



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

CPRIT Grantee Annual Compliance Training October 2022

Prevention



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

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Training Overview

- Introductions
- FWA Reporting
- Policy and Procedure Guide Overview
- Recent Administrative Rule Changes
- Required Reporting
- Programmatic Topics



Fraud, Waste, & Abuse



Fraud, Waste, & Abuse

How do I Make a Report?

Use Client Code #5124633190

(Users can remain anonymous)

Call

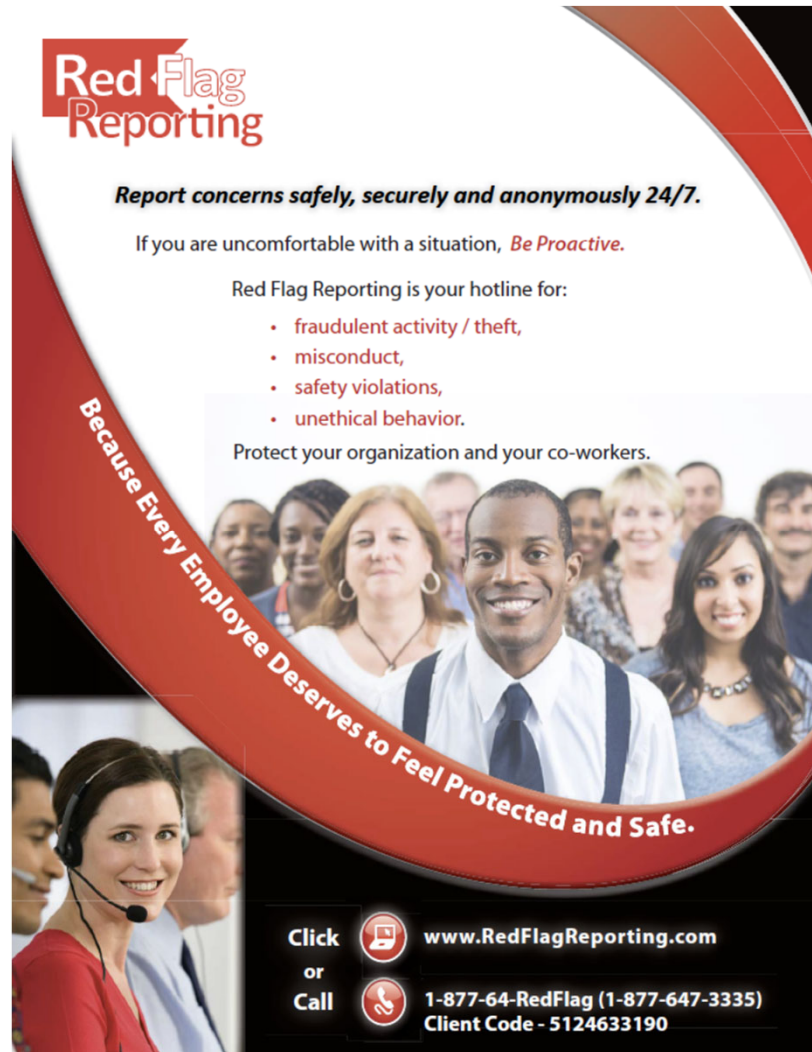
1-877-64-RedFlag
(1-877-647-3335)

Online

www.RedFlagReporting.com



Fraud, Waste, & Abuse

A poster for Red Flag Reporting. It features a large red curved banner across the middle. The text on the banner reads "Because Every Employee Deserves to Feel Protected and Safe." The background shows a diverse group of smiling employees. In the bottom left, there is a photo of a woman wearing a headset, likely a call center representative. The top left corner has the "Red Flag Reporting" logo. The main text encourages reporting concerns safely, securely, and anonymously 24/7, and lists examples of reportable issues: fraudulent activity / theft, misconduct, safety violations, and unethical behavior. It also provides contact information for reporting, including a website and a phone number.

Red Flag Reporting

Report concerns safely, securely and anonymously 24/7.


If you are uncomfortable with a situation, *Be Proactive.*

Red Flag Reporting is your hotline for:

- fraudulent activity / theft,
- misconduct,
- safety violations,
- unethical behavior.

Protect your organization and your co-workers.

Because Every Employee Deserves to Feel Protected and Safe.

