



CANCER PREVENTION &  
RESEARCH INSTITUTE OF TEXAS

## **INSTRUCTIONS FOR APPLICANTS**

### **Shared Instrumentation Awards**

**RFA R-12-SIA-1**

### **FY 2012**

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

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## VERSION HISTORY

- Rev 8/4/11 Document posted
- Rev 9/15/11 Revised Section 15, Tab 4: Required Documents
- Page limit for User Group increased to 8 pages
- Rev 10/19/11 Revised Section 15, Tab 4: Required Documents
- An instrument quote must be provided

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## 1. INTRODUCTION

The Cancer Prevention and Research Institute of Texas (CPRIT) Application Receipt System (<https://cpritgrants.org>) provides a means for the research community in Texas (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 to submit an application in response to CPRIT's Request for Applications (RFAs) for Shared Instrumentation Awards (RFA R-12-SIA-1). Applications may be submitted from August 4 through November 22, 2011.

## 2. SUMMARY INSTRUCTIONS

- **Technical Support:** Applicants are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT HelpDesk (Section 21.1) is available to answer technical questions and guide applicants with application submission. This document may be revised, as necessary, to clarify specific aspects of the process. Revisions will be listed in the *Revision History*.
- **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 template for biographical sketches (biosketches) and current and pending support.
- **Submission Process**
  - i. The applicant completes/finalizes all sections and forwards it to the organization's ASO for review and final submission to CPRIT. The ASO is an individual authorized to submit an application for the organization.
  - ii. The application must be submitted by the ASO on or before the deadline: 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 the ASO resets the section to draft at the request of the applicant.

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### **3. APPLICATION SUBMISSION DEADLINE**

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

### **4. APPLICATION PREPARATION AND SUBMISSION PROCESS**

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

### **5. APPLICATION SIGNING OFFICIAL (ASO)**

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

As the organization's representative, the ASO is required to review applicant-finalized tabs and submit the application. Only the ASO is authorized to officially submit the application to CPRIT.

The ASO can reset applicant-finalized tabs to draft at the request of the applicant.


Note that the applicant and the ASO can access and modify the application simultaneously.

### **6. 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. Either the PI or the ASO can assign an individual to this role.

### **7. 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 on the next page. 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.



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## Application Receipt System

[Home](#)  
[HelpDesk](#)  
[Guide](#)  
[FAQ](#)  
[Log Out](#)

My Profile
My Applications
Current Funding Opportunities
Feedback
Reporting
Review Grants
HelpDesk

[Home](#) > [My Applications](#)

### 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 <span style="border: 1px solid gray; padding: 2px;">All Applications</span>	<input checked="" type="radio"/> Since FY <span style="border: 1px solid gray; padding: 2px;">FY 2011</span>	With Status of: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Draft</li> <li><input checked="" type="checkbox"/> Pending ASO Approval</li> <li><input checked="" type="checkbox"/> Pending Responsiveness Review</li> <li><input checked="" type="checkbox"/> ASO Approved and Submitted</li> <li><input type="checkbox"/> Deleted/Withdrawn</li> </ul>	<input type="button" value="Refresh List"/>
Show <span style="border: 1px solid gray; padding: 2px;">All My Roles</span>	<input type="radio"/> Only For FY		

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.

**\*\* Commercialization Award Mechanisms:**  
 COMP = Company Commercialization Awards  
 FORM = Company Formation Awards  
 INCU = Texas Life Science Incubator Infrastructure Awards  
 RELO = Company Relocation Awards

**\*\* Prevention Award Mechanisms:**  
 CCP = Community Collaborative Prevention Programs and Services for Breast, Cervical, and Colorectal Cancers  
 CPMG = Cancer Prevention Microgrants  
 EBP = Evidence-Based Cancer Prevention Services  
 HPP = Health Promotion, Public Education, and Outreach Programs  
 IAC = Innovation Awards for Cancer Prevention Programs and Services  
 PET = Health Care Professional Education and Training  
 PDE = Health Behavior Change Through Public and Professional Education and Training

## 8. STARTING A NEW APPLICATION

New applications can be started in one of two ways:

- (i) My Applications (this is the default postlogin page) → click *start a new application* → FY 2012 Research Programs → Shared Instrumentation Awards → click *New Application*, or
- (ii) Current Funding Opportunities → click *FY 2012 Research Programs* → Shared Instrumentation Awards → click *Start New Application*.

