



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

CPRIT Grantee Annual Compliance Training

March 2023

Product Development



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

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Training Overview

- Introductions
- FWA Reporting
- Recent Administrative Rule Changes
- Policies and Procedures Guide Overview
- 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

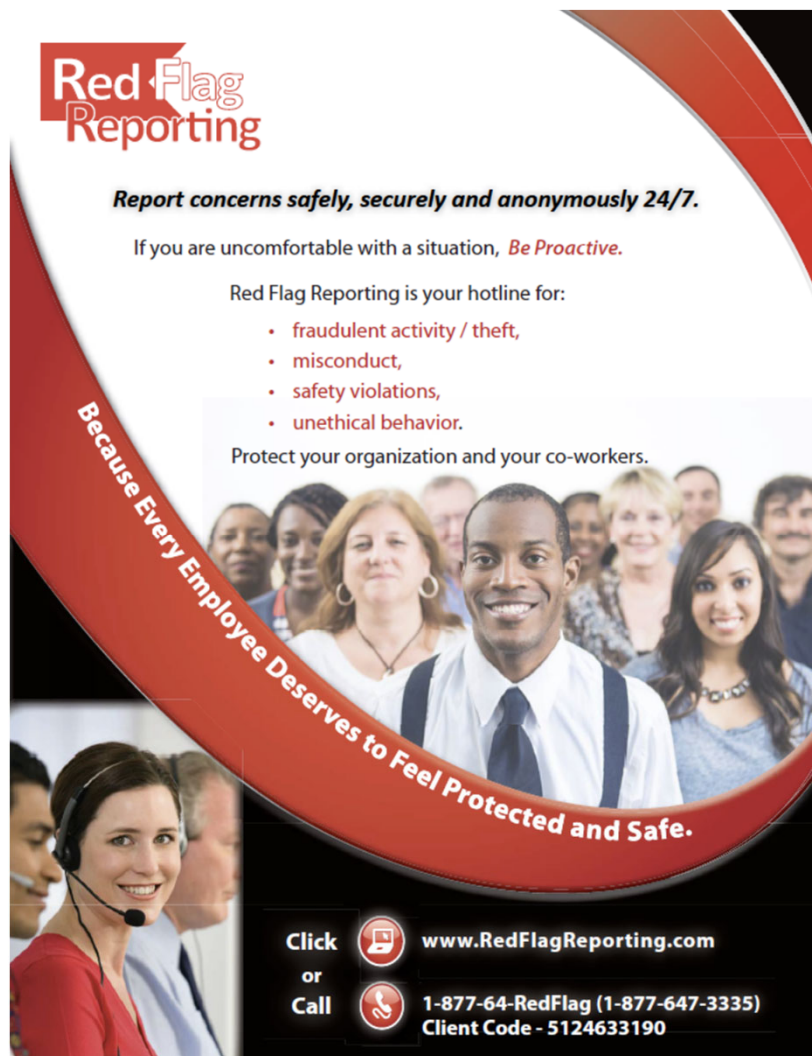
(1-877-647-3335)

Online

www.RedFlagReporting.com



Fraud, Waste, & Abuse

A poster for Red Flag Reporting. It features a large red curved banner across the middle. The top left has the 'Red Flag Reporting' logo. Below it, text encourages reporting concerns safely, securely, and anonymously 24/7. It lists reasons for reporting: fraudulent activity, misconduct, safety violations, and unethical behavior. A photo of a diverse group of employees is shown. At the bottom, contact information is provided, including a website and a phone number. A call center agent is also visible in the bottom left corner.

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



Administrative Rules





How to Stay in the Know

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

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



CPRIT Policies & Procedures Guide





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)



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 CPRIT 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/>



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Grant Policies and Procedures Guide

A resource for CPRIT grant
applicants and grant recipients.