Click  www.RedFlagReporting.com
or
Call  **1-877-64-RedFlag (1-877-647-3335)**
Client Code - 5124633190



Policies & Procedures



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Sources of CPRIT Grantee Requirements

- Article III, Section 67 Texas Constitution
- Texas Health & Safety Code Chapter 102
- Texas Administrative Code Chapters 701 - 703
- Grant Contract
- Texas Grant Management Standards (formerly Uniform Grant Management Standards)



Sources of CPRIT Grantee Requirements

Most frequently referenced
requirements:

- Texas Administrative Code
Chapters 701 - 703
- Grant Contract



Grant Policies & Procedures Guide

- Combines grantee requirements from the various sources into one document
- Commonly referred to as the “P & P Guide”
- Available on CPRIT’s website
- Periodically updated



Remember
The P&P Guide
is only a *guide*

- ! The Grant Policies & Procedures Guide is only a resource and not an authoritative document
- ! CPRIT's administrative rules, statute, and grant contract each outweigh the Guide

Administrative Rules



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Why the Rules are Important for Grantees

- CPRIT's rules contain many grantee requirements
- Changes to grantee requirements found in the rules happen through the rulemaking process
- The rules are the most cited source in the Grant Policies & Procedures Guide



What are the administrative rules?

- Located in Texas Administrative Code (TAC).
- TAC includes all Texas state agency rules.
- Changes to the rules occur through the official rulemaking process.
- TAC is compiled, indexed, and published by the Texas Secretary of State (<https://www.sos.texas.gov/tac/index.shtml>)



CPRIT's Chapters in TAC

- Chapter 701: Policies and Procedures
- Chapter 702: Institute Standards on Ethics and Conflicts, including the Acceptance of Gifts and Donations to the Institute
- Chapter 703: Grants for Cancer Prevention and Research



How Rule Changes Occur

1. Proposed rule changes are announced at a quarterly Oversight Committee meeting.
2. Rule changes are made available for public comment & on CPRIT's website.
3. The Oversight Committee considers final adoption at the following open meeting.
4. Texas Administrative Code text is updated with the adopted rule changes.



How to Stay in the Know

- ☑ Check CPRIT's website;
- ☑ Receive CPRIT listserv emails;
- ☑ Watch Oversight Committee meetings; and
- ☑ Attend training webinars



Statute, Rules and Grant Policies Guide

Statutes

[Texas Health and Safety Code Chapter 102](#)

[Article III of Texas Constitution establishing CPRIT](#)

Rules

[Texas Administrative Code, Title 25, Chapters 701 – 703](#)

Current Rulemaking Project

At its February 16, 2022, meeting, the Oversight Committee approved the release of proposed changes to existing agency rules.

If CPRIT takes equity in a grantee, the proposed amendment to § 703.17 would require the agency to specify in the grant contract any changes from standard grantee reporting requirements and associated consequences for a grantee failing to timely report. When CPRIT takes equity in a grantee, issues related to equity ownership may affect certain standard grantee reporting requirements, such as the schedule for the grantee to certify and verify its matching funds obligation.

Written comments may be submitted through April 4, 2022, to CPRIT's General Counsel, Kristen Doyle, by fax (512/475-2563); by email (kdoyle@cprit.texas.gov); or by mail to the Cancer Prevention and Research Institute of Texas, P.O. Box 12097, ATTN: Rulemaking Project, Austin, Texas, 78711.

The Oversight Committee expects to consider a final order that reflects the comments received on the proposed rule and any recommended changes at their meeting on May 18, 2022.

[Proposed change to Texas Administrative Code Title 25, Chapter 703](#)

Recently Adopted Rule Changes

At its February meeting, the Oversight Committee also approved the final adoption of recent changes to § 703.26 that were initially presented at the November 18, 2021, meeting. The amendments to § 703.26 add parking as a reimbursable clinical trial participation cost, correct the statutory reference of the Cancer Clinical Trial Participation Program to Texas Health and Safety Code Chapter 51, and correct a grammatical error.

Beginning March 10, 2022, Texas Administrative Code Chapter 703 will reflect the recent rule amendments, which are also available [here](#).

