS

<b>1. BRIEF DESCRIPTION OF RFA</b> .....	<b>4</b>
<b>2. ABOUT CPRIT</b> .....	<b>4</b>
2.1. ACADEMIC RESEARCH PROGRAM PRIORITIES .....	5
<b>3. RATIONALE</b> .....	<b>6</b>
<b>4. RESEARCH OBJECTIVES</b> .....	<b>6</b>
<b>5. FUNDING INFORMATION</b> .....	<b>7</b>
<b>6. ELIGIBILITY</b> .....	<b>8</b>
<b>7. RESUBMISSION POLICY</b> .....	<b>10</b>
<b>8. RENEWAL POLICY - NEW</b> .....	<b>10</b>
<b>9. RESPONDING TO THIS RFA</b> .....	<b>11</b>
9.1. APPLICATION SUBMISSION GUIDELINES.....	11
9.1.1. <i>Submission Deadline Extension</i> .....	11
9.2. APPLICATION COMPONENTS.....	11
9.2.1. <i>Abstract and Significance (5,000 characters)</i> .....	12
9.2.2. <i>Layperson’s Summary (2,000 characters)</i> .....	12
9.2.3. <i>Specific Aims and Sub Aims</i> .....	12
9.2.4. <i>Timeline (1 page)</i> .....	13
9.2.5. <i>Institutional Support (2 pages)</i> .....	13
9.2.6. <i>Resubmission Summary (1 page)</i> .....	13
9.2.7. <i>Renewal Summary (2 pages not including facility impact forms)</i> .....	14
9.2.8. <i>Core Facility Plan (5 pages)</i> .....	15
9.2.9. <i>Documentation That the Proposed Core Facility Does Not Duplicate Existing Services (2 pages)</i> .....	16
9.2.10. <i>Vertebrate Animals and/or Human Subjects (2 pages)</i> .....	17
9.2.11. <i>Publications/References</i> .....	17
9.2.12. <i>Budget and Justification</i> .....	17
9.2.13. <i>User Group (8 pages)</i> .....	18
9.2.14. <i>Biographical Sketches (5 pages each)</i> .....	18
9.2.15. <i>Current and Pending Support</i> .....	18
9.2.16. <i>Institutional/Collaborator Support and/or Other Certification (4 pages)</i> .....	19
9.2.17. <i>Previous Summary Statement</i> .....	19
9.3. FORMATTING INSTRUCTIONS.....	19
<b>10. APPLICATION REVIEW</b> .....	<b>20</b>
10.1. REVIEW PROCESS OVERVIEW.....	20
10.2. CONFIDENTIALITY OF REVIEW .....	21
10.3. REVIEW CRITERIA .....	22
10.3.1. <i>Primary Criteria</i> .....	22
10.3.2. <i>Secondary Criteria</i> .....	23
<b>11. KEY DATES</b> .....	<b>24</b>
<b>12. AWARD ADMINISTRATION</b> .....	<b>24</b>
<b>13. REQUIREMENT TO DEMONSTRATE AVAILABLE FUNDS</b> .....	<b>25</b>
<b>14. CONTACT INFORMATION</b> .....	<b>26</b>
14.1. HELPDESK.....	26
14.2. SCIENTIFIC AND PROGRAMMATIC QUESTIONS .....	26

## **RFA VERSION HISTORY**

08/28/24 RFA release

## 1. BRIEF DESCRIPTION OF RFA

Due to the highly competitive nature of this Request for Applications (RFA) and available funding, CPRIT is limiting the number of applications that an institution may submit under this RFA to **1 single application**. Academic institutions and health science centers that are components of the same university are only eligible to submit a single application.