Upon starting a new application, applicants are required to enter the title of the application (160 character limit; can be edited later) and select the submitter role. Once this step is completed, applicants will be directed to the summary page.

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Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized by the applicant before the ASO can review, approve, and successfully submit the application.

- Tab 1 (*Contacts*) **must** be completed/finalized prior to Tab 3 (*Collaborators & COIs*).
- Tab 2 (*Application Information*) **must** be completed/finalized prior to Tab 5 (*Budget*).

## 9. STARTING A RESUBMISSION APPLICATION

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

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

**Note:** Only the title of the previously submitted application is prepopulated for a resubmission application. All other information, including the names of collaborators and conflicts of interest (COIs), and all required documents must be submitted afresh. The summary statement prepared for the previous application will be automatically uploaded as part of the resubmission application (see Section 15: Tab 4, Required Documents).

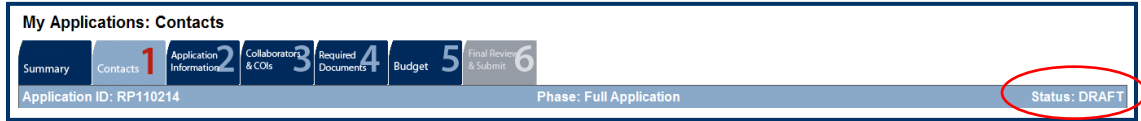
Applicants are advised to carefully read the information on the summary page before moving on to the numbered tabs. All tabs must be successfully completed/finalized to obtain ASO approval before the application can be successfully submitted by the ASO.

- Tab 1 (Contacts) **must** be completed/finalized prior to Tab 3 (Collaborators & COIs).
- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 5 (Budget).

## 10. STATUS DISPLAY

### 10.1. Tab Status

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



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

### 10.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the application.

## 11. TAB: SUMMARY

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

**My Applications: Summary**

Summary **1** Contacts **2** Application Information **3** Collaborators & COIs **4** Required Documents **5** Budget **6** Final Review & Submit

Application ID: RP110217 Phase: Full Application Status: DRAFT

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

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

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

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

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

Section #	Status	Status Definition
	draft	The tab is being prepared by the applicant.
1-5	pending ASO approval	The tab has been finalized by the applicant. When all tabs are finalized to reflect this status, the ASO will receive e-mail notification stating that the application can be reviewed/submitted. The applicant is included on this notification.
	NOT APPROVED	The application has not been approved/submitted by the ASO
6	PENDING	All tabs have been finalized by the applicant and reflect the status of "pending ASO approval". At this point, the application is awaiting ASO approval and subsequent submission.

**Note:** As stated in the previous section, the status displayed under the row of numbered tabs on this page indicates the status of the entire application.

## 12. TAB 1: CONTACTS

- **Principal Investigator:** Verify information for the PI; update as necessary.
- **Alternate Submitter:** 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.

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- 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.
  - **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. This individual can be assigned either by the PI or by the ASO. Follow the search guidelines above.

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 ASO must be identified and added by the PI. The Grants Contract/Office of Sponsored Projects Official must be identified and added either by the PI or by the ASO.

### 13. TAB 2: APPLICATION INFORMATION

- **Application Identification**
  - **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed.
  - **Application Type:** Verify application type (drop list defaults to *New Application*).
  - **Application Title:** The application title is stated. Edit, if necessary.

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- **Project Information**
    - **Contract Start Date (m/d/yyyy):** The contract start date of May 1, 2012 is prepopulated for all applications.
    - **Proposed End Date: (m/d/yyyy):** Enter the proposed end date for the program. The maximum duration of this award is 5 years. Thus, the proposed end date must be a date up to 5 years from May 1, 2012.
  - **State Legislative Districts**
    - **State Senate District:** Enter the State Senate District of your institution. Use the link provided to find this information using the applicant's institutional address.
    - **State House District:** Enter the State House District of your institution. Use the link provided to find this information using the applicant's institutional address.
  - **Application Classification:**
    - **Research Area:** Select the research area of 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.

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 "finalized for ASO approval" can be edited only after the ASO has reset the application to draft at the request of the PI.

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## 14. TAB 3: COLLABORATORS & COIs

- **Investigators and Submitters:** Ensure that a biosketch for the PI is uploaded. If the biosketch is missing, it can be uploaded under the *My Profile* link via that individual's account. This tab cannot be finalized without the PI's biosketch.
- **Collaborators and Conflicts of Interest:** 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 Listed:** Review the list to ensure that all entered conflicts of interest have been successfully added.