June 2022

Policies & Procedures Guide Overview

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Policies & Procedures Guide

CPRIT Policies and Procedures Guide

Chapters Covered Today

Chapter	Topic
5	Grant Contracts
6	Required Grant Reports
9	Allowable Costs
10	Grantee Budget/Expense Categories and Required Documentation
13	Termination, Extension, and Closeout of Grant Contracts



Chapter 5: Grant Contracts

Personnel Level of Effort (PLOE)



Polling Question

The personnel level of effort (PLOE) form should be updated once a year.

- True or False

Answer: False

Polling Question

Are employees whose salaries and benefits are covered by the grant required to be listed on the PLOE?

Answer: YES

PLOE Checklist

- PLOE **must be 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

①

②

③



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 Recap



- Update PLOE prior to submitting FSR
- When grant moves to closeout status
 - PLOE cannot be revised in CGMS
 - Expenses related to personnel not updated on the PLOE **will not be reimbursed**



Personnel Level of Effort Q & A



Chapter 6: Required Grant Reports



Polling Question

All CPRIT required reports should be submitted on an annual basis?

- True or False

Answer: False

Reporting Requirements



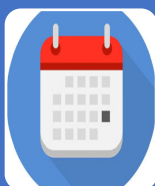
Annual

- Inventory Report
- Revenue Sharing Report
- HUB/Texas Suppliers Report
- Matching Compliance Certification
- Annual Progress Report
- Single Audit Determination Form
- Audit Report



Quarterly

- Financial Status Report
- Quarterly Progress Report



Periodic

- Interim/ Tranche Report (PD Grantees)

Chapter 5: Grant Contracts

Chapter 6: Required Grant Reports

Progress Reports



Progress Reports

Ensure that Progress Reports contain accurate and complete impact data.

This includes, but is not limited to:

- Publications
- Follow-on funds
- Patents
- Clinical trials
- Research training award data

Progress Reports – Common Errors

Incomplete report

Overlap with previous reports

Duplicate entries (publications, jobs, etc.)

Inconsistencies between narrative and data entered

CPRIT Acknowledgment

Printed and visual materials related to CPRIT funding should include CPRIT acknowledgment and grant ID.

Publications not funded by CPRIT, should not be included in the progress report

CPRIT Acknowledgment

Funding

This work was conducted with support from [redacted] Cancer Prevention Research Institute of Texas (CPRIT) RP150587. [redacted] was supported by a Career Development Award (CDA 11-217) from the U.S. Department of Veterans Affairs. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.

P&P Guide Reference:
5.10 Acknowledgement of CPRIT Funding

Chapter 6: Required Grant Reports

Matching Compliance Certification (MCC)



Polling Question

Which items are allowable match expenses?

- A. Travel expenses that exceed the GSA per diem limit on hotel rates or meals
- B. Short-term travel visa fees and associated costs for an employee listed on the PLOE
- C. An employee's salary amount that exceeds CPRIT's \$200,000 cap
- D. Grantee professional association fees or dues
- E. None of the above
- F. All of the above

Answer: F

Matching Compliance Certification (MCC)

- Institutions of Higher Education may use their Federal Indirect Cost Rate to fulfill match requirement
- Institutions of Higher Education **must upload to each grant record** most current indirect cost rate agreement
- If grantee uses a blended indirect cost rate calculation, grantee is **required** to have and follow a documented internal policy

P&P Guide Reference:
6.4 Matching Funds Certification and Verification



MCC Support Documentation

Grantees must upload 100% of the supporting documentation when the MCC form is completed and uploaded to CGMS.

MCC will not be approved until all documentation is uploaded and reviewed by CPRIT.

The work must support, extend, or facilitate the CPRIT project in some way, even if it is not funded by CPRIT.

