



CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

INSTRUCTIONS FOR APPLICANTS

**Recruitment of
First-Time Tenure-Track Faculty Members
(RFA R-27.1-RFT)**

**Recruitment of Rising Stars
(RFA R-27.1-RRS)**

**Recruitment of Established Investigators
(RFA R-27.1-REI)**

CPRIT will transition to a new grant management platform (GMP) during FY27 to apply for, manage, and report on CPRIT-funded grants.

For details and the expected timeline, visit the [GMP Frequently Asked Questions](#) page.

FY 2027
Fiscal Year Award Period
September 1, 2026-August 31, 2027

TABLE OF CONTENTS

1. STATEMENT ON THE USE OF ARTIFICIAL INTELLIGENCE.....	4
2. INTRODUCTION.....	4
3. SUMMARY INSTRUCTIONS.....	5
4. APPLICATION SUBMISSION DEADLINE	6
5. APPLICATION PREPARATION AND SUBMISSION PROCESS.....	6
6. RESUBMISSION POLICY	7
7. APPLICATION/AUTHORIZED SIGNING OFFICIAL (ASO)	7
8. GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL	8
9. USER REGISTRATION AND/OR LOGIN.....	8
10. STARTING A NEW APPLICATION	9
11. STATUS DISPLAY	10
11.1. TAB STATUS	10
11.2. APPLICATION STATUS	10
12. TAB: SUMMARY.....	11
13. TAB 1: CONTACTS.....	12
14. TAB 2: APPLICATION INFORMATION	13
15. TAB 3: PROJECT PERSONNEL AND COLLABORATORS.....	16
16. TAB 4: REQUIRED DOCUMENTS	16
17. TAB 5: FINAL REVIEW & SUBMIT	20
18. PROVIDED TEMPLATES.....	21
19. FORMATTING INSTRUCTIONS	21
20. CONTACT INFORMATION.....	23
20.1. HELPDESK	23
20.2. SCIENTIFIC AND PROGRAMMATIC QUESTIONS	23
APPENDIX 1: DESCRIPTION OF RESEARCH AREAS.....	24
APPENDIX 2: PROGRAM FOCUS - DEFINITIONS OF CANCER RESEARCH TYPES	25

VERSION HISTORY

6/23/26 Release of Instructions for Applicants (IFA)

1. STATEMENT ON THE USE OF ARTIFICIAL INTELLIGENCE.

The Cancer Prevention and Research Institute of Texas (CPRIT) recognizes the value of using artificial intelligence (AI) to further advance the scientific process and to facilitate and improve the writing of grant applications. However, CPRIT funds novel, original investigator-initiated ideas, and it is the *investigator and the institution* who are responsible for *all content* in an application. Thus, while AI tools may be appropriate to assist with limited aspects of application preparation, **the investigator and the institution are responsible for all content generated by AI.** This includes AI-generated errors including plagiarism, copyright infringement, fabrications, or other kinds of research misconduct.

CPRIT is developing a new grants management platform (GMP) that has native AI capabilities to aid staff in performing routine duties. This is a “closed” system to protect the privacy and confidentiality of the applications and the applicants. We will be testing AI capabilities to aid staff and reviewers to elevate the level and rigor of the peer review process and to improve efficiencies in our processes. This includes the testing of agentic AI for conducting administrative reviews and other quality control tests and use cases. **Most importantly, all decisions regarding the suitability of an application for funding will be made by peer reviewers, and there will always be a “human in the loop” to yield final judgements and determine the suitability of an application for funding.**

2. INTRODUCTION

The Cancer Prevention & Research Institute of Texas (CPRIT) Application Receipt System (CARS) (<https://CPRITGrants.org>) provides a means for the research community (ie, nominators, Principal Investigators [PIs], and Application/Authorized Signing Officials [ASOs]) to respond to CPRIT funding opportunities electronically over the Internet through a secure connection. This document provides instructions and guidance for institutions to submit an application in response to CPRIT’s Request for Applications (RFA) for Recruitment of First-Time Tenure-Track Faculty Members (RFA R-27.1-RFT), Recruitment of Rising Stars (RFA R-27.1-RRS), and Recruitment of Established Investigators (RFA R-27.1-REI). Applications may be submitted from June 23, 2026, through June 21, 2027. **Given funding limitations, it is expected that the nominating institution provides CPRIT with a status of the award acceptance within 60 days of the award notification for RRS and REI awards. If the REI or**

RRS award is not accepted by July 15 of the fiscal year, the award will be automatically terminated. However, if the application was recommended for funding, it can be resubmitted for reconsideration in the next fiscal year. This change will allow CPRIT to optimize the impact of the funds available prior to the end of the fiscal year on August 31.