- Due to limited funding allocated to the Academic Research Program, an institution may submit only 1 application (1 new, 1 renewal, or 1 resubmission) under the Core Facility Support Award (CFSA) RFA during this funding cycle. **An exception will be made for institutions submitting applications for core facilities that support research directed toward childhood and adolescent cancer or population science; in this case, institutions may submit 1 childhood and adolescent cancer application or 1 population science and 1 additional application in another aspect of cancer research (new, renewal, or resubmission). Applications that support research/projects directed toward childhood and adolescent cancer must select “yes” on Tab 2 (application information, see *Instructions for Applicants [IFA]* for additional information).**
- CPRIT’s maximum total funding request under this RFA is \$3,000,000 for a period of 5 years.
- For a Renewal CFSA, an applicant may request a maximum of \$2,000,000 in total costs for a period of 5 years. CPRIT only allows 1 opportunity to submit an active award renewal application in response to this RFA. (refer to [section 8](#) of this RFA).
- The CFSA must be led by 1 Principal Investigator (PI); multi-PIs (MPIs) are not allowed.

## 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.
- 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 to how the Oversight Committee directs the orientation of the agency’s funding portfolio.

To accomplish CPRIT’s long-term vision, the Oversight Committee has identified these 2025 priorities:

- Investing in the cancer research capacity of Texas institutions through recruitment of cancer scholars, investment in core facilities, and investment in individual investigator awards in all regions of the state;
- Building the Texas cancer life science ecosystem across Texas by bridging discovery and translational research into early-stage company products with high impact on cancer patient care and creating economic development for the State of Texas; and
- Increasing the capacity for Texas to have a significant impact on cancer prevention and early detection, ultimately decreasing cancer incidence and mortality.

Established Principles:

- Scientific excellence and impact on cancer
- Increasing the life sciences infrastructure in all regions of the state
- Reducing disparities in cancer incidence and mortality

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 adoption and deployment of evidence-based prevention, early detection, risk assessment and interventions
- Computational oncology and analytic methods
- Childhood cancer and adolescent cancers
- Hepatocellular cancer
- Expand access to innovative clinical trials

### 3. RATIONALE

CFSAAs seek to facilitate the development or improvement of core facilities that will provide valuable services to support and enhance scientifically meritorious cancer research projects. A user group of Texas-based investigators must be identified, each of whom have supported cancer research projects that will make use of the requested facility. 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.

**CPRIT is particularly interested in supporting core facilities that provide services to cancer investigators from multiple Texas institutions, in particular TREC-eligible institutions (see *IFA* for list of institutions) and that address CPRIT program priorities.**

### 4. RESEARCH OBJECTIVES

CPRIT will foster cancer research in Texas by providing financial support for a wide variety of projects relevant to cancer research. This RFA solicits applications from institutions to establish or enhance core facilities (laboratory, clinical, population-based, or computer-based) that will directly support cancer research programs to advance knowledge of the causes, prevention, and/or treatment of cancer or improve quality of life for patients with, and survivors 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 survivorship. To fulfill this vision, applications may address any topic or issue related to cancer biology, causation, prevention, detection or screening, treatment, cure, quality of life, or survivorship. This award provides cancer researchers access to appropriate research

infrastructure, instrumentation, and technical expertise necessary to achieve their research objectives.

Funds may be requested to develop a new facility or to enhance the capabilities of an existing facility that will directly support and impact cancer research programs at the institution and in the region. **CPRIT will look with special favor on applications that propose a facility that will serve cancer researchers at multiple Texas research institutions, in particular, TREC-eligible institutions (see *IFA* for list of institutions).**

## **5. FUNDING INFORMATION**

The maximum duration for this award mechanism is 5 years. Applicants may request up to a maximum of \$3,000,000 in total costs.

Allowable expenses include the cost of instruments (must be expended in the first 2 years), installation and/or necessary renovation expenses in the first year (installation/renovation expenses not to exceed 10% of the total first-year request), and maintenance/service contracts. Note that maintenance/service agreements must not extend past the award period if seeking reimbursement from CPRIT.

Installation/renovation expenses can be requested in the first year only. **Equipment must be purchased within the first 2 years. Note this will be monitored by CPRIT.** Applicants may request salary support and fringe benefits for the facility director, facility manager, data analysts, and technical staff. Travel to scientific/technical meetings or collaborating institutions is also an allowable expense for these individuals. Note all international travel must receive prior approval by CPRIT. *All of these costs and expenses must be prorated for direct use in cancer research efforts if the core facility also serves non-cancer-related researchers.* Also allowable are funds to support the use of the facility by qualified cancer research investigators for relevant projects (research supplies and services, clinical research costs, etc). Institutions must describe and justify the process to be used to disburse funds to support use of the facility by cancer investigators. Finally, some fraction of available funds may be used by the facility director for development of new or improved approaches to technical challenges.

