



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

## **INSTRUCTIONS FOR APPLICANTS**

### **Multi-Investigator Research Awards RFA R-12-MIRA-1**

**FY 2012**

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

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## VERSION HISTORY

Rev 9/29/11 Document posted

Rev 9/30/11 Revised Section 11, Starting a Full Application from a Resubmission Application

- Described new process for creating resubmission child applications

Revised Section 22, Project Application → Tab 4: Required Documents

Revised Section 28, Core Application → Tab 4: Required Documents

- Clarification: PI and Co-PI biosketches should not be included in the biosketch upload of additional key personnel

Revised Section 34, Administrative Core Application → Tab 4: Required Documents

- Clarification: PI biosketch should not be included in the biosketch upload of additional key personnel

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## 1. INTRODUCTION

The CPRIT Application Receipt System (<https://cpritrgrants.org>) provides a means for the research community (i.e., Principal Investigators [PIs] and Application Signing Officials [ASOs]) to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance to applicants on submitting an application in response to CPRIT's Request for Applications (RFAs) for Multi-Investigator Research Awards (RFA R-12-MIRA-1). Applications may be submitted from September 29, 2011 through November 22, 2011.

## 2. ANNOUNCEMENT

Submission of a Multi-Investigator Research Award application involves multiple investigators and several Application Signing Officials, very likely affiliated with different institutions. The process for submission of an application for this award mechanism is considerably different from that used for other CPRIT award mechanisms.

**Applicants are strongly advised to carefully read this document in its entirety BEFORE starting a new or a resubmission application. The CPRIT HelpDesk (Section 42.1) is available to answer questions and to guide applicants through application preparation and submission. Based on comments from the applicant community, this *Instructions* document may be revised to clarify specific aspects of the process. Revisions will be listed in the *Revision History*.**

## 3. SUMMARY INSTRUCTIONS

- **Document format for uploaded files:** Portable Document Format (PDF) only.
  - Do NOT password-protect documents.
  - Do NOT submit documents that are bound together in a single PDF package.
- **Font Type/Size:** Arial (11 pt), Calibri (11 pt), or Times New Roman (12 pt).
- **Page Format:** Single spacing, 0.75 inch margins in all directions.
- **Templates:** Use the provided templates for biographical sketches (biosketches), the commercialization plan, and current and pending support.
- **Commercialization Plan:** A commercialization plan is required for proposed research that will lead to the development of a product that requires regulatory filing.

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- **Submission Process:**
    - i. All components (i.e., projects and cores) are prepared individually.
    - ii. The PI submits all components to the institution's ASO for review and final submission to CPRIT.
    - iii. The application must be submitted by the ASO on or before the deadline: November 22, 2011, 3 p.m. Central time.
  - **Tab Finalization and Reset**
    - Application information saved "as draft" can be edited at a later time.
    - Once application information is "finalized for ASO approval", it can be edited only after an ASO has reset the section to draft mode at the request of the applicant.

#### 4. TERMINOLOGY

**PI:** The PI is the individual leading the entire Multi-Investigator Research program. The PI plays a central role in application preparation and submission—by creating the individual components, coordinating the preparation of the individual component applications, and finalizing the complete application to the institutional ASO for submission to CPRIT. Thus, the PI is designated as an Alternate Submitter on all component applications that constitute the overall application.

**Research Project (Project):** See RFA for definition (Section 5.3, Research Projects).

**Core Resource (Core):** See RFA for definition (Section 5.4, Core Resources).

**Co-PI (also referred to as Project Lead or Core Lead):** A Co-PI is an individual on the overall application who has been designated to lead a project or a core. Each project and core can have only one lead. Other individuals cannot be designated as a Co-PI, either on the overall application or on the individual projects or cores. Other investigators participating on the projects and cores should be identified as collaborators or consultants. Thus, all Co-PIs are leads of either a project or a core, and all Leads are Co-PIs on the overall application. (The exception is when the PI leads a project or core (as in the Administrative Core) and is a project/core lead without being designated as a Co-PI).

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**Application Structure:** The overall application is composed of two basic “types” of applications:

1. **Parent Application:** The parent application is the umbrella application with which individual projects and cores are associated. The PI completes the necessary information for the parent application, including defining and creating the component projects and cores, assigning leads for each component, and submitting additional required documents.
2. **Child Application:** A child application is any project or core associated with the parent application. Thus, each project is a “project child application”, each core is a “core child application”; the administrative core is the “administrative core child application”. Each child application is directed by a Lead, who, as stated above, is designated as a Co-PI on the parent application.