3. SUMMARY INSTRUCTIONS

- **Technical Support:** Nominators and PIs are strongly advised to carefully read this document in its entirety before starting an application. The CPRIT Helpdesk ([section 20.1](#)) is available to answer technical questions and guide nominators with application submission. This *IFA* will be updated as necessary. Revisions will be listed in the *Revision History*.
- **Document Format for Uploaded Files:** Use 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:** Use Arial (11 point) or Times New Roman (12 point) for all main text. For figure legends, a smaller font is acceptable; Arial (8 point) or Times New Roman (8 point) is recommended to ensure clarity.
- **Page Format:** Single spacing, 0.50-inch margins must be used in all directions.
- **Templates:** It is highly encouraged to use the templates posted under [Current Funding Opportunities](#) for Academic Research in CARS. The template provided for PI current and pending support must be used.
- **Submission Process:**
 - The PI prepares the relevant information and documents for the nominator.
 - The nominator completes/finalizes all sections in the system 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.
- **Tab Finalization and Reset:**
 - Application information saved "as draft" can be edited at a later time.
 - Once application information is "finalized for ASO approval," it can be edited only after an ASO has reset the section to draft mode at the request of the nominator.

4. APPLICATION SUBMISSION DEADLINE

Dependent upon available funding, applications will be accepted according to the FY27 recruitment schedule (see table below). For an application to be considered for review during the review cycle, that application must be submitted on or before 11:59 PM central time on the 20th day of that cycle. In the event that the 20th falls on Saturday or Sunday, applications may be submitted on or before 11:59 PM central time the following Monday. CPRIT will not extend the submission deadline. During periods when CPRIT does not receive an adequate number of applications, the review may be extended into the following cycle. Nominators will be notified if this occurs.

FY 2027 RECRUITMENT SCHEDULE

Review Cycle	Cycle Opens	Cycle Closes	Potential Award Date
27.1	6/23/2026	8/20/2026	12/1/2026
27.2	8/21/2026	10/20/2026	3/1/2027
27.3	10/21/2026	11/20/2026	3/1/2027
27.4	11/23/2026	1/20/2027	6/1/2027
27.5	1/21/2027	*2/22/2027	6/1/2027
27.6	2/23/2027	*3/22/2027	6/1/2027
27.7	3/23/2027	4/20/2027	8/31/2027
27.8	4/21/2027	5/20/2027	8/31/2027
27.9	5/21/2027	*6/21/2027	8/31/2027

*Cycle close extended due to the 20th falling on a Sunday

NOTE: CARS will be unavailable the third Thursday of each month between 7 PM and 9 PM central time for routine system maintenance.

5. APPLICATION PREPARATION AND SUBMISSION PROCESS

Nominations for CPRIT Recruitment awards will be submitted on behalf of a specific PI by the president, provost, vice president for research, or appropriate dean of a Texas-based public or private institution of higher education, including academic health institutions. All nominations must be submitted via a user account in CARS and must include the nominator's credentials and

email address. Due to the nature of the recruitment process, the PI prepares and provides information/documents to the nominator. The nominator will then supplement the PI-provided documents with institutional documents and submit them in CARS via the nominator's user account. As with other CPRIT award mechanisms, the application must be started by the nominator and then forwarded to the institution's ASO for formal submission to CPRIT. A summary of this process is as follows:

- The PI prepares the relevant information/documents and submits them to the nominator.
- The nominator completes/finalizes the application in CARS.
- The ASO reviews, approves, and submits the application to CPRIT. Finalized tabs can only be reset by the ASO.