Grant Policy Guides

- [CPRIT Policies and Procedures Guide](#)
The current version of the Grantee Policies & Procedures Guide is dated December 2021.
- [Uniform Grant Management Standards](#)

[About Us](#)

[Ethics and Compliance](#)

[Oversight Committee](#)

[Advisory Committees](#)

[Executive Team & Staff](#)

[Employment Opportunities](#)

[Procurement](#)

CPRIT's website is the
best place to find the
current rules and P&P
Guide

<https://cprit.texas.gov/about-us/statute-rules-and-grant-policies-guide/>

Recent Administrative Rule Changes

Corrections to Financial
Status Report (FSR)
Supporting
Documentation

Eligible Grantee
Matching Funds

Texas Grant
Management
Standards

Corrections to Financial Status Report (FSR) Supporting Documentation

§703.24(a)(5)

- Requires a grantee to submit corrections to FSR supporting documentation within five (5) business days after CPRIT makes the request.
- If a grantee does not meet the deadline then CPRIT may disapprove the FSR.
- Public comment period closed on October 3rd
- The Oversight Committee will consider adopting this rule change at the November 16 meeting.

Eligible Grantee Matching Funds

§ 703.11(c)(7)

- Adds relocation costs to Texas as a source of encumbered funds that a grantee may use to fulfill their matching funds requirement.
- Public comment period closed on October 3rd
- The Oversight Committee will consider adopting this rule change at the November 16 meeting.

Texas Grant Management Standards

§§ 703.10,
703.15, and
703.26

- Replaces references to Uniform Grant Management Standards with Texas Grant Management Standards (TxGMS) in CPRIT's administrative rules.
- CPRIT looks to TxGMS when there is not an agency-specific administrative rule.
- Public comment period closed on October 3rd
- The Oversight Committee will consider adopting this rule change at the November 16 meeting.

Administrative Rule Changes

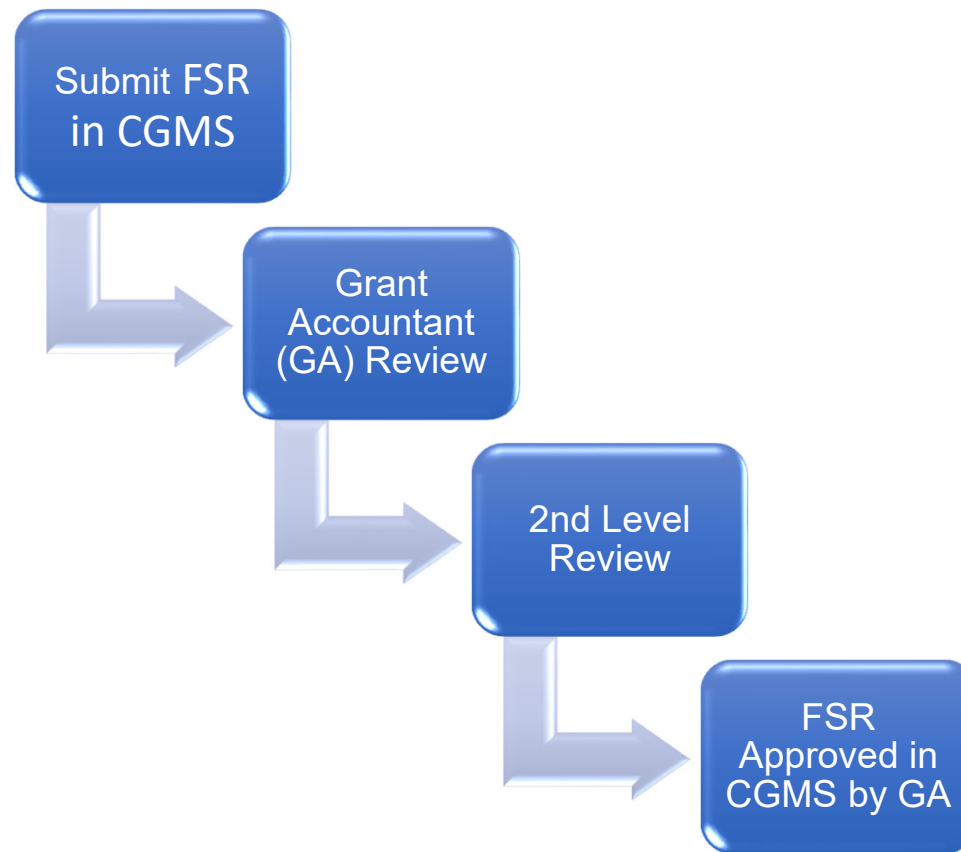
Q & A



Financial Status Reports (FSR)



FSR Review and Approval Process



FSR – Checklist

- Expenses are paid within FSR period (cash basis)
[7.6.3 Cash Basis Accounting](#)
- Payment date is included for all transactions
- FSR amounts match ledger totals by expense category