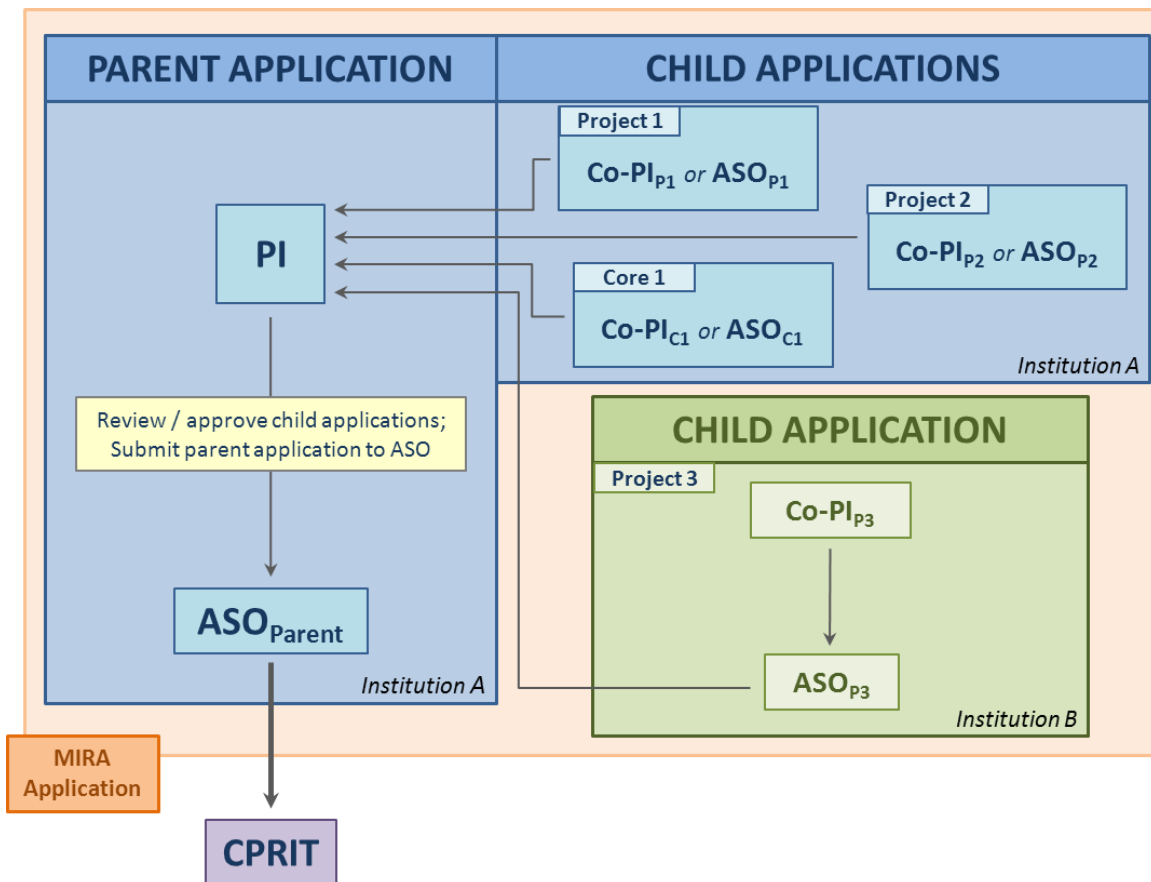
**Application Signing Official:** The Application Signing Official (ASO) is an individual authorized to submit an application on behalf of an organization (See Section 7, Application Signing Official).

**Grants Contract/Office of Sponsored Projects Official:** This individual will manage the grant if an award is made (See Section 8, Grants Contract/Office of Sponsored Projects Official).

## 5. APPLICATION PREPARATION AND SUBMISSION PROCESS

- i. The PI completes a series of numbered tabs on the parent application and creates the individual projects and cores.
- ii. Each newly-created project and core application is an independent application that must be completed by the assigned Leads. Completion of each independent application follows a process similar to the completion of the parent application.
- iii. Once individual child applications are completed, they are forwarded to the PI for review. Note exception to this process (Section 7, Application Signing Official).
- iv. The PI reviews and approves each child application, finalizes the entire application, and submits it to the ASO assigned to the parent application.
- v. The ASO reviews, approves, and submits the application to CPRIT.

A diagrammatic overview of the application preparation and submission process is shown on the next page. Details of each step are not included; applicants are directed to individual sections in this document for specific aspects to be completed and/or submitted at each stage.



**Overview of MIRA application preparation and submission process**

## 6. APPLICATION SUBMISSION DEADLINE

The application must be submitted on or before November 22, 2011, 3 p.m. Central Time.

## 7. APPLICATION SIGNING OFFICIAL (ASO)

The ASO is an individual authorized to submit an application on behalf of an organization. An ASO is required for the parent application and for all child applications. The ASO must be identified by the PI (for the parent application) or by the Lead (for a project/core).

As the organization's representative, the ASO is required to review the PI-approved application and submit the application. Only the ASO assigned to the parent application is authorized to officially submit the application to CPRIT. The parent application ASO can reset the parent application at the request of the applicant. Note that individual projects and cores cannot be reset by the parent application ASO.

The ASOs of child applications are not required to approve their assigned child applications prior to PI review. **However, if the Co-PI does NOT belong to the same institution as the PI, then the ASO of that institution must approve the Co-PI-finalized child application and must then forward it to the PI for review.**

## 8. 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 for the application. The PI or the ASO can assign an individual to this role.

## 9. USER REGISTRATION AND/OR LOGIN

Applicants begin the application process by registering or logging in to the CPRIT Application Receipt System (<https://cpritgrants.org>). On successful login into the system, applicants will be presented with the *My Applications* page shown below. All prior submitted applications by that user are listed on this page. After initial registration or after login, all users are encouraged to complete/verify the information under the *My Profile* link on the top left of this screen. A biosketch is required for the PI and the Co-PIs.

**My Applications**

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

**Filter Application List**

Show All Applications  Since FY FY 2011  Draft  Pending ASO Approval  Pending Responsiveness Review  ASO Approved and Submitted  Deleted/Withdrawn

Show All My Roles

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

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

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

**\*\* Research Award Mechanisms:**  
 CFSA = Core Facilities Support Awards  
 HIHR = High-Impact/High-Risk Research Awards  
 IIRA = Individual Investigator Research Awards  
 MIRA = Multi-Investigator Research Awards  
 RTA = Research Training Awards  
 SIA = Shared Instrumentation Awards

**\*\* Prevention Award Mechanisms:**  
 CCP = Community Collaborative Prevention Programs and Services for Breast, Cervical, and Colorectal Cancers

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## 10. STARTING A FULL APPLICATION FROM AN APPROVED PREAPPLICATION

Only approved Multi-Investigator Research Award preapplications can be completed and submitted as full applications. The status of an approved preapplication is listed as “DRAFT – Full Application” on the *My Applications* page. Full applications can be started only by the PI of an approved preapplication by clicking *View/Edit*. In doing so, the PI is starting only the parent application.

## 11. STARTING A FULL APPLICATION FROM A RESUBMISSION APPLICATION

Resubmission applications can be started by the PI from the *My Applications* page by clicking the *Start Resubmission Application* link of a previously not funded parent application.

Upon starting a resubmission parent application, applicants may revise the title of the application (prepopulated from the previous submission; 160 character limit), and select the submitter role. Once this step is completed, applicants will be directed to the summary page of this newly-created resubmission parent application.