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.

## 6. ELIGIBILITY

- The applicant must be a Texas-based entity. Any not-for-profit institution or organization that conducts research is eligible to apply for funding under this award mechanism.
- A public or private company is not eligible for funding under this award mechanism; these entities must use the appropriate award mechanism(s) under CPRIT's Product Development Research Program.
- The PI must be the director of the facility and must have a doctoral degree, including MD, PhD, DDS, DMD, DrPH, DO, DVM, or equivalent, and must reside in Texas during the time the research that is the subject of the grant is conducted. The PI should also hold a faculty position, preferably at the level of associate or full professor or the equivalent.
- The PI must commit a minimum of 10% level of effort throughout the entire award period.
- This award and core facility must be directed by the PI. MPIs are not permitted.
- 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. Collaborators should have specific and well-defined roles. 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 equipment purchased under this award leave the State of Texas.
- **An institution may submit only 1 application (1 new, 1 renewal, or 1 resubmission) under this RFA during this funding cycle. An exception will be made for institutions submitting applications for core facilities that support research totally directed toward childhood and adolescent cancer or population science; in this case, institutions may submit 1 childhood and adolescent cancer application or 1 population science application and 1 additional application in another aspect of cancer research (new, renewal, or resubmission).**
- Academic institutions and health science centers that are components of the same university system are eligible to submit a single application.
- An institution may only resubmit an application that was previously not funded once (see [section 7](#)).



- Support for only 1 facility may be requested per application. Applications that propose to provide services to researchers at multiple institutions are permitted and encouraged.
- The coherence of the facility and the ability of the PI to oversee all of the facility's operations will be critical components of the review process. If support is requested for an existing facility, applicants must provide details on how CPRIT support will enhance its capabilities and improve access for cancer investigators rather than simply replace ongoing institutional support.
- An individual may serve as a PI or MPI on no more than 3 active Academic Research grants. Recruitment grants and research training awards do not count toward the 3-grant maximum; however, CPRIT considers project leaders on a MIRA award equivalent to a PI. For the purpose of calculating the number of active grants, CPRIT will consider the number of active grants at the time of the award contract effective date (for this cycle expected to be 6/1/2025).
- 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 organization or institution 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 because of scientific misconduct or fraud 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 12](#) and [section 13](#). All statutory provisions and relevant administrative rules can be found at [www.cprit.texas.gov](http://www.cprit.texas.gov).

## **7. RESUBMISSION POLICY**

An application previously submitted to CPRIT but not funded may be resubmitted **once** and must follow all resubmission guidelines. More than 1 resubmission per application is not permitted.

## **8. RENEWAL POLICY - *NEW***

CPRIT only allows 1 opportunity to submit an active award renewal application in response to this RFA. Funding for renewal applications is capped at \$2,000,000 as the core facility has matured over the initial 5 years and is expected to be partially funded by substantial chargebacks and institutional commitment.

Renewal applications must demonstrate a compelling justification for continued CPRIT support of the facility that is based upon the scientific impact of current and continued CPRIT support as well as a strong plan delineating how the services provided will be developed further to advance cancer research. Quality and cost efficiency of the services alone are not sufficient justifications for continued CPRIT support. Renewal applications will be expected to demonstrate an exceptional record of impact on cancer research as measured by the following:

- Utilization (number of PIs utilizing facility; number of institutions served);
- Publications that cite CPRIT support;
- New peer-reviewed grant awards supported;
- Clinical trials supported;
- Patents supported.

The applicant should time the submission of the renewal application so that the new contract execution date for the grant award comes after the contract expiration date of the initial CPRIT award; any overlap in funding should be avoided. In the event that a renewal application is

funded prior to the expiration date of the current CPRIT award, an early termination of the current award is required.