6. RESUBMISSION POLICY

Any nomination for the REI or RRS Award that was previously submitted to CPRIT and was not recommended for funding may not be resubmitted. A nomination for the REI or RRS that was previously submitted to CPRIT and recommended for funding but not accepted by **July 15** or declined by the PI may be resubmitted in response to an RFA if the PI meets the eligibility criteria described in the RFA and the application is not in the same fiscal year as the previous application. If a nomination was administratively rejected prior to review, it may be resubmitted in the following cycles. Applications being resubmitted according to the criteria permitted by this section should be submitted as a new application. A Grant Application that is Deferred and pending a final Grant Award recommendation at the end of the state fiscal year may be resubmitted by the Grant Applicant in a subsequent review cycle. Such resubmission will not count against the resubmission limit, if any, stated in the Request for Applications.

7. APPLICATION/AUTHORIZED SIGNING OFFICIAL (ASO)

The ASO is the individual officially authorized to submit an application on behalf of an organization to CPRIT. An ASO is required on the application and must be identified by the nominator. As the organization's representative, the ASO is required to review the tabs finalized by the nominator and subsequently submit the application. The ASO can reset finalized tabs to draft at the request of the nominator.

8. GRANTS CONTRACT/OFFICE OF SPONSORED PROJECTS OFFICIAL

The Grants Contract/Office of Sponsored Projects Official is the individual who will manage the grant if an award is made. This individual must be identified on the application. The nominator or the ASO can assign this individual to this role.

9. USER REGISTRATION AND/OR LOGIN

Nominators begin the application process by registering or logging in to CARS (<https://CPRITGrants.org>). User accounts for nominators may be created via the [Register here](#) link in CARS. All **nominator** accounts must select the general role of “I am an Applicant or work for one,” a role similar to that of a PI on Academic Research applications. On successful login into the system, nominators will be presented with the *My Applications* page. All prior applications by that user are listed on this page. After initial registration or after login, all users must complete/verify the information under the *My Profile* link on the top left of this screen to ensure the information is current and complete.

Home
Help Desk
Guide
FAQ
Log Out

My Profile My Applications Bridge My Grants Manage Organizations Current Funding Opportunities Feedback

Application List Start New Application

Logged in as: CPRIT Admin [[not CPRIT Admin click here](#)]
[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 All Applications ▾
Show All My Roles ▾

Since FY FY 2010 ▾
 Only For FY

With Status of:
 Draft
 Pending ASO Approval
 Pending Responsiveness Review
 ASO Approved and Submitted
 Deleted/Withdrawn

Refresh List

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>
-----------------------	---------------	--------------	------------------	----------------	-----------------	---------------	-----------------------	----------------

10. STARTING A NEW APPLICATION

New applications can be started in 1 of 2 ways:

1. My Applications (this is the default page after login) → click *Start a New Application* → FY 2027 Academic Research Programs → Recruitment of First-Time Tenure-Track Faculty Members, Recruitment of Rising Stars, or Recruitment of Established Investigators → click *New Application*, or
2. Current Funding Opportunities → click *FY 2027 Academic Research Programs* → Recruitment of First-Time Tenure-Track Faculty Members, Recruitment of Rising Stars, or Recruitment of Established Investigators → click *Start New Application*.

When starting a new application, nominators are required to enter the title of the application (160-character limit; can be edited later) and select the submitter role. Symbols or special characters should NOT be used—these will not be transmitted correctly. Once this step is completed, nominators will be directed to the summary page. **The title of a recruitment application should be descriptive of the research proposed and not include the award mechanism or the name of the PI being recruited.** Examples of application titles for Recruitment Award nominations are as follows:

- Genetic Approaches to Identifying Cancer Mutations
- A Population-Based Genomics Strategy for Hepatocellular Carcinoma
- Novel Cell Signaling Pathways as Targets for Therapeutic Intervention

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

- Tab 1 (Contacts) and Tab 2 (Application Information) **must** be completed/finalized prior to Tab 3 (Collaborators).
- Tab 2 (Application Information) **must** be completed/finalized prior to Tab 4 (Required Documents).