MCC Required Support Documentation

Match Expenses
Ledger

Invoices related
to Match
expenses

Proof of
payment

Applicable bank
statements

MCC - Deficiency

A match deficiency may be carried forward and added to the matching fund requirement for the next project year so long as:

- Deficiency is equal to or less than 20% of the total matching funds required for the same period; and
- No prior matching funds deficiency



MCC – Allowable Expenses (not an exhaustive list)

- Any expense that can be claimed for grant reimbursement
- Unrecovered indirect costs up to ten percent (10%) of the grant award amount (in addition to 5% indirect costs claimed for reimbursement) DOES NOT APPLY TO ACADEMIC INSTITUTIONS
- An employee's salary amount that exceeds CPRIT's \$200,000 cap
- Travel expenses that exceed the GSA per diem limit on hotel rates or meals
- Airfare costs that exceed coach class airfare
- Foreign travel related to CPRIT's funded project

MCC –
Allowable
Expenses
(not an
exhaustive list)

- Taxes that are effectively user fees (hotel taxes, gasoline tax, or airfare tax)
- Short-term travel visa fees and associated costs for an employee listed on the PLOE
- Grantee professional association fees or dues (related to the CPRIT-funded project)
- Patent application fees and associated patent application preparation costs
- Moving costs of office furnishings or employees of companies relocating to Texas
- Security systems and ongoing security system monitoring fees for physical space

Match Certification

- For grantees receiving advancement of funds, the annual matching certification is based on the **greater** of 1) the amount of funds advanced or 2) the amount expended
- ***Example:***
 - Funds Advanced - \$1,000,000
 - Funds Expended - \$750,000
 - Required Match - \$500,000

Match Certification



Grant funds for the next project year will not be distributed until the previous year's matching funds verification and certification for the upcoming year have been **approved**.

Matching Compliance Certification

Q & A



Chapter 9: Allowable Costs

Chapter 10: Grantee Budget/Expense Categories and Required Documentation

Financial Status Report (FSR)



Polling Question

For expenses submitted "outside the period," a justification memo or letter should be included with the FSR supporting documentation.

- True or False

Answer: True

Polling Question

How many days does a grantee have to respond to a request for additional FSR documentation?