The *Application Information* tab of this newly-created parent resubmission lists the newly-created child applications based on the previous child submissions – note new applications IDs. (The application titles are the same and can be revised from within the child application). With the exception of the administrative core (where the PI is listed as the lead), none of the other newly-created child applications have leads assigned to them. Thus, these child applications display a status of “AWAITING LEAD APPOINTMENT”. A Lead may be assigned by clicking the *View/Edit* link and inviting an individual (see Section 14, Parent Application: Adding Projects and Cores). All other information and required documents must also be submitted afresh. Creation of new projects and cores for a resubmission application is described in Section 14 (Parent Application: Adding Projects and Cores).

**Note:** A resubmission application triggers two actions in the system: (i) Allows the applicant to upload a *Resubmission Summary*, and (ii) Automatically uploads the summary statement of the previous application review as part of the resubmission application. These two actions are not available for new resubmission child applications that are part of a resubmission MIRA, i.e., if a resubmission child application is deleted at any stage and that project/core is subsequently

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created as a new child application, the opportunity to provide a resubmission summary will not be available nor will the summary statement be appended to the application.

## 12. PARENT APPLICATION → TAB 1: CONTACTS

- **Principal Investigator:** Verify information for the PI; update as necessary.
- **Co-Principal Investigator:** As stated in the system, Co-PIs are automatically added to this page from the “Projects and Cores” section on the next tab (Application Information). See Section 14 (Parent Application: Adding Projects and Cores) for complete details.
- **Alternate Submitter (optional):** If an alternate submitter is to be designated on the application:
  - Click the *Search for Alternate Submitter* button.
  - Enter information and click the *Search Contacts* button.
  - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
  - If the individual is not listed, different search criteria may be used (for example, using the last name only, spelling variations, etc.). Alternatively, the individual may be invited to register in the CPRIT Application Receipt System and be part of the application by clicking the *send them an invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual joins the application as an alternate submitter, their information will be listed in the appropriate section of the tab.
  - An individual may be changed or removed by clicking the appropriate button.
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines above. Note that the assigned ASO will be the ASO for the parent application.
- **Alternate Application Signing Official (optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines above. Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for the parent application.

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When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the three required fields of this section, namely, “Principal Investigator”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” have been completed. PI information is entered automatically; an Application Signing Official must be identified and added by the PI. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the PI or by the ASO.

### 13. PARENT APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type (drop list defaults to *New Application* or *Resubmission*, as applicable).
  - **Application Title:** The application title of the approved preapplication is stated. Review and edit, if necessary.
- **Project Information**
  - **Proposed Start Date (m/d/yyyy):** The contract start date of 5/1/2012 is prepopulated for all applications.
  - **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the program. The maximum duration is 5 years.
- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution’s address.
  - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution’s address.
- **Projects and Cores**

This section lists all the projects and cores of the full application, the Lead on each project and core, and the submission status. See Section 14 (Parent Application: Adding Projects and Cores) for complete details.
- **Commercialization:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the commercialization plan using the template provided (posted under the *Summary* tab). This document must be

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submitted via Tab 4 (Required Documents). See Section 38 (Commercialization Plan) for additional details.

- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work.
  - **Program Focus:** Select the focus of the proposed work.
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
- **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information for ASO Approval*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized can be edited only after an ASO has reset the application to draft mode at the request of the PI. The *Application Information* tab for the parent application can be finalized only after each child application is approved by the PI.

## **14. PARENT APPLICATION: ADDING PROJECTS AND CORES**

The listing of all projects and cores has been extracted from the approved preapplication or from the previous submission. At this stage, these component projects and cores are NOT part of the full application; hence, their status is “PROPOSED”. Note that the application IDs for all listed proposed projects/cores are the same.

### **14.1. Converting Already-Proposed Projects/Cores to Actual Projects/Cores**

For a proposed project/core to be part of the full application, that project/core must be created in the system; furthermore, a Lead for the project/core must be identified and added in the

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system. This must be completed by the PI for every project and core that will be a part of the full application.

**Creating a Project/Core:** Click the *Create* link for an existing proposed project/core; note the new application ID under the row of numbered tabs.

**Identifying and Adding a Project/Core Lead:** The Lead of the project/core indicated on the preapplication must be added as the Lead of the project/core on the full application.

- The proposed Lead is indicated on the search form; click *Search Contacts*.
- If the individual is listed on the subsequent search results page (because of an existing user account in the system), that individual may be added via the *Add Contact* link. This will simultaneously add the individual as the lead of the newly-created component application and will also redirect the PI to the “Contacts” tab of the newly-created component project/core application.
- If the individual is not listed, this suggests that the individual does not have a user account in the system. Thus, the individual must be invited to register in the CPRIT Application Receipt System and be part of the application by clicking the *send them an invitation* link. On the subsequent page, complete the fields and click the *Send Invitation* button. When this individual accepts the e-mail invitation, their information will be listed in the appropriate areas as the Lead of the component project/core application.
- The PI returns to the “Contacts” tab of the parent application by clicking the *Return to Parent Application* link at the top of the page.
  - If the individual has a user account in the system and was successfully added to the application, the newly created component application is listed with a status of “IN PROGRESS”. This confirms that: (i) the component project/core has been created; (ii) that a Lead has been assigned, and (iii) that the component Lead is now in a position to prepare the submission of that component via their user account.
  - If the individual did not have a user account in the system, the status of this component will state “AWAITING LEAD APPOINTMENT” until the invitation is accepted.
- In the case of the administrative core, creating the core automatically identifies and adds the PI as the Lead. Similarly, for any project or core directed by the PI, no addition/invitation step is necessary.

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## 14.2. Adding a New Project/Core to the Full Application

To create a new project/core, i.e., projects/cores not proposed at the preapplication stage, click the *Add New Project* or *Add New Core* button. Enter the name of the individual who will lead the component. Follow the guidelines above in Section 14.1.

## 14.3. Deleting an Existing or Newly-Created Project/Core

If a project or core is no longer to be part of the full application, the PI may remove that component from the listing using the *Remove* link.

## 14.4. Project/Core Status Definitions

**Awaiting Lead Appointment:** The Lead has been invited but has not yet responded to the invitation (by extension, this indicates that the Lead does not have a user account in the system). In the case of the Administrative Core and any other Project or Core lead by the PI, this status is skipped, as no separate invitation is required.