11. STATUS DISPLAY

11.1. 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 nominator.
PENDING ASO APPROVAL	The tab has been finalized by the nominator. When all tabs are finalized and reflect this status, the ASO will receive email notification stating that the application can be reviewed/submitted. The nominator 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 nominator is notified via email.

11.2. Application Status

The status displayed under the row of numbered tabs on the *Summary* tab indicates the status of the application (as indicated in the figure above).

12. TAB: SUMMARY

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

My Applications: Summary

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

Summary
 Application ID: XXXXXXXX Phase: Full Application Status: **DRAFT**

Application Title: screen shot
Program: FY 2014 Research Programs Awards
Award Type: Individual Investigator Research 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: February 3, 2014 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 December 20, 2013 5:12 PM CT.

Section #	Application Section	Status
1	Contacts	draft
2	Application Information	draft
3	Project Personnel and Collaborators	draft
4	Required Documents	draft
5	Budget	draft
6	Final Review and Submit	NOT APPROVED

Section	Status	Status Definition
1-5	Draft	The tab is being prepared by the nominator.
1-5	Pending ASO Approval	The tab has been finalized by the nominator. When all tabs are finalized and reflect this status, the ASO will receive email notification that the application can be reviewed/submitted. The nominator is included on this notification.
6	Not Approved	The application has not been approved/submitted by the ASO.
6	Pending	All tabs have been finalized by the nominator and reflect the status "pending ASO approval." At this point, the application is awaiting ASO approval and subsequent submission.

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

13. TAB 1: CONTACTS

Nominator: Verify the information for the nominator; update as necessary. A job title and email address for the nominator (not grants office) must be included. The nominator must be the president, provost, vice president for research, or appropriate dean of a Texas-based public or private institution of higher education, including academic health institutions.

- **Alternate Submitter (Optional):** An alternate submitter may be designated on the application by the nominator. Follow the search guidelines below.
- **Application Signing Official (Required):** An ASO must be listed in order to complete/finalize this tab. To designate the ASO, do the following:
 - Click the *Search for Application Signing Official* button.
 - Enter information and click the *Search Contacts* button.
 - If the individual is listed on the subsequent search results page, that individual may be added to the application via the *Add Contact* link.
 - If the individual is not listed, different search criteria may be used (for example, using the last name only, spelling variations, etc.). Alternatively, the individual may be invited to register in CARS 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 the ASO, his/her information will be listed in the appropriate section of the tab.
 - Change or remove an individual by clicking the appropriate button.
- **Alternate Application Signing Official (Optional):** This individual can be assigned only by the ASO. Follow the search guidelines above.
- **Grants Contract/Office of Sponsored Projects Official (Required):** A Grants Contract/Office of Sponsored Projects Official must be listed in order to complete/finalize this tab. This individual can be assigned by the nominator or the ASO. Follow the search guidelines above.

When all the information is entered, click the *Finalize Contacts Section* button. Note that this tab cannot be finalized until the 3 required fields of this section, namely, “Nominator,” “Application Signing Official,” and “Grants Contract/Office of Sponsored Projects Official” have been

completed. Nominator information is entered automatically; an ASO must be identified and added by the nominator. The Grants Contract/Office of Sponsored Projects Official may be identified and added by the nominator or the ASO.

14. TAB 2: APPLICATION INFORMATION

- **Application Identification**

- **Award Mechanism:** Verify the listed award mechanism. Note that the award mechanism cannot be changed here.
- **Application Type:** Verify application type (drop list defaults to *New Application*).
- **Application Title:** The application title is stated. Edit if necessary. The title of a recruitment application should be descriptive of the research proposed. The title should not include the award mechanism or the name of the PI being recruited.

Examples of application titles for Recruitment Award nominations are as follows:

- Genetic Approaches to Identifying Cancer Mutations
- A Population-Based Genomics Strategy for Hepatocellular Carcinoma
- Novel Cell Signaling Pathways as Targets for Therapeutic Intervention
- **Category of research/project to be supported:** Select whether the proposed project will be directed toward childhood and adolescent cancer. If Yes is selected, provide a brief description of the childhood and adolescent focus.