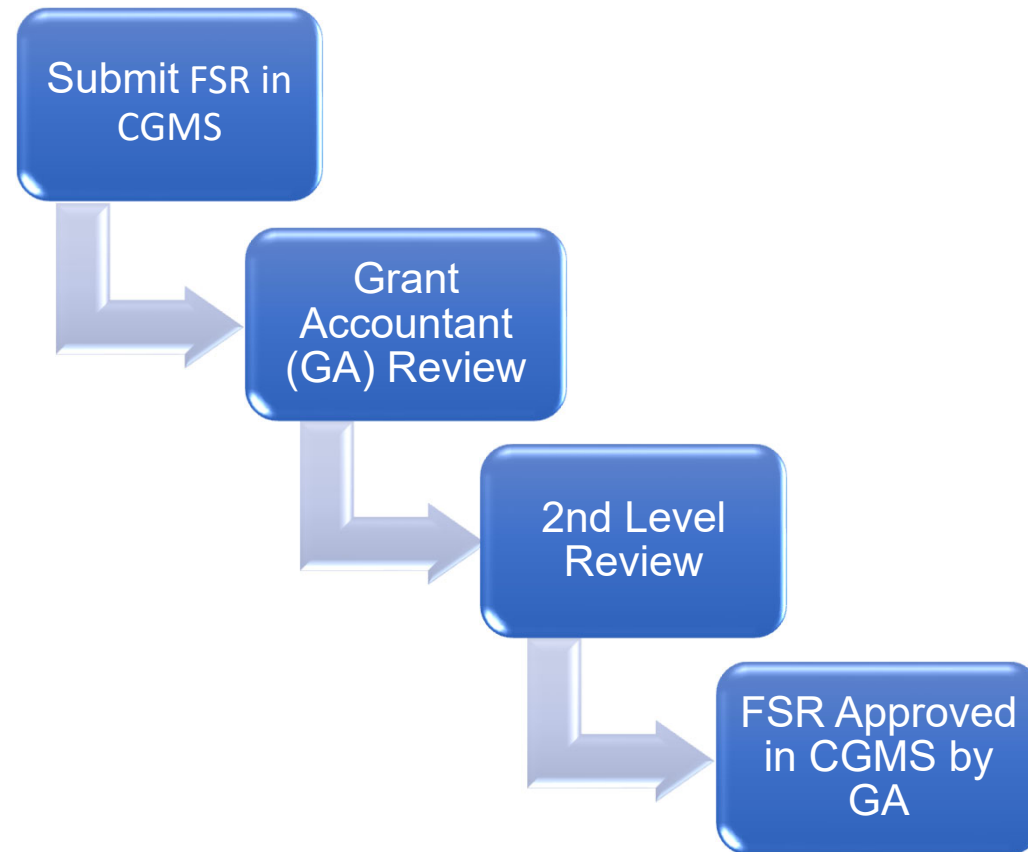
- A. 21 days
- B. 5 days
- c. 30 days

Answer: B

FSR – Due Dates

Fiscal Quarter/ Reporting Period	FSR Due Date	Last Day of Grace Period
Sept 1 – Nov 30	Feb 28	Mar 30
Dec 1 – Feb 28	May 29	June 28
Mar 1 – May 31	Aug 29	Sept 28
June 1 – Aug 31	Nov 29	Dec 29

FSR Review and Approval Process



FSR Required Supporting Documentation

Every Financial Status Report (FSR) must include a summary report of expenses generated directly from an accounting system or itemized on an Excel spreadsheet, as well as documentation to support grant costs paid during the current reporting period.

The report must contain the following information:

- **expense categories**
- **itemized expenses**
- **description of items**
- **date paid**
- **amount paid with expense totals broken down by category**

FSR Required Supporting Documentation

If the date paid is not found in the summary report, it should be noted on invoices.

A payment claimed for a period prior to the current period should be accompanied by an **Out of Period (OTP)** letter or memo explaining why the payment was not claimed in the appropriate period.

Appendix

[Financial Status Report Supporting Documentation](#)

[Frequently Asked Questions](#)

[Program Priorities](#)

[Revenue Sharing](#)

[Review Processes](#)



FSR Required Supporting Documentation by Expense Category

Personnel	<ul style="list-style-type: none"> • Personnel cost report for the pay period including the names, titles, and pay for <u>each individual</u> whose salary is charged to the grant. • Names and titles must match the Personnel Level of Effort Form (PLOE) in CGMS • Changes to personnel must be submitted on the Personnel Level of Effort change request in CGMS and approved by CPRIT. • Non - academic institutions must provide copies of payroll ledger information as well as supporting documentation such as timesheets and payroll statements.
Fringe Benefits	<ul style="list-style-type: none"> • Summary of benefits paid including employee name, type of benefit, and the amount with a total • Grantees reporting pooled fringe benefits in accordance with a federally approved fringe benefit rate agreement may report a total fringe amount by employee without categorization of each type of benefit. <ul style="list-style-type: none"> ○ Provide a copy of the agreement that was in effect during the FSR reporting period and the agreement must describe the categories of benefits included in the pool.

FSR Required Supporting Documentation by Expense Category

Travel

- Employee travel reimbursement request form
 - To be eligible for grant reimbursement, employee names must match those on the PLOE
- Documentation to support all travel costs.
 - mileage logs
 - hotel receipts
 - airfare receipts
 - GSA rate printout for travel location zip code(s)
 - public transportation receipts
 - meal receipts (not required if traveler claims per diem for meals)
 - conference/seminar registration
 - copy of CPRIT approval for international travel expenses (initial budget justification or change request)
- Grantees must exclude tips and alcohol (unallowable expenses) from any travel reimbursement charged to the grant.