**Proposed:** The Project or Core was listed on the preapplication but has not been confirmed as part of the full application.

**In Progress:** The Lead has been added and is assumed to be preparing the application.

**Pending P/C ASO Approval:** This status is indicated when ASO approval is necessary. This is the status displayed for components where the organization of the Co-PI is not the same as that of the PI. In cases where the organization of the Co-PI is the same as that of the PI, this status is skipped, as no separate ASO review is necessary.

**Pending PI Review:** The Project/Core Leads have completed their component applications and have forwarded it to the PI. Whenever necessary, this step follows approval of a component application by an ASO from an organization different from the PI. In the case of the Administrative Core and any other project or core lead by the PI, this status is skipped, as it is assumed the PI has reviewed and approved the application while completing it.

**PI Approved:** The PI has reviewed and approved the component applications. All project/core applications must reflect this status before the parent application may be submitted to the ASO. Rejection of a project or core application by the PI resets all tabs within that application to draft.

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#### 14.5. Additional Comments

- Newly-created project/core applications appear on the *My Applications* page of the PI and the Co-PI user accounts, under the original application ID.
- A Co-PI has access only to their project/core and the parent application. The PI has access to all projects and cores.
- Each created project and core application is assigned a new application ID.
- All new projects and cores applications are created with the default title “NEW”.
- A maximum of 5 projects, 3 technical cores, and 1 administrative core can be created. Once these limits are reached, additional projects/cores cannot be created unless an existing project/core is deleted via the *Remove* link.

#### 15. PARENT APPLICATION → TAB 3: COLLABORATORS & COIs

- **Applicants and Submitters:** Ensure that biosketches for the PI and Co-PIs are uploaded. All project and core leads are Co-PIs on the parent application. If a biosketch is missing, the biosketch for an individual must be uploaded under the *My Profile* link via that individual’s account. This tab cannot be finalized without the biosketches of the PI and Co-PIs.
- **Collaborators Listed:** Personnel listed on each project and core are listed in this section.
- **Conflicts of Interest (COI) Listed:** Conflicts of interest listed on each project and core are listed in this section.
- **Other CPRIT Funding:** Other CPRIT funding for personnel listed on each project and core are listed in this section.
- **Other Non-CPRIT Funding:** Funding from non-CPRIT sources for personnel listed on each project and core are listed in this section.

When all information is entered, click the *Finalize Collaborators and COIs* button. Note that the *Collaborators & COIs* tab for the parent application can be finalized only after the *Application Information* tab for the parent application is finalized.

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## 16. PARENT APPLICATION → TAB 4: REQUIRED DOCUMENTS

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Application Abstracts: Summary and Layperson’s Summary:** Enter the abstract and significance (5,000 characters) and layperson’s summary (2,000 characters) of the proposed work. Character limits include letters, spaces, and punctuations. Do NOT use symbols or special characters (e.g., Greek letters)—these will not be transmitted correctly. Save the entered information by clicking the “Save Application Abstracts as Draft” button. Information must be saved before any documents are uploaded below or else the summary and/or layperson’s summary will be lost when the upload refreshes the web page.
- **Overall Goals and Timeline:** Upload the Specific Aims and Timeline PDF document (1 page).
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.
- **Overview of Research Program:** Upload the Overview of Research Program PDF document (5 pages).
- **Publications/References:** Upload the Publications/References PDF document.
- **Summary Statement (Resubmission only):** The summary statement of the previous application review will be automatically uploaded as part of the resubmission application. Applicants can view the summary statement prior to finalizing the section.

When all information is entered, click the *Finalize Required Documents* button.

## 17. PARENT APPLICATION → TAB 5: BUDGET

The budget tab for the parent application is composed of three subtabs:

- i. Projects and Cores
- ii. Budget for Entire Proposed Period of Performance
- iii. Budget Justification

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All values in the budget tab of the parent application are extracted from individual budgets submitted for the individual projects/cores. If desirable and/or necessary, provide an overview of the justification of the budget for the overall research program. This section is not intended to duplicate information in the budget justifications of the individual projects/core.

**NOTE:** Some or all of the following buttons appear on each subtab:

**Previous** = move to the previous subtab

**Next** = move to the next subtab

**Finalize Budget** = finalize section

The *Previous* and *Next* buttons allow a user to move between subtabs while retaining entered information while the user is on the *Budget* tab.

## 18. PARENT APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 have been completed and finalized by the PI, the status of the application is “PENDING ASO APPROVAL”. The parent application ASO will then receive a notification e-mail to approve and submit the application to CPRIT. Only the parent application ASO is authorized to officially submit the application. The parent application ASO must log in to the system and click the appropriate parent application ID listed under the *My Applications* page. To submit the application, the parent application ASO must enter his or her password and click the *Approve and Submit Application* button. The parent application ASO will then be asked to click the *Continue* button to submit the application. After the application has been submitted, the status of the application on the *My Applications* page will state “ASO Approved and Submitted”. The parent application ASO at the PI’s organization must submit the application by the submission deadline (November 22, 2011, 3 p.m. Central Time).

## 19. PROJECT APPLICATION → TAB 1: CONTACTS

- **Project Lead:** Verify information for the Project Lead; update as necessary.
- **Alternate Submitter:** The PI of the parent application, i.e., the PI of the entire Multi-Investigator Research Award application is automatically assigned as an alternate submitter on the project child application.
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow

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the search guidelines outlined in Section 12 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for that project child application.

- **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 12 (Parent Application → Tab 1: Contacts). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for that project child application.

When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the three required fields of this section, namely, “Project Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” have been completed. The Project Lead information is entered automatically; an Application Signing Official must be identified and added by the Project Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the Project lead or by the Project ASO.

