

**CPRIT Grantee
Annual Compliance
Training**
June 2024

Product Development



1

CONTACT INFORMATION

<p>Cameron Eckel Staff Attorney 512-305-8495 ceckel@cprit.texas.gov</p>	<p>Stephen Nance Compliance Program Manager 512-305-8405 snance@cprit.texas.gov</p>
<p>Jennifer Dear Compliance Specialist 512-475-2507 jdear@cprit.texas.gov</p>	<p>Rashonda Thomas Lead Compliance Specialist 512-305-8414 rthomas@cprit.texas.gov</p>
<p>Melanie Jamison Compliance Specialist 512-305-8509 mjamison@cprit.texas.gov</p>	<p>Martin Rivera Compliance Specialist 737-212-3618 mrivera@cprit.texas.gov</p>



2

PROGRAMMATIC CONTACT – PRODUCT DEVELOPMENT

Ken Smith, PhD
 Chief Product Development Officer
 512-305-8426
ksmith@cprit.texas.gov

Abria Magee, PhD
 Program Manager for Product Development
 Research
 512-626-0816
amagee@cprit.texas.gov


Michelle Leeuwon, PhD
 Program Manager for Product Development
 Research
 737-235-2698
wleeuwon@cprit.texas.gov



3

TRAINING OVERVIEW

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



4


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)



5

Fraud, Waste, & Abuse



6

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




7

FRAUD, WASTE, & ABUSE




8

Administrative Rules and Policies and Procedures Guide



9

How to Stay in the Know



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

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

13

EEO

Recently Proposed & Adopted Administrative Rule Changes




- Texas Cancer Plan format
- Definition and Use of "Tranche"
- Applicability of CPRIT's Electronic Signature Policy
- Definition and Use of "Scope of Work"

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

14

Texas Cancer Plan format
§ 701.11(5)

- Removes the hard copy option for the *Texas Cancer Plan*.
- CPRIT plans to present the next version of the *Texas Cancer Plan* as a fully online, dynamic resource available to the public

-  Published in *the Texas Register* on May 31.
-  Public comment is open through July 15.
-  Expected to be considered for final adoption at the August 21 Oversight Committee meeting.

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

15

Slide 14

CEO


Updated slide


Cameron Eckel, 2024-05-29T18:20:26.673

EE0

Definition of "Tranche"
§ 701.3

- A portion of grant funds that is released to a grantee after the successful completion of predefined milestones.
- Adds "Tranche," which CPRIT has used for over a decade, to the agency's list of defined terms in Chapter 701.

 Final adoption at the May 15th Oversight Committee meeting.





16

EE0

Use of "Tranche"
§§ 703.10, 703.21, and 703.23

- Capitalizes the term "Tranche" where it already appears in Chapter 703.
- These are non-substantive changes.


 Final adoption at the May 15th Oversight Committee meeting.



17

Applicability of CPRIT's Electronic Signature Policy
§ 701.25
Adopted & final in December 2023

- Clarifies that CPRIT's electronic signature policy applies to grant applicants as well as grant recipients.
- The policy allows CPRIT to rely on information submitted by a Grant Recipient's Authorized Signing Official (ASO) as legally binding.



18

Slide 16

CEO

Updated slide

Cameron Eckel, 2024-05-29T18:20:48.171

Slide 17

CEO

Updated slide

Cameron Eckel, 2024-05-29T18:21:06.318

Definition of "Scope of Work"


§ 701.3(63)

Adopted & final in September 2023

CPRIT amended the definition of scope of work to include "specific aims and sub aims, if appropriate."

Scope of Work: the goals and objectives or specific aims and sub aims, if appropriate, of the Cancer Research or Cancer Prevention project, including the timeline and milestones to be achieved.

A request for Applications (RFA) will specify applicable terminology for a grant mechanism.



19

Use of "Scope of Work"


§§ 701.3(29), 703.6, 703.7, 703.10, 703.21, 703.25

Adopted & final in September 2023

These are non substantive changes that ensure consistent use of "Scope of Work" in CPRIT's rules.

CPRIT replaced variations referring to scope of work (e.g., project goals, project scope) with the defined term "Scope of Work."