- **Project Information**

- **Requested Award Duration:** Enter requested award duration. Only whole numbers are allowed. The award duration cannot exceed the maximum duration listed below:

Award Mechanism	Maximum Award Duration
Recruitment of First-Time, Tenure-Track Faculty Members (RFT)	5 years
Recruitment of Rising Stars (RRS)	5 years
Recruitment of Established Investigators (REI)	5 years

- **Award Amount Requested:** The maximum award amount that may be requested is as follows:

Award Mechanism	Maximum Award Amount
Recruitment of First-Time, Tenure-Track Faculty Members (RFT)	\$2,000,000
Recruitment of Rising Stars (RRS)	\$3,000,000
Recruitment of Established Investigators (REI)	\$4,000,000

Applications submitted by emerging research institutions requesting grant funds in the amounts stated below or lower will be considered separately from the standard award mechanisms:

- **RFT:** \$1,000,000
- **RRS:** \$1,500,000
- **REI:** \$2,000,000

- **Application Classification**

- **Research Area:** Select the research area that best describes the proposed work. Please refer to the [Appendix 1](#) for a detailed description of each research area.
- **Program Focus:** Select the focus of the proposed work. Please refer to [Appendix 2](#) for the definitions of cancer research types.
- **Cancer Focus:** Select the most relevant cancer focus addressed, up to a maximum of 3. If the focus of the project is not on a specific cancer focus, select All Cancers. The selection of cancer focus in this section assists CPRIT with reporting on cancer research that is being performed.
- **PI Identification:** Provide information for the PI: name, title, degree(s), gender, race, and ethnicity, institution from where the PI is being recruited, contact information including telephone number and email address, and PI's expertise. The job title for the PI must be the title of their current position and not the position they are being recruited for. A PI cannot be an Assistant Professor or above for the RFT mechanism.

- **State Legislative Districts**
 - **State Senate District:** Enter the State Senate District of the nominator’s institution. Use the link provided to find this information using the nominator’s institutional address.
 - **State House District:** Enter the State Senate District of the nominator’s institution. Use the link provided to find this information using the nominator’s institutional address.
- **Cancellation of Applications/Awards by Granting Organization (in past 5 years)**
 - Select whether the applicant/nominator is currently eligible to receive federal grant funds. If “No” is selected, provide a reason.
 - Select whether the applicant/nominator had an application or award terminated for cause within the last 5 years. If yes, then select the category of Application or Award. Select the Granting Organization. Enter the Award Title, Award Number, Award Amount, and the Reason for Cancellation. Click the *Add Application/Award* link to add additional applications or awards.
- **Donations**
 - Select whether the applicant/nominator or any individual listed on the application has made a donation, gift, or grant to CPRIT, the CPRIT Foundation, the Texas Cancer Coalition, or any nonprofit organization/entity established to benefit CPRIT.
 - If yes, then enter the name of the donor, entity name, donation amount, and date of donation. Click the *Add Donation* link to add additional donations.
- **CPRIT Priorities Addressed (from Statute or Texas Cancer Plan)**
 - Choose the CPRIT priority addressed in the application. More than 1 priority may be selected.

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 mode at the request of the nominator.

15. TAB 3: PROJECT PERSONNEL AND COLLABORATORS

- **Investigators and Submitters:** Ensure that the nominator and the PI are listed.
- **Collaborators:** Enter information for all collaborators (select the appropriate *Role for Application* from the drop list). A collaborator is an individual who contributes to the scientific or business development or execution of the project but is not responsible for leadership or accountability for managing the project. A collaborator can be paid or unpaid. **Please note** that collaborators at organizations outside of the State of Texas cannot be paid with CPRIT funds.

The purpose of this section is for reviewers to be able to determine if they have any conflicts of interest with any of the listed individuals, at which point they would be required to recuse themselves from the review of the application.

Click the *Save as Draft* button to save additions. Review the list to ensure that all entered collaborators have been successfully added.

Note: We recognize that project personnel might not have been identified at this point, so applicants are not required to list anyone in this section.

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

16. 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 of documents that exceed the page limits specified in the individual RFAs. Do NOT password protect documents. Do NOT submit documents that are bound together in a single PDF package. DO NOT number pages.