## 20. PROJECT APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type (drop list defaults to *New Application* or *Resubmission*, as applicable).
  - **Application Title:** The application title of the project from the approved preapplication or resubmission is stated. Review and edit, if necessary. If a new project has been created, the title must be entered. **All project titles must begin with the letter “P” followed by the project number, e.g., P1, P2, P3, P4, and/or P5. For example: “P1: Elucidating a novel cancer pathway using mutational analysis”.**
- **Project Information**
  - **Proposed Start Date (m/d/yyyy):** The contract start date of 5/1/2012 is prepopulated for all applications.

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- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the project. The maximum duration is 5 years.
  - **State Legislative Districts**
    - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution’s address.
    - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution’s address.
  - **Commercialization:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the commercialization plan using the template provided (posted under the *Summary* tab). This document must be submitted via Tab 4 (Required Documents). See Section 38 (Commercialization Plan) for additional details.
  - **Application Classification:**
    - **Research Area:** Select the research area that best describes the proposed work.
    - **Program Focus:** Select the focus of the proposed work.
    - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
  - **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
  - **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
  - **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.
  - **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized can be edited only after the PI of the parent application has rest the application to draft mode at the request of the Project Lead. Tab 2 (Application

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Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 21. PROJECT APPLICATION → TAB 3: COLLABORATORS & COIS

- **Investigators and Submitters:** Ensure that the biosketch for the Project Lead is uploaded. If missing, upload the biosketch under the “My Profile” link via that individual’s account. This tab cannot be finalized without the biosketch of the Project Lead and the PI (listed as the Alternate Submitter).
- **Collaborators and Conflicts of Interest (COI):** Enter information for all collaborators and conflicts of interest (select the appropriate *Role for Application* from the drop list). Click the *Save as Draft* button to save additions.
- **Collaborators Listed:** Review the list to ensure that all entered collaborators have been successfully added.
- **Conflicts of Interest (COI) Listed:** Review the list to ensure that all entered conflicts of interest have been successfully added.
- **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.
- **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
- **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this Information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for the other category. If an individual does not have non-CPRIT support, indicate by checking the box.

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- **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click the *Finalize Collaborators and COIs* button. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

## 22. PROJECT APPLICATION → TAB 4: REQUIRED DOCUMENTS

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract:** Enter the abstract (2,500 characters) of the proposed research project. Character limits include letters, spaces, and punctuations. Do NOT use symbols or special characters (e.g., Greek letters)—these will not be transmitted correctly. Save the entered information by clicking the “Save Application Abstracts as Draft” button. Information must be saved before any documents are uploaded below or else the abstract will be lost when the upload refreshes the web page.
- **Overall Goals and Timeline:** Upload the Specific Aims and Timeline PDF document (1 page).
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.
- **Research Plan:** Upload the Research Plan PDF document (10 pages).
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Publications/References:** Upload the Publications/References PDF document.
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. Biosketches of the PI and Project Lead (Co-PI) are extracted from their respective profiles and are automatically part of the application; these should NOT be part of this document.
- **Current and Pending Support:** For all personnel for whom a biosketch is submitted with the application, upload their current and pending support (use the template posted

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under the *Summary* tab). Multiple documents must be combined and submitted as a single PDF document. The current and pending support of the PI and Project Lead must be included in this document.

- **Institutional/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of institutional and/or collaborator support and other certification documents. Multiple letters/files must be combined and submitted as a single PDF document (up to 4 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.
- **Commercialization Plan:** If applicable, upload the Commercialization Plan PDF document. The Commercialization Plan must be submitted as a single PDF document.

When all information is entered, click the *Finalize Required Documents* button.

### 23. PROJECT APPLICATION → TAB 5: BUDGET

See Section 37 (Budget).

### 24. PROJECT APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW”, the Project Lead or Project ASO submits the project application to the PI of the parent application. The PI will then submit the project application, along with the other components of the full application, to the parent application ASO for submission to CPRIT. Rejection of a project application by the PI resets all tabs within that application to draft.

**Note:** If a Project Lead is not from the same institution as the PI of the parent application, then the finalized project application will be first forwarded to that institution’s ASO. Upon ASO approval, the project application will be forwarded to the PI of the parent application, who will submit it to the parent application ASO.

### 25. CORE APPLICATION → TAB 1: CONTACTS

- **Core Lead:** Verify information for the Core Lead; update as necessary.
- **Alternate Submitter:** The PI of the parent application, i.e., the PI of the entire Multi-Investigator Research Award application is automatically assigned as an alternate submitter on the project child application.

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- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines outlined in Section 12 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for that core child application.
  - **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
  - **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 12 (Parent Application → Tab 1: Contacts). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for that core child application.

When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the three required fields of this section, namely, “Core Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” have been completed. The Core Lead information is entered automatically; an Application Signing Official must be identified and added by the Core Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the Core Lead or by the Core ASO.

## 26. CORE APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type (drop list defaults to *New Application* or *Resubmission*, as applicable).
  - **Application Title:** The title of the core from the approved preapplication or resubmission is stated. Review and edit, if necessary. If a new core has been created, the title must be entered. **All core titles must begin with the letter “C” followed by the core number, e.g., C1, C2, and/or C3. For example: “C1: Histopathology Core”. Only “technical” cores should be numbered.**  
**Note: The Administrative Core should not be considered in the numbering of cores. As an example: if 2 technical cores are proposed, these would be**

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numbered C1 and C2. The Administrative Core would NOT be numbered C3; C3 would not exist.

- **Project Information**
  - **Proposed Start Date (m/d/yyyy):** The contract start date of 5/1/2012 is prepopulated for all applications.
- **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the core. The maximum duration is 5 years.
- **State Legislative Districts**
  - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using your institution's address.
  - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using your institution's address.
- **Commercialization:** If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the commercialization plan using the template provided (posted under the *Summary* tab). This document must be submitted via Tab 4 (Required Documents). See Section 38 (Commercialization Plan) for additional details.
- **Application Classification:**
  - **Research Area:** Select the research area that best describes the proposed work.
  - **Program Focus:** Select the focus of the proposed work.
  - **Cancer Site Addressed:** Select the cancer site(s) that will be addressed during the proposed work.
- **Vertebrate Animals:** Indicate whether vertebrate animals will be used.
- **Biologic/Anatomic Substances:** Indicate whether cadavers will be used. In addition, specify the use of human anatomical substances. If human anatomical substances will be used, specify if the substances are traceable to specific donors. Also, select applicable safety provisions.
- **Human Subjects:** Indicate whether human subjects will be used. Specify the gender, age, and ethnicity of the study population. Specify the method of data collection. Provide the general demographic focus. Select the type of clinical trial, if applicable.