Best Practice

- ①
- ②
- ③



P&P Guide Reference:
9.4 Determining if a Cost is Allowable

FSR – Checklist

- Supporting documents are scanned in the same order as the transaction listing
- Supporting documents are legible
- Expenses are allowable

Best Practice

- ①
- ②
- ③



P&P Guide Reference:
9.4 Determining if a Cost is Allowable

FSR – Checklist

- Invoice amounts match amounts shown on the ledger. Partial charges are explained on the invoice
- Expenses are properly categorized
- Justification provided for prior period expenses

Best Practice

①

②

③



P&P Guide Reference:
9.4 Determining if a Cost is Allowable

FSR - Support Documentation

- Identify the amount charged to CPRIT when less than invoice amount.

| | | |
|---|------------|-----------------|
| Item Total | USD | 3,430.00 |
| Gross Value | | 3,430.00 |
| Net Value | | 3,430.00 |
| Shipping Fees | | 14.52 |
| Total Solution Cr. | | 1,166.00- |
| Amount Paid | USD | 2,278.52 |
| \$2,000 charged to CPRIT award | USD | 2,278.52 |



FSR - Allowable Costs

Costs should be:



Reasonable - Section 9.4.1

Allocable - Section 9.4.2

Adequately documented - Section 9.4.6

Note: CPRIT is responsible for making the final determination regarding whether an expense is an allowable expense

P&P Guide Reference:

9.4 Determining if a Cost is Allowable



FSR – Examples of Unallowable Costs

- Individual Professional Membership fees
- Alcohol
- Tips & Gratuities
- Bad debt
- Lobbying costs
- Entertainment

P&P Guide Reference:
9.4 Determining if a Cost is Allowable

FSR - Reporting

- No disbursement of grants funds will be made until all required financial and programmatic reports are approved
- If errors are made and adequate information is not provided, report will be disapproved and sent back for rework
- Allow enough time for ASO approval and submission before deadline



Financial Status Reports

Q & A



Equipment



FSR – Equipment

- Include documentation of CPRIT approval for all equipment expenses
 - Initial Budget Justification
 - Change Not Otherwise Specified (CNOS)



FSR – Equipment

- Initial Budget Justification-include copy with FSR support and match amount to equipment on invoice:

| LINE | PART ID | DESCRIPTION | U/M | TAX | QUANTITY | UNIT PRICE | EXTENSION |
|------|---------|-------------------------------|-----|-----|----------|------------|-------------|
| 1 | NIS0001 | NanoAssemblr Spark Instrument | EA | R | ✓ 1.0000 | 25,116.00 | ✓ 25,116.00 |
| 2 | | FREIGHT CHARGE | EA | N | 0.0000 | 0.00 | 78.50 |

Detailed Budget for Year One

| | |
|--|----------|
| Other Direct Charges | |
| Travel | \$3,000 |
| Equipment (Itemized) ✓ Funds are requested to upgrade several instruments to optimize manufacturing and to enhance efficiency. Precision NanoSystems NanoAssemblr, Agilent TapeStation, Shaking Incubator, Oxford Nanopore Technology MinION (refer to budget justification for details). | \$50,000 |



FSR – Equipment

- Change Not Otherwise Specified—include copy with CPRIT approval:

Change Requests

Grant ID: [REDACTED]

PI/PD/CR: [REDACTED]

Grant Title: [REDACTED]

Organization: [REDACTED]

Grant Information

Contacts

Documents & Forms

Correspondence

Internal Notes

Budget & Financial Status Reports

Progress Reports

Change Requests

[Back to Change Requests](#)

Change - Not Otherwise Specified

* Change Request Details:

I am requesting to rebudget funds allocated to subcontracts to purchase a tissue homogenizer, ~\$6,700.

* Justification:

The remaining experiments require a greater degree of T cells to be recovered from tumors and lymph node tissues than possible from our past animal cohorts. For this reason, we require the equipment purchase of a homogenizer.