## **9. RESPONDING TO THIS RFA**

### **9.1. 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 Authorized 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.

Applications will be accepted beginning on September 18, 2024, at 7 AM central time and must be resubmitted by 4 PM central time on December 10, 2024. **Submission of an application is considered an acceptance of the terms and conditions of the RFA.**

#### **9.1.1. 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 grants 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.

### **9.2. 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 *IFA* document for details. Submissions that are missing 1 or more components or do not meet the eligibility requirements listed in [section 6](#) will be administratively rejected without review.

### **9.2.1. Abstract and Significance (5,000 characters)**

Clearly explain the proposed program, including a summary of the facility to be developed, an outline of the overall goals of the research projects that will be supported, and an overview of institutional infrastructure and commitment. Describe the specific aims of the application. Clearly address how the proposed project, if successful, will have a major impact on cancer.

**If the application is a renewal of an existing CPRIT-funded resource, the abstract must state the impact of the resource, document why continued CPRIT support is justified, and delineate how the resource will be developed further to advance cancer research.**

**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).

### **9.2.2. Layperson's Summary (2,000 characters)**

Provide a layperson's summary of the proposed work. Describe, in 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, early diagnosis, prevention, or treatment. 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 10.1](#)) in evaluating the significance and impact of the proposed work.

### **9.2.3. Specific Aims and Sub Aims**

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

#### **9.2.4. 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.

#### **9.2.5. Institutional Support (2 pages)**

Each application must be accompanied by a strong letter of institutional support from the president or provost or equivalent indicating and detailing the 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 any support of the facility for activities not related to cancer research. The letter should address the institutional oversight ensuring that the facility will be operated in a superior fashion and discuss how this will be ascertained. If the application is a renewal of an existing CPRIT-funded resource, a compelling justification for continued CPRIT support of the resource must be provided. The institutional commitment should be clearly documented in the form of a letter signed by the applicant institution's president, provost, or appropriate dean and include the amount and sources of salary support and all additional financial support that will be available to the core facility through the course of the CPRIT award.

Note that a federal indirect cost rate credit cannot be used to demonstrate an institutional commitment to the core facility.

#### **9.2.6. Resubmission Summary (1 page)**

An application previously submitted to CPRIT for a new core facility but not funded may be resubmitted **once** after careful consideration of the reasons for lack of prior success. Applicants preparing a resubmission must describe the approach to the resubmission. If a summary statement was prepared for the original application review, applicants are advised to address all noted concerns.

**9.2.7. Renewal Summary (2 pages not including facility impact forms)**

Note that CPRIT only allows 1 opportunity to submit an active award renewal application in response to this RFA. Funding for renewal applications is capped at \$2,000,000 as the core facility has matured over the initial 5 years, and it is expected that the core will be partially funded by substantial chargebacks and institutional commitment.

Applicants preparing a renewal of a CPRIT-funded core facility must describe and demonstrate that exceptional progress has been made on the current funded award and demonstrate a compelling justification for continued CPRIT support of the facility that is based upon the scientific impact of continued CPRIT support and the innovation and impact of the proposed evolution of the facility. Quality and cost efficiency of the services alone are not sufficient justifications for continued CPRIT support.

Using facility impact forms provided, list the number of PIs utilizing the facility and the institutions served (Table 1), the peer-reviewed grants resulting from facility support (Table 2), publications (published and in press) citing utilization of the facility (Table 3), clinical trials utilizing the facility (Table 4), and patents filed or granted that have resulted from work supported by the facility (Table 5) for the prior grant funding period.

The following 5 tables displayed below are required. **Note that the utilization parameters and table formats should follow the instructions for completing the CPRIT annual progress report.** Refer to the Table templates in the document located in [Current Funding Opportunities](#) for Academic Research in CARS.

**Table 1: Utilization of the facility.** In Table 1 list the total number of users that have utilized the facility by PI’s institution.

**Table 2: Additional/Follow-On Funding.** Provide information in Table 2 about the peer-reviewed grants resulting from facility support. Include the funding source, type of funder, grant ID, title of grant, total amount received (direct and indirect costs over the entire performance period), total project period of investment/award, a description of the funding, PI of the grant, and PI’s organization.