*Travel costs charged to the grant must be consistent with the State of Texas TexTravel Guide,
<https://fmxcga.state.tx.us/fmxcga/travel/texttravel/index.gghg>.*

FSR Required Supporting Documentation by Expense Category

Equipment	<ul style="list-style-type: none">• Copy of the vendor invoices for all equipment costs<ul style="list-style-type: none">◦ <i>Purchase orders and packing slips are not acceptable forms of supporting documentation</i>• Prior to the actual procurement of the item, equipment purchases must be approved by CPRIT.• Copy of CPRIT approval (initial budget justification or change request)
Supplies	<ul style="list-style-type: none">• Summary report with a description of the supply purchased, vendor name, date paid, and amount paid.• Central supply department transactional document• Academic Institution grantees must provide a copy of the vendor invoice for any supply purchase of \$750 or more.• Non - academic institutions must provide invoices to support all expenses regardless of amount.

FSR Required Supporting Documentation by Expense Category

Contractual	<ul style="list-style-type: none">• Subcontractor invoices for all contractual expenses (service contracts and subawards)• Subcontractor expenses claimed against the grant must adhere to the same cost principles regarding allowable and nonallowable expenses as any other expense claimed by the grantee.• It is the grantee's responsibility to apply these cost principles, and grantees may be asked to provide a copy of the subcontractor contract in some cases.
Other	<ul style="list-style-type: none">• Summary report with a description of the item purchased, date of purchase, date paid, and amount paid for any expenses that cannot be applied to any of the expense categories above.• Central supply department transactional document• Academic Institution grantees must provide a copy of the vendor invoice for any supply purchase of \$750 or more.• Non - academic institutions must provide invoices to support all expenses regardless of amount.
<ul style="list-style-type: none">• For detailed information about required documentation for costs claimed on a FSR, grantees should refer to Chapter IO of CPRIT's <i>Policies and Procedures Guide</i>.	

FSR Submissions Checklist



Expenses are paid within FSR period



Payment date is included for all transactions



FSR amounts match ledger totals by expense category



Supporting documents are scanned in the same order as the transaction listing



FSR Submissions Checklist



Supporting documents are legible



Invoice amounts match amounts shown on the ledger and partial charges are explained on the invoice



Expenses are allowable and properly categorized



A memo justification for cost out of period is provided



FSR – Examples of Unallowable Costs



INDIVIDUAL
PROFESSIONAL
MEMBERSHIP FEES



ALCOHOL



TIPS & GRATUITIES



BAD DEBT



LOBBYING COSTS



ENTERTAINMENT

Common FSR Review Issues

Mis-categorization
of expenses

Reimbursement
amount is not clear

Documents are not
clearly labeled

Invoices lack
detailed purchase
description

Lack of response
from grantee for
additional
information

Miscategorization of Expenses

Supplies Expense

Equipment with unit cost of less than \$5000

Lab materials

Office Supplies

Other Expense

Lab care (mice per diem)

Copying services

Publication fees

Equipment warranties and service contracts

Conference/registration fees (not associated with travel)

- *Conference/registration fees that are paid as part of travel expenses are reimbursable on a travel voucher*

Shipping services (FedEx, UPS), etc.



Reimbursement Amount Not Clear

- 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			
Credit Card Charge Details:			
MC ****5345		USD	2,278.52



Documents Not Clearly Labeled

- Individual items referenced in GL with the same letter:

TRAVEL	19.25	I	8/24/2022
TRAVEL	23.10	I	8/24/2022
TRAVEL	30.00	I	8/24/2022
TRAVEL	24.48	I	8/24/2022
TRAVEL	✓ 989.00	I	8/24/2022
TRAVEL	725.00	I	8/24/2022
TRAVEL	18.70	I	8/24/2022
TRAVEL	17.60	I	8/24/2022
TRAVEL	20.16	I	8/24/2022
TRAVEL	33.52	I	8/24/2022
TRAVEL	29.92	I	8/24/2022
TRAVEL	46.20	I	8/24/2022
TRAVEL	6.38	J	8/24/2022
TRAVEL	4.93	J	8/24/2022
TRAVEL	790.30	J	8/24/2022
TRAVEL	36.91	J	8/24/2022
TRAVEL	9.25	J	8/24/2022
TRAVEL	5.89	J	8/24/2022
TRAVEL	14.84	J	8/24/2022
TRAVEL	33.53	J	8/24/2022
TRAVEL	9.25	J	8/24/2022