[\[View/Hide Notes and Comments About This Document\]](#)

2022-02-07 09:46 Complete Web Form - [REDACTED]

2022-02-07 09:46 Verify Information (verified) - [REDACTED]

2022-02-07 09:51 ASO Review (approved) - [REDACTED]

2022-02-07 12:05 Grant Manager Review (approved) - Moore, Patty (Grants Manager)

2022-02-07 12:07 Contract Manager Review (approved) - Nelson, Lisa (Contract Manager)



FSR Travel & Support Documentation



FSR - Travel

- A separate travel expense report should be submitted with all supporting documentation for each trip taken

Expense Report Components











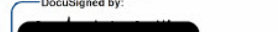
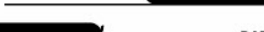
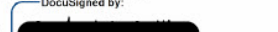
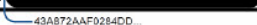

1. Grantee Name
2. Name of person traveling
3. Date(s) of travel
4. Purpose of the travel
5. Itemization of expenses
6. Proof of payment



P&P Guide Reference:
10.4.3.1 Travel Expense Reports



41

| | | | | | | | | | | | | |
|--|----------------------|---------------------------------|-------------------|---|-------------------------------|---|----------------------------------|-----------------------------------|------------------------|---------------------|---------------------|------------------|
| TRAVELER TYPE NAME STREET ADDRESS CITY/STATE/ZIP EMPL/STUDENT ID TITLE HEADQUARTERS | EMPLOYEE | | | PREPARED BY | TRIP DATES | DATE: 3/3/2020 | | | | | | |
| | | | | PHONE NUMBER | START: 02/04/20 END: 02/21/20 | DESTINATION DFW Area | | | | | | |
| | | | | RECORD OF TRANSPORTATION & DUTIES PERFORMED | | | | | | | | |
| | | | | PLEASE PROVIDE POINT TO POINT ADDRESSES FOR MILEAGE | | | | | | | | |
| | Date | Duties Performed | | Mileage | | | | | | | | |
| | 02/21/20 | local mileage in support of the | | | | 215.90 | | | | | | |
| ITEMS TO BE EXPENSED | USE ALLOCATION TABLE | | | | | | | | | | | |
| | 1 | 2 | 3 | | | | | | | | | |
| AIRFARE | | | | | | | | | | | | |
| RENTAL CAR | | | | | | | | | | | | |
| GROUND TRANSPORTATION | | | | | | | | | | | | |
| MILEAGE 215.90 MILES @ \$ 0.575 p13 | \$124.14 | ✓ | | | | | | | | | | |
| MEALS | \$0.00 | | | CONTINUATION SHEET | 0.00 | MILEAGE TOTAL: 215.90 | | | | | | |
| LODGING | \$0.00 | | | Date (s) | Meals | Lodging | | | | | | |
| LODGING TAX | \$0.00 | | | | | Lodging Tax | | | | | | |
| PARKING | | | | | | | | | | | | |
| REGISTRATION FEE | | | | | | | | | | | | |
| TELEPHONE/INTERNET CHARGE | | | | | | | | | | | | |
| OTHER: | | | | | | | | | | | | |
| OTHER: | | | | | | | | | | | | |
| TOTAL EXPENSES | \$124.14 | \$0.00 | \$0.00 | | | | | | | | | |
| LESS ADVANCE RECEIVED | | | | SUB-TOTALS | 0.00 | 0.00 | | | | | | |
| LIMIT: REDUCE TOTAL BY THIS AMOUNT | | | | CONTINUATION SHEET | 0.00 | 0.00 | | | | | | |
| TOTAL REIMBURSEMENT DUE | \$124.14 | \$0.00 | \$0.00 | TOTALS | 0.00 | 0.00 | | | | | | |
| ALLOCATION - ENTER VALID AND COMPLETE CHART STRINGS | COLUMN | GL Unit* 5 CHARACTERS | Dept* 6 DIGITS | Fund Cat* 3 DIGITS | Fund* 6 DIGITS | Function* 3 DIGITS | PC Bus Unit** 5 CHARACTERS | Project** 6 OR 7 CHARACTERS | Activity** 3 DIGITS | Program 4 DIGITS | Purpose 5 DIGITS | Site 4 DIGITS |
| | 1 | | | | | | | | | | | |
| | 2 | | | | | | | | | | | |
| | 3 | | | | | | | | | | | |
| *REQUIRED ACCOUNT INFORMATION **ALSO REQUIRED IF A PROJID | | | | | | | | | | | | |
| REQUIRED SIGNATURES: | | | | | | | | | | | | |
| I CERTIFY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT. | | | | | | | | | | | | |
| PERSON TO BE REIMB. PRINT: | | | | | | ACCOUNT HOLDER PRINT NAME: | | | | | | |
| DocuSigned by:  | | | | | | DocuSigned by:  | | | | | | |
| SIGNATURE:  DATE 3/3/2020 | | | | | | SIGNATURE:  DATE  | | | | | | |
| SUPERVISOR/APPROVER PRINT: | | | | | | ADDITIONAL  OSP | | | | | | |
| DocuSigned by:  | | | | | | DocuSigned by:  | | | | | | |
| SIGNATURE:  DATE 3/5/2020 | | | | | | SIGNATURE:  DATE 3/5/2020 | | | | | | |
| ACCOUNT HOLDER PRINT NAME: | | | | | | ADDITIONAL APPROVAL  FRST | | | | | | |
| DocuSigned by:  | | | | | | DocuSigned by:  | | | | | | |
| SIGNATURE:  DATE 3/3/2020 | | | | | | SIGNATURE:  DATE 3/5/2020 | | | | | | |
| 43A872AAFD284DD... | | | | | | E034C31590B140D... | | | | | | |
| REVISED 01/02/20 | | | | | | | | | | | | |