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- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized cannot be edited unless the PI of the parent application has reset the application to draft mode at the request of the Core Lead. Tab 2 (Application Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 27. CORE APPLICATION → TAB 3: COLLABORATORS & COIS

- **Investigators and Submitters:** Ensure that the biosketch for the Core Lead is uploaded. If missing, upload the biosketch under the “My Profile” link via that individual’s account. This tab cannot be finalized without the biosketch of the Core Lead and the PI (listed as the Alternate Submitter).
- **Collaborators and Conflicts of Interest (COI):** Enter information for all collaborators and conflicts of interest (select the appropriate *Role for Application* from the drop list). Click the *Save as Draft* button to save additions.
- **Collaborators Listed:** Review the list to ensure that all entered collaborators have been successfully added.
- **Conflicts of Interest (COI) Listed:** Review the list to ensure that all entered conflicts of interest have been successfully added.
- **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.
- **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
- **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the

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application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for the other category. If an individual does not have non-CPRIT support, indicate by checking the box.

- **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click the *Finalize Collaborators and COIs button*. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

## 28. CORE APPLICATION → TAB 4: REQUIRED DOCUMENTS

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Abstract:** Enter the abstract (2,500 characters) of the proposed core resource. Character limits include letters, spaces, and punctuations. Do NOT use symbols or special characters (e.g., Greek letters)—these will not be transmitted correctly. Save the entered information by clicking the “Save Application Abstracts as Draft” button. Information must be saved before any documents are uploaded below or else the abstract will be lost when the upload refreshes the web page.
- **Overall Goals and Timeline:** Upload the Specific Aims and Timeline PDF document (1 page).
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.
- **Resource Plan:** Upload the Resource Plan PDF document (5 pages).
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Publications/References:** Upload the Publications/References PDF document.
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being

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provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. Biosketches of the PI and Core Lead (Co-PI) are extracted from their respective profiles and are automatically part of the application; these should NOT be part of this document.

- **Current and Pending Support:** For all personnel for whom a biosketch is submitted with the application, upload their current and pending support (use the template posted under the *Summary* tab). Multiple documents must be combined and submitted as a single PDF document. The current and pending support of the PI and Core Lead must be included in this document.
- **Institutional/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of institutional and/or collaborator support and other certification documents. Multiple letters/files must be combined and submitted as a single PDF document (up to 2 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.
- **Commercialization Plan:** If applicable, upload the Commercialization Plan PDF document. The Commercialization Plan must be submitted as a single PDF document.

When all information is entered, click the *Finalize Required Documents* button.

## 29. CORE APPLICATION → TAB 5: BUDGET

See Section 37 (Budget).

## 30. CORE APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW,” the Core Lead or Core ASO submits the core application to the PI of the parent application. The PI will then submit the core application, along with the other components of the full application, to the parent application ASO for submission to CPRIT. Rejection of a core application by the PI resets all tabs within that application to draft

**Note:** If a Core Lead is not from the same institution as the PI of the parent application, then the finalized core application will be first forwarded to that institution’s ASO. Upon ASO approval, the core application will be forwarded to the PI of the parent application, who will submit it to the parent application ASO.

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### 31. ADMINISTRATIVE CORE APPLICATION → TAB 1: CONTACTS

- **Admin Lead:** Verify information for the Admin Lead; update as necessary. The PI is the Admin Lead.
- **Alternate Submitter:** If an alternate submitter is to be designated on the application, click the *Search for Alternate Submitter* button. Follow the guidelines in Section 12 (Parent Application → Tab 1: Contacts).
- **Application Signing Official:** An Application Signing Official must be listed in order to complete/finalize this tab. Click the *Search for Application Signing Official* button. Follow the search guidelines outlined in Section 12 (Parent Application → Tab 1: Contacts). Note that the assigned ASO will be the ASO for the administrative core child application (who should be the same individual listed as the ASO for the parent application).
- **Alternate Application Signing Official:** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official:** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. Follow the search guidelines outlined in Section 14 (Parent Application: Adding Projects and Cores). Note that the assigned individual will be the Grants Contract/Office of Sponsored Projects Official for the administrative core child application (who should be the same individual listed for the parent application).

When all information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the three required fields of this section, namely, “Admin Lead”, “Application Signing Official”, and “Grants Contract/Office of Sponsored Projects Official” have been completed. The Admin Lead information is entered automatically; an Application Signing Official must be identified and added by the Admin Lead. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the PI or by the ASO.

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## 32. ADMINISTRATIVE CORE APPLICATION → TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type (drop list defaults to *New Application* or *Resubmission*, as applicable).
  - **Application Title:** The title cannot be edited. Note that, unlike the “technical” cores, the Administrative Core should not be considered a numbered core (see Section 26, Core Application → Tab 2: Application Information, Application Identification/Application Title).
  
- **Project Information**
  - **Proposed Start Date (m/d/yyyy):** The contract start date of 5/1/2012 is prepopulated for all applications.
  - **Proposed End Date: (m/d/yyyy):** Enter the proposed end date of the administrative core. The maximum duration is 5 years.
  
- **Application Summary Information Instructions:** Review the instructions, and click the appropriate button (*Save Application Information as Draft* or *Finalize Application Information*) to save entered application information.

**NOTE:** Application information saved “as draft” can be edited at a later time. Application information that has been finalized cannot be edited unless reset to draft mode by the PI himself/herself. Tab 2 (Application Information) must be completed/finalized prior to Tab 4 (Required Documents) and Tab 5 (Budget).

## 33. ADMINISTRATIVE CORE APPLICATION → TAB 3: COLLABORATORS & COIs

- **Investigators and Submitters:** Ensure that biosketch for the Lead (i.e., the PI) is uploaded. If missing, upload the biosketch under the “My Profile” link via the PI’s account. This tab cannot be finalized without the biosketch of the PI.