- **Application Abstracts: Summary of Nomination, Layperson's Summary, and Summary of Specific Aims and Subaims:**
 - Enter a **summary of the nomination** in the designated textbox (2,000 characters for RFT and 2,500 characters for RRS and REI; character limit includes letters, spaces, and punctuations).

- Enter a **nontechnical layperson’s summary** of the proposed research in the designated textbox (2,000 characters for all mechanisms; character limit includes letters, spaces, and punctuations). This must be prepared by the PI.
- Enter a broad **summary of specific aims and subaims** to be achieved in the designated textbox (2,000 characters for all mechanisms; character limit includes letters, spaces, and punctuations). This must be prepared by the PI.

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 the *Summary of the Nomination*, the *Summary of Specific Aims and Sub Aims*, and/or the *Layperson’s Summary* will be lost when the upload refreshes the webpage.

- **Specific Aims and Subaims:** Please enter your specific aims and subaims as plain text (1,200 characters per specific aim and per subaim). Specific aims and subaims will be reviewed during the evaluation of annual progress reports. HTML formatting, tables, charts, and diagrams are not supported. Specific aims and subaims may be saved as a DRAFT at any time by clicking the specific aims and subaims as Draft button. Any unsaved specific aims and subaims will be lost.
 - At least 1 specific aim and 1 subaim are **required**, and at least 1 subaim is **required** per specific aim. Provide 2 to 3 sentences describing activities to be performed and anticipated milestones. Up to 5 specific aims and 5 subaims per specific aim may be entered.
 - Click the *Add Subaim* link to add additional subaims to a specific aim.
 - Click the *Add Specific Aim* link to add additional specific aims.
 - A template titled “Recruitment-Specific Aims and Layperson Summary Page Template” provides guidance for these sections and is posted under [Current Funding Opportunities](#) for Academic Research in CARS.
- **Institutional Commitment (up to 3 pages):** Describe the institutional commitment to the PI.
 - The financial commitments made to the PI by the recruiting institution must equal or exceed 50% of the award amount requested for the duration of the CPRIT award.

- The institutional commitment must be presented in a tabular summary that clearly identifies the salary amount and source for the entire award duration, including sources of summer salary, and any additional research support that will be offered from institutional sources (*refer to example below*).
- The institutional commitment letter must be signed by the applicant institution’s president, provost, or appropriate dean.
- A federal indirect cost rate credit cannot be used to demonstrate an institutional commitment to the PI.
- The institutional commitment letter must include the statement: “This institutional financial commitment will not be offset by funds from an investigator-initiated award received by the PI. If an award dictates that such funds must be used for salary, the corresponding amount of institutional funds committed to pay the PI’s salary will be redirected to allow the PI to use them for program support.”
- If the PI is expected to provide salary support from grants during the award period, the institutional commitment must identify the source for salary support in the event grant support is not available. The following sentence may be included in this case: “the institution is committed to providing additional funds sufficient to fully fund salary and benefits in the event these grant sources are insufficient.”
- See individual RFAs for more details and letter requirements including (but not limited to) mentoring plan (for RFT), job description for the PI, description of research environment and required statements.

Example of an acceptable Institutional Commitment table:

PI’s Name, Institutional Commitments

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
Salary/Benefits*						
Research Support						
Administrative Support**						
Equipment						
Supplies						
Moving Expenses						
TOTAL						

* Sources of support for the PI's full salary (including summer salary) for the duration of the award must be documented.