FSR - Travel Expense Checklist

- Meals expenses supported by itemized receipts unless using per diem
- Split receipts with multiple meals
- Exclude Group meals
- Exclude gratuities and alcohol



FSR - Travel Expense Checklist

- Meals and lodging expenses are within GSA limits
- Support includes copy of GSA rates for meals and lodging
- Taxi/Uber/Lyft receipts are included minus gratuities
- Receipts are legible



FSR - Travel Expense Checklist

- International travel expenses include CPRIT approval (must provide with FSR)
 - Initial Budget Justification
 - Change Not Otherwise Specified
- All travelers are listed on the PLOE
- Meals for day trips are excluded



FSR – Ineligible Travel Costs

- Alcohol or gratuities
- Airfare costs that exceed coach class
- Foreign travel without prior CPRIT approval
- Travel outside of the grant contract effective dates
- Employee traveling not listed on Personnel Level of Effort (PLOE)
- Dates of travel occur outside of the employee's PLOE period (Travel Only Exception)



P&P Guide Reference:
10.4.3.2 Meal Expenses
10.4.1 Allowable Travel Costs

FSRs - Foreign Currency

- Submit requests for reimbursement in United States dollar amounts
- If the original cost is in a foreign currency, the Grant Recipient must convert the cost to U.S. dollar amount and provide documentation of the exchange rate used for the conversion



P&P Guide Reference:
10.4.4 International Travel Requires
Prior Approval



FSR – Contractual Travel

| Contractual Travel Costs | Required Support Documentation |
|--------------------------|--------------------------------|
| Airfare | Itemized Amount |
| Mileage | Itemized Amount |
| Hotel | Itemized Amount |
| Meals | Receipts |
| Taxi/Uber | Receipts |



FSR - Travel

Q & A



Financial Status Reports – Personnel / Fringe



FSR-Personnel/Fringe

- Timesheets are signed by employee and supervisor
- Payroll ledger included and it ties to GL
- All employees are listed on PLOE with Level of Effort for current award year
- Fringe expenses are listed by category for each employee

Best Practice

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③



FSR-Personnel/Fringe

Timesheets / Records of Actual Time Worked

- Time sheets or other records of actual hours worked **must**:
- Reflect an after-the-fact distribution of the actual time spent on each activity



P&P Guide Reference:
10.2 Personnel Expense Category



Personnel Level of Effort (PLOE)



PLOE - Checklist

- PLOE is updated prior to submitting FSR
- Each employee with salary/fringe has Level of Effort for current award year
- All employees with travel, tuition, stipends and conference fees are listed on the PLOE

Best Practice

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P&P Guide Reference:

5.5.8 Personnel Level of Effort Form



PLOE - Checklist

PLOE change requests contain all the following elements:

- type of appointment
- number of months
- % effort
- justification for the change

| Budget Summary | Details Year 1 | Details Year 2 | Personnel Level of Effort | Financial Status Reports | Payments | Other Financial Reports |
|---------------------------------------|----------------|---------------------------|---------------------------|--------------------------|----------|--------------------------------|
| Personnel Level of Effort | | | | | | |
| Senior/Key Person and Other Personnel | | | Level of Effort (LOE) | Year 1 | Year 2 | Total Person Months Per Person |
| First Name | Last Name | Role on Project | | | | |
| | | Co-investigator | Type Appt. (months) | 12 | 12 | |
| | | | Effort on Project | 0.00% | 2.00% | |
| | | | Person Months | 0.00 | 0.24 | 0.24 |
| | | PI/PI/CR | Type Appt. (months) | 12 | 12 | |
| | | | Effort on Project | 10.00% | 10.00% | |
| | | | Person Months | 1.20 | 1.20 | 2.40 |
| | | Senior Research Assistant | Type Appt. (months) | 12 | 12 | |
| | | | Effort on Project | 50.00% | 50.00% | |
| | | | Person Months | 6.00 | 6.00 | 12.00 |
| Total Person Months Per Year | | | | 7.20 | 7.44 | 14.64 |