**Table 2: Additional/Follow-On Funding**

Funding Source	Type of Funder	Award ID	Title of Grant	Total Amount Received(Direct and Indirect Costs for All Years)	Total Project Period of Investment/Award	Investment/ Award Description	PI	PI Organization
----------------	----------------	----------	----------------	--	--	-------------------------------	----	-----------------

--	--	--	--	--	--	--	--	--

**Table 3: Publications citing the facility.** Enter publications citing utilization of the facility in Table 3. Include the following information: PubMed ID, authors, title, journal name, and publication date.

**Table 4: Clinical trials supported by the facility.** In Table 4 provide information on the clinical trials utilizing the facility. Enter clinical trial name, clinicaltrials.gov identifier, clinical research category (interventional and observational), primary purpose, primary anatomic cancer site, phase of clinical trial, clinical trial focus, clinical trial site, and number of patients enrolled.

**Table 5: Filed/granted patents resulting from research supported by the facility.** In Table 5 provide information on the patents filed or granted that have resulted from work supported by the facility. Enter patent number, inventors, patent title, description, date of publication or issue, and date the patent application was filed and/or granted.

**9.2.8. Core Facility Plan (5 pages)**

**Background:** Present the rationale and need for the facility, emphasizing the pressing problems in cancer research that will be addressed. Address the research community served and if researchers at other institutions will have access. Address how the proposed facility does not duplicate services provided by existing facilities. Address how the proposed facility addresses CPRIT priorities.

**Instrument Details:** Provide details of the equipment/instruments, if any, that will be acquired.

**Technical Expertise:** Describe the qualifications of the facility director and other key personnel that make them suitable to oversee the establishment and operations of the facility.

**Administrative Plan:**

1. Clearly describe the plan under which the operation, sharing, time allocation, and maintenance of the facility will be administered.
2. Discuss in detail the plan for cost recovery and charge backs for core services. If a cost recovery plan is not included in the administrative plan, provide strong justification for its absence.
3. Discuss whether cancer researchers from other Texas academic institutions or industry scientists have access to the facility and the terms for such access.
4. Discuss whether funds will be allocated to support the use of the facility by qualified cancer research investigators, and describe the process that will be used to disburse these funds. If available funds will be used by the facility director to develop new or improved approaches to technical challenges, discuss the process to identify and evaluate these development projects.
5. Discuss plans including the creation of a website link for disseminating information on the resource services, fees, and operations, particularly to external institutions and investigators.

**Training Plan:** Describe the plan to train users to use the facility, to educate users on applications and advances in the technology, and to evaluate the results obtained. If applicable, describe the plan to contribute to the preparation of research grant proposals.

**Evaluation Plan:** Describe an evaluation plan for the facility.

**Sustainability:** Describe in detail the plans for continuation of the core facility service at the conclusion of the CPRIT award, such as documentation of institutional support and additional award mechanisms and/or user fees.

**9.2.9. Documentation That the Proposed Core Facility Does Not Duplicate Existing Services (2 pages)**

In this section, provide a comprehensive list of existing cores or facilities in Texas that offer researchers access to technology and services similar to that proposed in this application. Explain why the proposed core is not duplicative and is required to support the research of the users of the new core proposed in this application.



### **9.2.10. Vertebrate Animals and/or Human Subjects (2 pages)**

If vertebrate animals will be used, provide an outline of the appropriate protocols that will be followed. If human subjects or human biological samples will be used, provide a plan for recruitment of human subjects or acquisition of samples that will meet the time constraints of this award mechanism.