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- **Collaborators and Conflicts of Interest (COI):** Enter information for all collaborators and conflicts of interest (select the appropriate *Role for Application* from the drop list). Click the *Save as Draft* button to save additions.
  - **Collaborators Listed:** Review the list to ensure that all entered collaborators have been successfully added.
  - **Conflicts of Interest (COI) Listed:** Review the list to ensure that all entered conflicts of interest have been successfully added.
  - **Other CPRIT Funding:** Select a person from the drop list. For each person selected, provide the requested information for all previously funded CPRIT applications. State direct costs only, and state the support for the entire award period. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Enter the information and click “Save as Draft”. Repeat for each additional funded CPRIT application. If an individual does not have any CPRIT funding, indicate by checking the box.
  - **Other CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.
  - **Other Non-CPRIT Funding:** Select a person from the drop list. For each person selected, provide the amount of non-CPRIT funding support for the next 12 months (from the application date) and for the next 36 months (from the application date). State direct costs only. For collaborators, state the amount of the award allocated to the collaborator, e.g., salary support, etc. Submit this information only once for each individual by clicking “Save as Draft”. If support is to be entered for only one category, enter “0” for the other category. If an individual does not have non-CPRIT support, indicate by checking the box.
  - **Other Non-CPRIT Funding Summary:** Review the information in the table. Every individual listed on the application must be listed in the table at least once.

When all information is entered, click “Finalize Collaborators & COIs”. Tab 1 (Contacts) must be completed/finalized prior to Tab 3 (Collaborators & COIs).

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## 34. ADMINISTRATIVE CORE APPLICATION → TAB 4: REQUIRED DOCUMENTS

**NOTE:** All documents must be uploaded in PDF format only. The system will not allow upload of documents in other formats or documents that exceed the page limits specified in the RFA. Do NOT password-protect documents. Do NOT submit documents that are bound together in a single PDF package.

- **Administrative Plan:** Upload the Administrative Plan PDF document (5 pages).
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.
- **Synergy Illustration:** Upload the Synergy Illustration PDF document (1 page).
- **Biographical Sketches of two additional Key Personnel:** If desired, upload biosketches of two additional collaborators (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. If two biosketches are being provided, these must be combined into a single file and submitted as a single PDF document, i.e., a 4-page document consisting of two 2-page biosketches. The biosketch of the PI is extracted from his/her profile and is automatically part of the application; it should not be included in this document.
- **Current and Pending Support:** For all personnel for whom a biosketch is submitted with the application, upload their current and pending support (use the template posted under the *Summary* tab). Multiple documents must be combined and submitted as a single PDF document. The current and pending support of the PI must be included in this document.
- **Institutional/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of institutional and/or collaborator support and other certification documents. Multiple letters/files must be combined and submitted as a single PDF document (up to 2 pages). Applicants are strongly advised not to submit “appendix material”, such as publications, figures, and/or data.

When all information is entered, click the *Finalize Required Documents* button.

## 35. ADMINISTRATIVE CORE APPLICATION → TAB 5: BUDGET

See Section 37 (Budget).

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## 36. ADMINISTRATIVE CORE APPLICATION → TAB 6: FINAL REVIEW & SUBMIT

When Tabs 1 through 5 are completed, finalized, and set to “PENDING PI REVIEW”, the Administrative Core must be formally “submitted” to the PI. The PI will then submit the administrative core application, along with the other components of the full application, to the parent application ASO for submission to CPRIT.

## 37. BUDGET

A budget is required for each project and core (including the administrative core). The budget section for all component applications is composed of four subtabs:

- i. Senior/Key Person & Other Personnel
- ii. Detailed Budget for Year One
- iii. Budget for Entire Proposed Period of Performance
- iv. Budget Justification

All four subtabs must be completed to finalize the budget tab of a component application. A detailed budget for the first year of the project/core is required.

**NOTE:** Some or all of the following buttons appear on each subtab:

**Previous** = move to the previous subtab

**Next** = move to the next subtab

**Save Budget as Draft** = save entered information

**Finalize Budget** = finalize section

The *Previous* and *Next* buttons allow a user to move between subtabs while retaining entered information for as long as the user is on the *Budget* tab. Information entered on any subtab is NOT saved until the “Save Budget to Draft” button is clicked. Moving to another tab without saving will result in loss of any unsaved changes.

### 37.1. Senior/Key Person & Other Personnel

Complete requested information.

**First Name** and **Last Name:** The Project/Core Lead’s name is prepopulated. Enter names of other individuals, as necessary. Additional rows will autoappear once text is entered into the existing last row.

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**Role on Project:** The PI/Project Lead/Core Lead role is prepopulated. Enter roles of other individuals, as necessary.

**Type Appt. (Months):** For each individual listed, enter their appointment type, e.g., 6 month, 9 month, 12 month appointment.

**Annual Base Salary:** For each individual listed, enter their institutional base salary. The salary cap for CPRIT awards for FY 2012 (September 1, 2011 through August 31, 2012) is \$200,000; see Section 37.5, Salary Cap.

**Effort on Project:** For each individual listed, enter their percent effort on the project.

**Note:** A minimum of 15% effort is required for the administrative core; a minimum of 10% effort is required for a project or a core. Applicants will not be able to finalize the budget tab with percent efforts less than these amounts (an “error” will be displayed). Errors must be addressed before finalizing the tab.

**Salary Requested:** After entering the information in these categories, click “Calc” to autocalculate the requested salary.

- If preferred, the salary requested may be manually entered.
- A salary of \$0 may be entered for any listed individual. In such cases, the system will display a “warning” to notify the submitter of this amount. The tab may still be finalized with warnings. As stated above, an “error” must be addressed before finalizing the tab.

**Fringe Benefits:** For each individual listed, their Institutional fringe benefits must be calculated based on their direct *Salary Requested*. Fringe benefits may not exceed 35% of the salary requested (a warning will be displayed).

## 37.2. Detailed Budget for Year One

Provide the information requested for other direct charges in the first year of the project.