Documents Not Clearly Labeled

- Items individually referenced

Travel Out of State	TRAVEL	251.61	D1	6/1/2022	CITIBANK N.A.	4/26/2022	5/27/2022
Travel Out of State	TRAVEL	25.00	D1	6/1/2022		1/0/1900	5/16/2022
Travel Out of State	TRAVEL	600.63	D2	6/8/2022		6/2/2022	6/6/2022
	Disallowed, GL error	(0.01)	D2				
Travel Out of State	TRAVEL	27.73	D3	6/8/2022		6/2/2022	6/6/2022
	Disallowed, unknown fees	(12.63)	D3				
Travel Out of State	TRAVEL	33.26	D4	6/8/2022		6/2/2022	6/6/2022
	Disallowed, unknown fees	(8.03)	D4				
Travel Out of State	TRAVEL	11.88	D5	6/8/2022		6/2/2022	6/6/2022
	Disallowed tip	(1.00)	D5				
Travel Out of State	TRAVEL	11.88	D6	6/8/2022		6/2/2022	6/6/2022
	Disallowed tip	(1.00)	D6				
	Total Travel	939.32	CV				
	Total GL	38,636.55					

✓ \$11.88

D5. \$11.88

Pain au Chocolat × 1	\$5.50	✓
A&J King Artisan Bakers		
Four Over × 1	\$5.00	✓
Three Africas		
None	\$0.00	
Purchase Subtotal	\$10.50	
MA Meals Tax (7%)	\$0.38	
Tip	\$1.00	×
Total	\$11.88	✓



Invoices Lack Detailed Description

- Unclear description:

Line #	PO Line #	Description	UOM	Qty	Unit Price	Extended Amount
1	1	COLUMN C4 214TP SRS VYDAC 5UM	EA	1	\$ 1,127.6100	\$ 1,127.61

- Clear description:

10022-00	Scalpel Blades #22	2	C	54.50	0.000	109.00
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Lack of response from grantee for additional information

Texas Administrative Code

TITLE 25

PART 11

CHAPTER 703

RULE §703.24

HEALTH SERVICES

CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

GRANTS FOR CANCER PREVENTION AND RESEARCH

Financial Status Reports

(5) The Institute may request in writing that a Grant Recipient provide more information or correct a deficiency in the supporting documentation for a Financial Status Report. If a Grant Recipient does not submit the requested information within five (5) business days after the request is submitted, the Financial Status Report may be disapproved by the Institute.

TAC §703.24 (a)(15)

Financial Status Reports

Q & A



Chapter 10: Grantee Budget/Expense Categories and Required Documentation

Equipment Expense Category



Polling Question

Can equipment, not listed in original application, be purchased in lieu of approved equipment?

Answer: Yes

CPRIT approval must be obtained prior to purchasing the replacement equipment via a Change Not Otherwise Specified (CNOS) change request in CGMS.

Polling Question

Equipment service agreements cannot be purchased during an NCE.

Answer: False

Service agreements can be purchased but the cost must be prorated if the service agreement extends beyond the new end date of the grant.

Equipment

For all equipment expenses, the grantee **must** include acceptable documentation of CPRIT approval.

Acceptable documentation includes:

- Initial Budget Justification with **equipment items highlighted**
- Approved change request



Acceptable Equipment Documentation

[My Grants](#) > [Grants](#) > [Change Requests](#)

Change Requests

Grant ID: [REDACTED] Grant Title: [REDACTED]
PI/PD/CR: [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)

Acceptable Equipment Documentation

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

Chapter 10: Grantee Budget/Expense Categories and Required Documentation

Travel Expense Category



Polling Question

International travel requires prior approval if it is not included in the original budget justification.