Enter information for all 3 categories

P&P Guide Reference:
5.5.8 Personnel Level of Effort Form



PLOE



reminder

When grant moves to closeout status from active status (equivalent to the contract end date), the PLOE **cannot** be revised in CARS-CGMS, and any expenses related to personnel not listed on the PLOE **will not be reimbursed**



Personnel Level of Effort Form

Q & A



No Cost Extensions (NCE)



NCE

- For No Cost Extensions (NCEs) where the grantee is requesting more than a 6-month NCE, the justification should include the increased number of months in the first sentence.



NCE

- No Cost Extensions- Decisions regarding NCE are based on several factors including the documentation of progress and documentation that the work proposed for the NCE is consistent with the initial award.
- CPRIT will not approve a NCE without a PI level of effort appropriate to scope of work being conducted

P&P Guide Reference:
13.3.1 NCE Eligibility
5.5.8 Personnel Level of Effort Form



NCE

- If you receive a no-cost extension, you must complete a PLOE for the extension time period
- For NCE's, the final report date changes but an additional annual report is required as well as quarterly reports until the end of the contract

| Personnel Level of Effort | | | | | | | | | |
|---------------------------------------|-----------|------------------------|-----------------------|--------|---------|---------|---------|---------|--------------------------------|
| Back to Grants Search | | | | | | | | | |
| Senior/Key Person and Other Personnel | | | Level of Effort (LOE) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total Person Months Per Person |
| First Name | Last Name | Role on Project | | | | | | | |
| TBN | TBN | Postdoc - Biologist | Type Appt. (months) | 12 | 12 | 12 | 12 | 12 | |
| | | | Effort on Project | 50.00% | 100.00% | 100.00% | 100.00% | 100.00% | |
| | | | Person Months | 6.00 | 12.00 | 12.00 | 12.00 | 12.00 | 54.00 |
| TBN | TBN | Postdoc - Chemist | Type Appt. (months) | 12 | 12 | 12 | 12 | 12 | |
| | | | Effort on Project | 50.00% | 100.00% | 100.00% | 100.00% | 100.00% | |
| | | | Person Months | 6.00 | 12.00 | 12.00 | 12.00 | 12.00 | 54.00 |
| TBN | TBN | Postdoc - Chemist | Type Appt. (months) | 12 | 12 | 12 | 12 | 12 | |
| | | | Effort on Project | 50.00% | 100.00% | 100.00% | 100.00% | 100.00% | |
| | | | Person Months | 6.00 | 12.00 | 12.00 | 12.00 | 12.00 | 54.00 |
| TBN | TBN | Senior Staff Scientist | Type Appt. (months) | 12 | 12 | 12 | 12 | 12 | |
| | | | Effort on Project | 50.00% | 50.00% | 50.00% | 50.00% | 50.00% | |
| | | | Person Months | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 30.00 |

P&P Guide Reference:
5.5.8 Personnel Level of Effort Form



NCE

- Include time, process and justification requirements
- PI needs to have measurable level of effort during an approved NCE
- In order to receive a no cost extension, a grantee must be in good fiscal and programmatic standing



NCE

- No automatic approval of a grantee's first no cost extension request
- Must be submitted at least 30 days prior to contract termination but not more than 180 days prior



NCE

- For No Cost Extensions (NCEs) the **PLOE comes in as a zero by default** – make sure PLOEs are current and accurate for NCEs