**Travel:** Include any project-related travel charges. CPRIT cannot support patient-related travel charges.

**Equipment** (400-character limit): Itemize as necessary. Equipment having a useful life of more than 1 year and an acquisition charge of \$5,000 or more per unit must be specifically approved by CPRIT. Pre-approval is not required; if the project is funded, approval may be requested at that time.

**Supplies** (800-character limit): Itemize as necessary.

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

**Contractual (Subaward/Consortium)** (400-character limit): Itemize all subawards, consortiums, and/or contractual associated amounts. State direct charges only. Each subaward must be itemized in the *Budget Justification* subtab by stating project charges for personnel, equipment, supplies, research-related subjects, and other expenses.

**Research-Related Subject Charges:** Enter charges associated with subjects related to the proposed work, e.g., charges associated with participation of human subjects in clinical trials. CPRIT cannot support patient-related travel charges

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

**Indirect Charges:** CPRIT limits indirect charges to a maximum of 5%. Total Indirect Charges for Year One (line D) should not exceed 5% of the Total Charges for Year One (line E). As an example, for a total award of \$100,000, indirect charges may not exceed \$5,000; direct charges would be \$95,000.

Calculate as follows: Total Indirect Charges = (Total Direct Charges/0.95) – Total Direct Charges.

**Note for Subawards:** Subawards may recover indirect charges of up to the maximum of 5% of the total requested subaward amount. However, because CPRIT awards will be made to the primary institution (which, in turn, will manage the subcontracts), the indirect charges for each subcontract is calculated as part of the total amount requested by the primary institution. Do not include indirect charges in the Contractual (Subaward/Consortium)/category. The appropriate subaward amount—including the allowable indirect charges—will be forwarded to the subcontracting institution by the primary institution.

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

Amounts for *Budget Year One* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year One*. For each additional year of support requested, enter the budget requested for personnel and other applicable direct charges. Fringe benefits may not exceed 35% of the salary (a warning will be displayed). Cost adjustments of up to a 3% annual increase for salary and other categories are permitted for years 2-5. A 3% salary increase for years 2-3 is permitted up to the cap of \$200,000. The salary cap (Section 37.5) may be revised every year at CPRIT's discretion.

Enter the indirect charges for each additional year of support requested. *Total Indirect Charges* (line D) should not exceed 5% of the total requested award amount for that year (sum of lines C and D). Calculate as follows: Total Indirect Charges = (Total Direct Charges/0.95) – Total Direct Charges.

### 37.4. Budget Justification

Provide a brief and concise justification of the budget (15,000-character limit) for the entire proposed period of support, including salaries and benefits, supplies, equipment, patient care charges, animal care charges, other expenses, and indirect charges. Each subaward must itemize project charges for all expense categories.

### 37.5. Salary Cap

The salary cap for CPRIT awards in FY 2012 (September 1, 2011 through August 31, 2012) is \$200,000. Thus, the maximum direct salary support an individual can request is up to \$200,000 of their institutional salary based on effort on a project. In other words:

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

The following table outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

<b>Base Institutional Salary (full-time calendar appointment)</b>	<b>Effort of Project</b>	<b>Maximum direct salary support that would be requested by the applicant</b>
Less than \$200,000	1-100%	Up to base salary
More than \$200,000 (e.g., \$300,000)	100%	\$200,000
More than \$200,000 (e.g., \$300,000)	50%	\$100,000

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## 38. COMMERCIALIZATION PLAN

If the proposed research will lead to the development of a product that requires regulatory filing, applicants must complete the Commercialization Plan using the template provided (posted under the Summary tab). Applicants have the option of submitting a Commercialization Plan for the entire application and/or for individual projects/cores.

- If 2 or fewer projects/cores have the potential for commercialization, then a Commercialization Plan for only those projects/cores will suffice.
- If 3 or more projects/cores have the potential for commercialization, then the applicants should consider submitting a Commercialization Plan for those projects and cores and also a Commercialization Plan for the entire application. This decision is at the discretion of the PI and Co-PI(s).

## 39. PROVIDED TEMPLATES

Applicants must use the provided templates to prepare and submit the following documents. Templates are posted under the *Summary* tab, and are available in .doc and .pdf format.

- (i) Biographical Sketches
- (ii) Commercialization Plan
- (iii) Current and Pending Support

## 40. VERTEBRATE ANIMALS/HUMAN SUBJECTS

Whenever vertebrate animals or human subjects are part of a CPRIT-funded project, a copy of the recipient organization's Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) approval must be provided to CPRIT before funding can be released. For multi-year projects, annual confirmation of IRB or IACUC approval is required. This information is not required at the time of submission of the application.

## 41. FORMATTING INSTRUCTIONS

All sections of the application should be written in clear and legible text and must follow the guidelines described below. Applicants are advised to use font sizes, font faces, line spacing, page sizes, and page margins that permit easy readability of the application text. Every attempt should be made to keep files sizes to a minimum (see *Scanning Resolution* below). Applications that do not meet these guidelines are subject to administrative withdrawal.

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Formatting guidelines for all submitted CPRIT applications are as follows:

- **Language:** English.
- **Document Format:** PDF only.
- **Font Type/Size:** Arial (11 pt), Calibri (11 pt), or Times New Roman (12 pt).
- **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 just include only text.
- **References:** Applicants should use the following format. List all contributing authors.  
Smith, P.T., Doe, J., White, J.M. (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 Web sites containing additional information about the proposed research.
- **Headers and Footers:** Should not be used (unless part of a provided template).
- **Page Numbering:** Pages should be numbered at the bottom right corner of each page.
- **Supplemental (“Appendix”) Material:** Permitted only if certification documents and/or clinical trial protocols are vital to the evaluation of the proposed research study. Applicants are strongly advised not to submit publications, figures, and/or data.
- All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded as a PDF file.

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## **42. CONTACT INFORMATION**

### **42.1. 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:** September 29, 2011 to November 22, 2011 (excluding public holidays)

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

**Tel:** 866-941-7146

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

### **42.2. Scientific and Programmatic Questions**

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

**Tel:** 512-305-8491

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

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