**Administrative support cannot exceed \$25,000

- **Letter of Support from Department Chair (2 pages):** Provide a signed letter of support from the chair of the department to which the PI is being recruited. Certification that 70% of effort will be dedicated to research must be included. *See individual RFAs for details.*
- **Curriculum Vitae (CV):** Provide a complete CV and list of publications for the PI. This document must be prepared by the PI.
- **Research (up to 4 pages):** Upload a Research PDF document that provides an overview of the PI's proposed research (*see RFA for details*). References cited in this section should be included in the Publications/References section. This document must be prepared by the PI.
- **Publications/References (1 page):** Upload the Publications/References PDF document. Copies of journal articles are not allowed under this section. Any appropriate citation format is acceptable; official journal abbreviations should be used. Do not include any publications that have not been published or that have not been accepted for publication ("in press").
- **Research Collaboration/Synergy Plan (up to 2 pages, Optional):** Upload the research collaboration/synergy plan. This document should describe strategic collaborations that will foster the PI's development (*see RFA for details*). This additional information is highly encouraged when proposing a PI with exceptional expertise and/or talent whose prior experience has not been directly focused on cancer research, such as a computational biologist, chemist, etc. Biographical sketches for collaborators named in the research collaborative plan must be uploaded with the application.
- **Biographical sketches of collaborators:** Upload biographical sketches of collaborators established in the research collaboration/synergy plan (*see RFA for details*).
- **Publications:** Upload the most significant publications that have resulted from the PI's research efforts. Three publications should be provided for the RFT mechanism; 5 publications must be provided for the RRS and REI mechanisms. Only articles that have been published or that have been accepted for publication ("in press") should be submitted. Publications files must be provided by the PI.

- **Timeline (1 page):** Upload a timeline that provides a general outline of the major outcomes to be tracked during this award. The timeline should outline the anticipated major milestones for the proposed experiments and expected duration across the entire funding period. The timeline will be reviewed during the evaluation of annual progress reports to ensure adherence to the milestones. If the application is approved for funding, this section will be included in the award contract. Applicants are advised not to include confidential or proprietary information in the timeline. Refer to the sample timeline document located in [Current Funding Opportunities](#) for Academic Research in CARS. The timeline must be prepared by the PI.
- **Current and Pending Support:** Upload the PI's current and pending support. PIs must use the "Recruitment - Current and Pending Support" template located in [Current Funding Opportunities](#) for Academic Research in CARS. This document must be prepared by the PI.
- **Letters of Recommendation:** For the RFT mechanism, upload 3 letters of recommendation from individuals who are in a position to detail the PI's academic and scientific research accomplishments. The letters must be signed. Letters of recommendation are not required for the RRS and REI mechanisms.
- **Research Environment (1 page):** Upload a document that describes the research environment available to support the PI's research program, including core facilities, training programs, and collaborative opportunities.
- **Descriptive Biography (up to 2 pages):** Provide a brief descriptive biography of the PI (*see RFA for details*). If the nomination is approved for funding, this section will be made publicly available on CPRIT's website. PIs are advised not to include confidential or proprietary information when preparing this document. This document must be prepared by the PI.

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

17. TAB 5: FINAL REVIEW & SUBMIT

When Tabs 1 through 4 have been completed and finalized by the nominator, the status of the application is set to "PENDING ASO APPROVAL." The ASO will then receive email

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 number listed under his/her *My Applications* page. To submit the application, the ASO must enter his/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 on all tabs of that application) will be “ASO APPROVED AND SUBMITTED.” Upon successful submission of the application by the ASO, a confirmation notification will be sent to the nominator at the email address provided with a link to download the complete autoconcatenated application.

18. PROVIDED TEMPLATES

PIs must use the provided template—Recruitment - Current and Pending Support—to prepare their current and pending support. The template is posted under the *Summary* tab ([Current Funding Opportunities](#)) and is available in .doc and .pdf formats.

Several other templates are also posted under the *Summary* tab. PIs are encouraged to refer to and use these templates.

19. FORMATTING INSTRUCTIONS

All sections of the application must be written in clear and legible text and must follow the guidelines described below. Nominators and PIs 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 point) or Times New Roman (12 point). A font size of Arial (7 point) or Times New Roman (8 point) is recommended for text in figure legends.
- **Line Spacing:** Single.