- **True or False**

Answer: True

Polling Question

Should meal receipts be submitted if claiming per diem?

Answer: No

Meal receipts are not required when claiming per diem

Travel Expense Report Requirements

For each trip taken, a separate travel expense report with all supporting documentation should be submitted, which should include:

- Grantee Name
- Traveler's Name
- Date(s) of travel
- Purpose of the travel
- Itemization of expenses
- Proof of payment

Travel Expense Checklist



All travelers must be listed on the PLOE



Receipts should be legible and in same order as GL



Unless using per diem, meal expenses should be supported by itemized receipts.



Clearly identify meals for reimbursement on split receipts



Group and day trip meals are not allowed

Travel Expense Checklist



Grantee **must** include documentation of CPRIT approval for all international travel expenses



GSA rate printout for the travel location(s) zip code should be attached



Mileage calculations and transportation receipts included



Gratuities and alcohol should not be excluded




Meals and lodging expenses are within GSA limits



Include a calculation to show that hotel room rates and taxes are prorated when they exceed the per diem


Textravel – Hotel Occupancy taxes Maximum Reimbursement

**Fiscal Management**
Glenn Hegar
Texas Comptroller of Public Accounts

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Home / Travel


Rules of the road on the Web

HomeRatesTransportationMeals and LodgingExceptionsMiscellaneous ProvisionsExamplesDocumentation Requirements

Meals and Lodging
Meals
Lodging
Hotel occupancy taxes
Exception for employees of educational organizations
Exception for certain state officers or employees
Exception for travel outside Texas

Hotel occupancy taxes

Maximum reimbursement

When a **state employee** is entitled to be reimbursed for payment of a hotel occupancy or similar tax and the lodging amount incurred exceeds the maximum allowable lodging rate, the following calculation methods for the tax reimbursement must be used:

If the tax is calculated as a percentage of the lodging rate, then the amount of the reimbursement is equal to the percentage multiplied by the maximum that may be reimbursed to the employee for lodging expenses.



Prorated hotel room rate and taxes when they exceed the per diem

08/19/22	ROOM CHARGE	RP1214	239.94	187 on FSR (GSA)	Prorated taxes based on \$187 max GSA lodging rate:
08/19/22	Room Tax	RT1214	28.55	22.25	$(28.55/239.94)*187=22.25$
08/19/22	City Tax	CT1214	10.80	8.42	$(10.8/239.94)*187=8.42$
08/19/22	County Tax	T41214	2.40	1.87	$(2.40/239.94)*187=1.87$



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)

Foreign Currency



Foreign currency travel expenses **must** be:

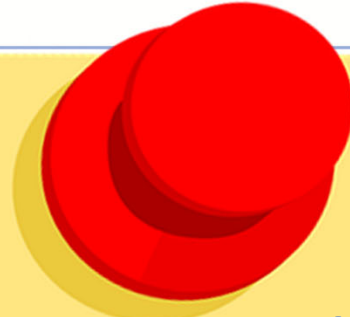
- converted to US dollar amounts before submitting to CPRIT, and
- documentation of the exchange rate used for the conversion **must** be included with supporting documents.

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

Contractual Travel

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

Travel Expenses Recap



- Submit a complete travel expense report for each traveler and include all supporting documents
- Travel receipts should be in same order as GL
- Submit copy of GSA meals and lodging rates with supporting documents
- Submit foreign travel approval with supporting documents
- Convert foreign travel currency expenses to USD and include exchange rate used



Travel Expenses

Q & A



Chapter 10: Grantee Budget/Expense Categories and Required Documentation

Personnel / Fringe Expense Category



FSR Personnel & Fringe

- 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
 - **Exception:** A copy of the agreement that describes the categories of fringe included in the pool must be provided if a grantee uses pooled fringe in accordance with a federally approved rate agreement.