When all information is entered, click the *Finalize Collaborators and COIs* button. Note that this tab can be finalized only after Tab 1 (Contacts) has been finalized.

## 15. 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 summary (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 Overall Goals and Timeline PDF document (1 page).
- **Resubmission Summary:** Upload the Resubmission Summary PDF document (1 page). This option is available for resubmission applications only.

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- **Institutional Support:** Upload the Institutional Support PDF document (1 page).
  - **Shared Instrumentation Plan:** Upload the Shared instrumentation Plan PDF document (up to 5 pages).
  - **Publications/References:** Upload the Publications/References PDF document.
  - **User Group:** Upload the User Group PDF document (up to 8 pages).
  - **Biographical Sketches:** Upload biosketches of up to 5 key personnel from the user group (use the template posted under the *Summary* tab). Biosketches must not exceed 2 pages for each individual. Multiple biosketches must be combined and submitted as a single PDF document. The biosketch of the PI is extracted from the PI's profile and is automatically part of the application; it should not be part of this upload.
  - **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. At a minimum, current and pending support of the PI must be included in this document upload.
  - **Instrument Quote:** Upload the Instrument Quote PDF document (1 page).
  - **Organizational/Collaborator Support and/or Other Certification:** If applicable/desired, upload letters of organizational and/or collaborator support and other certification documents (up to 5 pages). Multiple letters/documents must be combined and submitted as a single PDF document. Applicants are strongly advised NOT to submit "appendix material", such as publications, figures, and/or data.
  - **Summary Statement of Previous Application:** The summary statement for the previous application 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.

## 16. BUDGET

The budget section 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

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iv. Budget Justification

All four subtabs must be completed to finalize the budget tab. A detailed budget for the first year of the project is required. Applicants may request up to \$3 million for the first year (minimum amount \$100,000) and up to \$300,000 for each subsequent year, inclusive of both direct and indirect charges. Allowable expenses include the cost of the instrument, installation and/or necessary renovation expenses, and maintenance/service contracts; all of these charges and expenses MUST be prorated for direct use in cancer research efforts.

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

**Previous** = move to the previous subtab

**Next** = move to the next subtab

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

**Finalize Budget for ASO Approval** = finalize section

The *Previous* and *Next* buttons allow 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.

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

Complete requested information.

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

**Role on Project:** The PI’s 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 16.5, Salary Cap.

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

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

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- 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. However, 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 should not exceed 35% of the salary requested (a warning will be displayed).

## 16.2. Detailed Budget for Year One

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

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

**Equipment** (400-character limit): State the equipment/instrument to be purchased.

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

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

**Contractual (Subaward/Consortium)** (400-character limit): Itemize all subaward- and consortium-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 subawards), the indirect charges for each

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subaward 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 subaward institution by the primary institution.

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

Amounts for *Budget Year One* will be autopopulated based on the information provided on the previous subtabs, namely, *Senior/Key Person & Other Personnel* and *Detailed Budget for Year One*. For each additional year of support requested, enter the budget requested for personnel/fringe benefits and other applicable direct charges. Fringe benefits may not exceed 35% of the salary (a warning will be displayed). 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 2-5 is permitted up to the cap of \$200,000. The salary cap (Section 16.5) 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:  $\text{Total Indirect Charges} = (\text{Total Direct Charges}/0.95) - \text{Total Direct Charges}$ .

### **16.4. Budget Justification**

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

### **16.5. Salary Cap**

The salary cap for CPRIT awards in FY 2012 (September 1, 2011 through August 31, 2012) is \$200,000. Thus, the maximum direct salary support 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 table on the next page outlines the salary cap guidelines. Institutional fringe benefits should be calculated based on the direct salary support requested.

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

## 17. TAB 6: FINAL REVIEW & SUBMIT

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

## 18. PROVIDED TEMPLATES

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

- (i) Biographical Sketches
- (ii) Current and Pending Support

## 19. 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

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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.

## 20. 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.

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).

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- **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 in PDF format.

## **21. CONTACT INFORMATION**

### **21.1. HelpDesk**

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

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

### **21.2. Scientific and Programmatic Questions**

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

**Tel:** 512-305-8491  
**E-mail:** ResearchHelp@CPRITGrants.org  
**Web site:** [www.cprit.state.tx.us](http://www.cprit.state.tx.us)