### **9.2.11. Publications/References**

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

### **9.2.12. Budget and Justification**

Provide a compelling and clear justification of the budget, demonstrating need for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care costs, animal care costs, and other expenses. Applicants are advised not to interpret the maximum allowable request under this award as a suggestion that they should expand their anticipated budget to this level. However, if there is a highly specific and defensible need to request more than the maximum amount in any year(s) of the proposed budget, include a special and clearly labeled section in the budget justification that explains the request. Poorly justified 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:

- Equipment having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit **must be specifically approved by CPRIT**. An applicant does not need to seek this approval prior to submitting the application.
- Texas law limits the amount of grant funds that may be spent on indirect costs to no more than 5% of the total award amount (5.263% of the direct costs). Guidance regarding indirect cost recovery can be found in CPRIT's Administrative Rules, which are available at [www.cprit.texas.gov](http://www.cprit.texas.gov). So-called grants management and facilities fees (eg, sponsored programs fees; grants and contracts fees; electricity, gas, and water; custodial fees; maintenance fees) may not be requested. Applications that include such budgetary items will be administratively withdrawn.
- The annual salary (also referred to as direct salary or institutional base salary) that an individual may be reimbursed from a CPRIT award is limited to a maximum of \$225,000.

In other words, an individual may request salary proportional to the percent of effort up to a maximum of \$225,000. Salary does not include fringe benefits and/or facilities and administrative 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. The PI must commit a minimum 10% level of effort throughout the entire award period.

- The PI is expected to attend CPRIT's conference. CPRIT funds may be used to send up to 2 people to the conference.

### **9.2.13. User Group (8 pages)**

Provide concise descriptions of the research projects of major users of the facility. Provide a tabular summary of all users of the requested facility. List the names of all researchers, their academic appointment and affiliation, include user grant-funded award data (project title[s]/number[s], award grant ID, award duration), a brief description of the project(s), and approximate percentage use of the facility for direct use in cancer research efforts. Discuss whether cancer researchers from other Texas academic institutions or industry scientists have access to the facility and the terms for such access. CPRIT will look with special favor on the development of core facilities that serve multi-institutions, including TREC-eligible institutions.

### **9.2.14. Biographical Sketches (5 pages each)**

The PI 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 (as required by the online application receipt system). Up to 5 additional biographical sketches for key personnel from the user group may be provided. Each biographical sketch must not exceed 5 pages.

### **9.2.15. Current and Pending Support**

State 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 2-line summary of the goal of the project, and, if relevant, a statement of overlap with the current

application. All current and pending support of the PI must be provided. Refer to the sample current and pending support document located in [Current Funding Opportunities](#) for Academic Research in CARS.

#### **9.2.16. Institutional/Collaborator Support and/or Other Certification (4 pages)**

Applicants are required to provide letters of institutional support, collaborator support, and/or other certification documentation relevant to the proposed project. A maximum of 4 pages may be provided.

#### **9.2.17. Previous Summary Statement**

If the application is being resubmitted, the summary statement from the original peer review, if previously prepared, will be automatically appended to the resubmission. The applicant is not responsible for providing this document.

**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 withdrawn.**

### **9.3. 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, PT, Doe, J, White, JM, 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:** Headers and footers should not be used (unless they are part of a provided template).
- **Page Numbering: DO NOT** add page numbers in any of the submitted documents. These will be added automatically by the system when the application is concatenated.
- All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.

## 10. APPLICATION REVIEW

### 10.1. Review Process Overview

All eligible applications will be evaluated using a 2-stage peer review process: (1) Peer review and (2) prioritization of grant applications by the CPRIT Scientific Review Council (SRC). 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 below. 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 SRC based on comparisons with applications from all of the peer review panels and programmatic priorities. Applications approved by the SRC 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](#).

## **10.2. Confidentiality of Review**

Each stage of application review is conducted confidentially, and all CPRIT Scientific Peer Review Panel members, SRC 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 SRC 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, [Texas Administrative Code, Title 25, chapters 701 to 703](#)**

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 an SRC 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. The prohibition on communication does not apply to the time period prior to the opening of CARS. Intentional, serious, or frequent violations of this rule may result in the disqualification of the grant application from further consideration for a grant award.