Chapter 13: Termination, Extension, and Closeout of Grant Contracts

No Cost Extensions (NCE)



No Cost Extension (NCE)

- Request must be submitted at least 30 days prior to termination date but not more than 180 days prior
- **More than 6 months can be requested.** The increased number of months should be mentioned in the first sentence of the justification
- There is no automatic approval. NCEs are based on several factors including;
 - documentation of progress
 - documentation that the work proposed for the NCE is consistent with the initial award
 - grantee must be in good fiscal and programmatic standing
- **The PI must exhibit measurable effort during an approved NCE**

No Cost Extension (NCE)

For approved NCEs

- The final report date for NCEs will change, but an additional annual report as well as quarterly reports are required until the contract ends
- You must update the PLOE for the extension time period because it defaults to zero for No Cost Extensions (NCEs)

No Cost Extension PLOE Update

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 Manager	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**



NCE – Frequently Asked Questions

What research can be conducted during an NCE?

Answer: Only goals and objectives that have been approved but have not yet been completed can be conducted during an NCE.



Programmatic Topics



Texas Location Criteria

Product Development Grantees must maintain its principal place of business in the State of Texas for a period of three years after the final payment of the Grant funds is made by CPRIT



P&P Guide Reference:
2.4 Eligibility

Texas Location Criteria

Must demonstrate and maintain at least 4 of the 7 criteria throughout the entire grant period

Criteria:

- The U.S. headquarters is physically located in Texas
- The Chief Executive Officer resides in Texas
- A majority of the company's personnel, including at least two other C-level employees (or equivalent) reside in Texas
- Manufacturing activities take place in Texas
- At least 90% of Grant Award funds are paid to individuals and entities in Texas, including salaries and personnel costs for employees and contractors
- At least one clinical trial site in Texas
- Collaboration with a medical research organization in Texas, including a public or private institution of higher education

Texas Location Criteria

New Grantees will have one year from the date of receiving the disbursement of grant award funds to meet the Texas Location Criteria requirements



Location Criteria Support Documentation

Texas Location Criteria Type	Acceptable Supporting Documentation
The U.S. headquarters is physically located in Texas	<ul style="list-style-type: none">• Lease agreement• Most recent tax return
The Chief Executive Officer resides in Texas	<ul style="list-style-type: none">• Texas Drivers License• Apartment/rental home lease agreement• Utility Bill• Pay Stub
Majority of the company's personnel, including at least 2 other C-level employees (or equivalent) reside in Texas	<ul style="list-style-type: none">• Texas Drivers License• Apartment/rental home lease agreement• Utility Bill• Employee roster with names and home addresses• Pay Stub



Location Criteria Support Documentation

Texas Location Criteria Type	Acceptable Supporting Documentation
Manufacturing activities take place in Texas	<ul style="list-style-type: none"> Contract/agreement If manufacturing activities take place at grantee's address (onsite); Photos of the facility
At least 90% of Grant Award funds are paid to individuals and entities in Texas, including salaries and personnel costs for employees and contractors	<ul style="list-style-type: none"> Employee roster with names and addresses Detailed expenditure report with vendor's name, location and total amounts paid
At least one clinical trial site in Texas	<ul style="list-style-type: none"> Contract/agreement
Collaboration with a medical research organization in Texas, including a public or private institution of higher education	<ul style="list-style-type: none"> Contract/agreement



Advance Payments

- CPRIT will advance up to 50% of the project year budget at one time
- Must expend at least 90% of the grant award funds in a tranche before the additional funds will be advanced
- 10% of grant award funds will be withheld from a grantee until the grantee has completed the contract close out process and all grant reports have been submitted to and approved by CPRIT

P&P Guide Reference
8.2.2 Advance Funds Method
13.6 Final 10% of Grant Funds for
Grantees Receiving Advance Payments

Advance Payments

- Advancements are requested by utilizing the “Advancement of Funds Form” option on the “Change Request” tab in CGMS



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

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



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CPRIT Grantee Annual Compliance Training

March 2023

Product Development



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