NCE

| Other Personnel | Level of Effort (LOE) | Year 1 | Year 2 | Year 3 | Year 4 | Total Person Months Per Person |
|------------------------------|-----------------------|--------|--------|---------|--------|--------------------------------|
| Role on Project | | | | | | |
| Program Coordinator | Type Appt. (months) | 0 | 0 | 12 | 12 | |
| | Effort on Project | 0.00% | 0.00% | 100.00% | 0.00% | |
| | Person Months | 0.00 | 0.00 | 12.00 | 0.00 | 12.00 |
| Co-Program Director | Type Appt. (months) | 12 | 12 | 12 | 12 | |
| | Effort on Project | 8.00% | 8.00% | 8.00% | 0.00% | |
| | Person Months | 0.96 | 0.96 | 0.96 | 0.00 | 2.88 |
| Project Assistant | Type Appt. (months) | 0 | 0 | 4 | 12 | |
| | Effort on Project | 0.00% | 0.00% | 60.00% | 0.00% | |
| | Person Months | 0.00 | 0.00 | 2.40 | 0.00 | 2.40 |
| Program Assistant | Type Appt. (months) | 0 | 12 | 12 | 12 | |
| | Effort on Project | 0.00% | 10.00% | 10.00% | 0.00% | |
| | Person Months | 0.00 | 1.20 | 1.20 | 0.00 | 2.40 |
| Co-Program | Type Appt. (months) | 12 | 12 | 12 | 12 | |
| | Effort on Project | 0.00% | 8.00% | 8.00% | 0.00% | |
| | Person Months | 0.96 | 0.96 | 0.96 | 0.00 | 2.88 |
| Program Coordinator | Type Appt. (months) | 0 | 0 | 4 | 12 | |
| | Effort on Project | 0.00% | 0.00% | 100.00% | 0.00% | |
| | Person Months | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 |
| Project Assistant | Type Appt. (months) | 0 | 0 | 4 | 12 | |
| | Effort on Project | 0.00% | 0.00% | 100.00% | 0.00% | |
| | Person Months | 0.00 | 0.00 | 4.00 | 0.00 | 4.00 |
| PI/PD/CR | Type Appt. (months) | 12 | 12 | 12 | 12 | |
| | Effort on Project | 50.00% | 50.00% | 50.00% | 0.00% | |
| | Person Months | 6.00 | 6.00 | 6.00 | 0.00 | 18.00 |
| Project Assistant | Type Appt. (months) | 0 | 0 | 1 | 0 | |
| | Effort on Project | 0.00% | 0.00% | 100.00% | 0.00% | |
| | Person Months | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| Total Person Months Per Year | | 7.92 | 9.12 | 32.52 | N/A | 49.56 |

**Example of a NCE
which resulted in a
Year 4 – automatically
populates with zeros**



Progress Reporting



Progress Reporting

Publications

- Acknowledgement of CPRIT funding if research being conducted and/or prevention project is related to CPRIT funding
- Include at least one grant ID for all publications submitted for publication

P&P Guide Reference:
5.10 Acknowledgement of CPRIT Funding

Progress Reporting

Annual and Final Progress Report Instruction

- Instructions accessible on any tab of the annual or final progress report
- Detailed updated instructions are now available

Progress Reports

Annual Progress Report Grant Year Ending 30 Aug 2021 [Back to Progress Reports](#) [Print to PDF](#) * = Required

[? Instructions](#)

« **Key Accomplishments** Summary of Goals and Objectives Client Stories and Quotes Materials Produced Publications »

Key Accomplishments

*** Key Accomplishments:**
Provide a numbered list of up to 5 key accomplishments during the reporting period.



Programmatic Topics



Change of Approved Goals and Objectives



- Any changes to the scope of work or budget should be consistent with the guidance provided by reviewers and must be approved by CPRIT

P&P Guide Reference:
11.3 Goals and Objectives

Project Coordinator

- Send contact info to CPRIT Prevention
- Project Coordinator can use the Alternate Submitter role in CGMS

My Profile

My Grants

Current Funding Opportunities

Feedback

Register

Click on the **Help** icon for information/assistance in completing a given field.

Please fill in the form below to create an account on the system. Users should only have one account each. If you already have a user account, please [login here](#).

Account Info

The entries marked with * are required

| | |
|------------------|----------------------------------|
| Salutation * | <input type="text"/> |
| First Name * | <input type="text"/> |
| M.I. | <input type="text"/> |
| Last Name * | <input type="text"/> |
| Suffix | <input type="text"/> |
| Login/Username * | <input type="text"/> (No spaces) |
| Password * | <input type="password"/> |
| New Password * | <input type="password"/> |

Weak

Grant Support



Points of Contact

CARS/CGMS Technical Issues?

Contact CPRIT Helpdesk

Email: Help@CPRITGrants.org

Phone: 866-941-7146

Programmatic/ Content questions?

Contact the CPRIT Program Manager/Officer

Financial Questions/Issues?

Contact CPRIT Finance Manager/ Grant Accountant



Contact Information

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CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

CPRIT Grantee Annual Compliance Training October 2022

Prevention



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