### 10.3. 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 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.**

#### 10.3.1. Primary Criteria

Primary criteria will evaluate the scientific merit and potential impact of the proposed work contained in the application. Concerns with any of these criteria potentially indicate a major flaw. Primary criteria include the following:

**Justification of Need/Value:** Is the uniqueness of the facility addressed? Is the need for the facility justified? Is it necessary and appropriate for the research projects? Will the state-of-the-art facility directly support and impact cancer research programs at the institution and in the region? How will the availability of the facility offer incipient research projects by investigators at various career stages the opportunity to develop? Will the facility make the user group more competitive for external funding? Will the facility provide cancer researchers from other Texas academic institutions or industry scientists access to the facility? Does the facility address CPRIT priorities?

If this is a renewal application, is there evidence that the facility has had an exceptional impact on the cancer research and that the renewal will provide further innovation and impact.

**Quality and Significance of Research Projects Supported:** Does the facility support a significant number of different, independently funded users? Are the projects at the forefront of cancer research? Are the projects of significance in reducing cancer incidence, morbidity, or mortality?

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

**Administration:** Is there assurance that the facility will be managed and operated in a superior fashion? To whom does the facility director report? Is that person committed to appropriate oversight (a letter of commitment should be submitted)? Is there an adequate plan for the management of the facility, including an appropriate system for charging for services and subsidy of user fees for specific cancer-related projects and individuals (especially early career-stage investigators)? How will facility time be allocated among the projects? Have biosafety issues been addressed? Are there criteria and is there a mechanism for prioritization of user requests? Are there appropriate advisory committees?

**Institutional Commitment:** Is there clear institutional commitment for support and sustainability of the facility for cancer research? Has the host institution provided an appropriate site for the facility? For renewal applications, is there evidence of a significant institutional commitment and/or financial plan for sustainability of the facility beyond the period of this award.

### 10.3.2. 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 team 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 included in the proposed research, 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 work?

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

## 11. KEY DATES

### RFA

RFA release August 28, 2024

### Application

Online application opens September 18, 2024, 7 AM central time

Application due December 10, 2024, 4 PM central time

Application review March 2025

### Award

Award notification May 2025

Anticipated start date June 1, 2025

## 12. 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 [Texas Administrative Code, Title 25, chapters 701 to 703](#).

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.texas.gov](http://www.cprit.texas.gov). 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 [Texas Administrative Code, Title 25, chapters 701 to 703](#).

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, [Texas Administrative Code, Title 25, chapters 701 to 703](#).

CPRIT requires award recipients to submit an annual progress report. These reports summarize the progress made toward the research goals documented in the grant award contract and address plans for the upcoming year. In addition, fiscal reporting, human studies reporting, and vertebrate animal use reporting will be required as appropriate.

CPRIT will review annual progress reports and continuation of funding is contingent upon the timely receipt of these reports and documentation of sufficient progress toward completing project goals. Failure to provide timely and complete reports may waive reimbursement of grant award costs and may result in the termination of award contract. Forms and instructions will be made available at [www.cprit.texas.gov](http://www.cprit.texas.gov).

### **13. 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. 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. Grant applicants are advised to consult CPRIT's Administrative Rules, [Texas Administrative Code, Title 25, chapters 701 to 703](#), for specific requirements regarding demonstration of available funding.

## 14. CONTACT INFORMATION

### 14.1. Helpdesk

The Helpdesk will answer queries submitted via email within 1 business day. Helpdesk support is available for questions regarding user registration and online submission of applications as well as page limitations, formatting, and how to upload application components/subsections in the appropriate tabs of CARS. Helpdesk staff cannot answer scientific questions and/or Academic Research Program aspects of an application. Before contacting the Helpdesk, please refer to the *IFA* document, which provides a step-by-step guide on using CARS.

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

**Tel:** 866-941-7146

**Email:** [Help@CPRITGrants.org](mailto:Help@CPRITGrants.org)

### 14.2. Scientific and Programmatic Questions

Scientific and programmatic questions should be directed to the CPRIT Director of Academic Research. **Before contacting CPRIT, please refer to the *IFA* document and contact the Helpdesk for any items related to the CARS, page limitations, formatting, etc.**

**Email:** [research@cprit.texas.gov](mailto:research@cprit.texas.gov)

**Website:** [www.cprit.texas.gov](http://www.cprit.texas.gov)