- **Page Size:** 8.5 x 11 inches.
- **Margins:** 0.50 inch, all directions.
- **Color and High-Resolution Images:** Images, graphs, figures, and other illustrations must be submitted as part of the appropriate submitted document. PIs should include text to explain illustrations that may be difficult to interpret when printed in black and white. This text should be clearly legible. It is the responsibility of the applicant to ensure that the submitted illustrations and text are clear and legible. The applicant must check the quality of the figures after uploading the final documents before the application receipt deadline.
- **Scanning Resolution:** Images and figures must be of lowest reasonable resolution that permits clarity and readability. Unnecessarily large files will NOT be accepted, especially those that include only text. It is the institution's responsibility to ensure that all images, figures, and tables are complete, clear, and fully legible in the final submitted document. Incomplete or unreadable materials cannot be corrected or supplemented after the submission deadline and will not be accepted.
- **References:** Applicants should use a citation style that includes the full title of the article and lists at least the first 3 authors. Official journal abbreviations may be used. An example is included below; however, other citation styles meeting these parameters are also acceptable as long as the journal information is stated. URLs of publications referenced in the application may be included.

Smith, P.T., Doe, J., White, J.M., et al (2006). Elaborating on a novel mechanism for cancer progression. *Journal of Cancer Research*, 135, 45-67.
- **Internet URLs:** The nominator/PI are encouraged to provide the URLs of publications referenced in the application; however, URLs directing reviewers to websites containing additional information about the proposed research should not be included.
- **Headers and Footers:** Headers and footers should not be used unless they are part of a provided template.
- **Page Numbering:** DO NOT add page numbers in any of the submitted documents. These will be added automatically by the system when the application is concatenated.
- **All attachments that require signatures must be filled out, printed, signed, scanned, and then uploaded in PDF format.**

20. CONTACT INFORMATION

20.1. Helpdesk

The Helpdesk will answer queries submitted via email within 1 business day. Helpdesk support is available for questions regarding user registration and online submission of applications as well as page limitations, formatting, and how to upload application components/subsections in the appropriate tabs of CARS. Helpdesk staff cannot answer scientific or programmatic questions. Before contacting the Helpdesk, carefully read through the *Instructions for Applicants* document.

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

Tel: 866-941-7146

Email: Help@CPRITGrants.org

20.2. Scientific and Programmatic Questions

Scientific and programmatic questions should be directed to the CPRIT Academic Research Program. **Before contacting CPRIT, carefully read through the *Instructions for Applicants* document and contact the Helpdesk for any items related to CARS, page limitations, formatting, etc.**

Email: Research@cprit.texas.gov

Website: www.cprit.texas.gov

Appendix 1: Description of Research Areas

In Tab 2 (Application Information/Application Classification), the nominator is required to select the research areas that best describes the proposed work. A list of Research Areas can be found below:

- Imaging
- Radiation Oncology/Radiotherapy
- Informatics, Computational Biology and Analytic Methods
- Artificial Intelligence/Machine Learning
- Early Detection, Diagnosis, and Prognosis
- Oncogenes, Tumor Suppressor Genes, Signal Transduction
- Genetics, Genomics
- Gene Regulation and Expression, Epigenomics
- Protein Biology/Proteomics
- Targeted Therapies
- Immunotherapies
- Drug Discovery/Drug Development
- Drug Delivery
- Nanotechnology, Nanomedicine
- Immunology/Inflammation
- Tumor Microenvironment
- Tumor Metabolism/Metabolomics
- Microbiome
- Neuro-oncology/Neuroscience
- Population Science
- Epidemiology

Appendix 2: Program Focus - Definitions of Cancer Research Types

In Tab 2 (Application Information/Application Classification), the applicant is required to select a program focus that best describes the proposed cancer research type. Descriptions of cancer research types are as follows*:

- **Basic Research** – results in the acquisition of new knowledge and elucidates fundamental mechanisms in biology.
- **Translational Cancer Research** – involves the application of discoveries from basic research to practical problems associated with cancer, as well as research on how to improve best practices in the community.
- **Clinical Cancer Research** – involves studies with human subjects and includes patient-oriented research on mechanisms of disease, therapy, and development of new technologies, as well as epidemiologic and behavioral studies and outcomes and health services research.
- **Cancer Prevention, Control, Survivorship, Outcomes, and Population Science** – involves studies with clinical and population-based projects designed to develop effective prevention and early detection interventions to reduce cancer risk, mortality, and morbidity.

*Taken from Rubio et al, Defining Translational Research: Implications for Training, *Academic Medicine*. 2010; 85:470-475.