Scope of Work includes CPRIT grant project: goals and objectives, specific aims and sub aims, if appropriate, timeline, and milestones to be achieved



20


Update on CPRIT's Online Portal for Grantee Intellectual Property (IP) Reporting

- The CPRIT online portal for IP reporting is now operational for grantees to fulfill their IP reporting requirements.
- Attachment D of the grant contract requires grantees to notify CPRIT of certain IP-related actions (e.g., invention disclosures). IP reports submitted by grantees through the online portal fulfills IP reporting requirements of the grant contract.
- Dr. Michelle Leeuwon at CPRIT continues to provide IP database updates to grantees via email.
- If you have any questions about the online portal for IP reporting, please contact jpreporting@cprit.texas.gov.




21

Administrative Rules and Policies and Procedures Guide
Q&A



22

Required Grant Reports




23

Polling Question

The Financial Status Report (FSR), Inventory Report and Audit Report are all annual reports.

Answer: False


The Financial Status Report (FSR) is due quarterly



24


Reporting Requirements

<ul style="list-style-type: none">❖ Annual▪ Inventory Report▪ Revenue Sharing Report▪ HUB/Texas Suppliers Report▪ Matching Compliance Certification▪ Annual Progress Report▪ Single Audit Determination Form▪ Audit Report	<ul style="list-style-type: none">❖ Quarterly▪ Financial Status Report▪ Quarterly Progress Report <ul style="list-style-type: none">❖ Periodic▪ Interim/ Tranche Report <p>❖ All report due dates are available in CGMS</p>
--	--



25


Financial Status Report (FSR)



26

The deadline for a grantee to respond to a request for additional FSR documentation is 5 business days.

Polling Question Answer: True



27

Texas Administrative Code

TITLE 25 HEALTH SERVICES
PART 11 CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS
CHAPTER 703 GRANTS FOR CANCER PREVENTION AND RESEARCH
RULE §703.24 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)

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

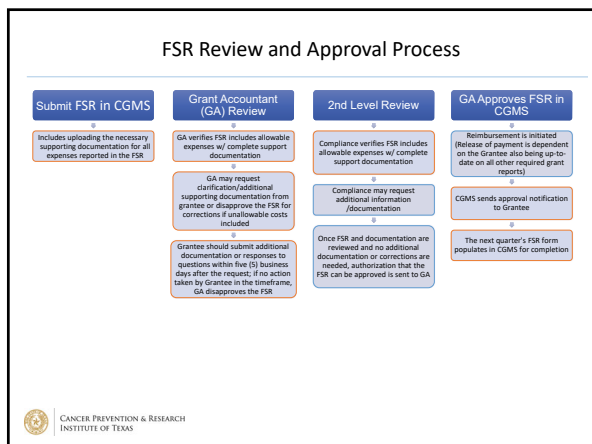
28

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

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

29







30

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

31

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

32

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

33

FSR – Examples of Unallowable Costs

INDIVIDUAL PROFESSIONAL MEMBERSHIP FEES	ALCOHOL	TIPS & GRATUITIES
BAD DEBT	LOBBYING COSTS	ENTERTAINMENT


34

What is the top reason FSRs are returned to grantees?

Answer: C

- A. PLOE revisions needed
- B. Unallowable expenses
- C. Missing support documents
- D. Lack of Out of the Period (OTP) Memo


Polling Question



35


TOP 3 RESUBMISSION ISSUES

- Missing support documentation
- Need for expense clarification
- Miscategorized expenses



36

TOP MISSING SUPPORT DOCUMENTATION



- Change Request Approval (Equipment, foreign travel)
- General Ledger
- PLOE
- Illegible documentation
- Invoices
- Time sheet information

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

37

Miscategorized Expenses

FSR Submitted with \$88,645.78 in "Other"; After review the correct categorization was as follows.

- \$40,700.26 allocated to "Equipment."
- \$44,165.52 allocated to "Supplies."
- \$3780 remained in "Other."

Pay Date	Dept	Budget Category	BU	Account	Fund	Proj	Document	Expended	Pay Period/Date	Amount	Expnd Date	Line Item #
11/03/2023	MS SQA QT CHARGES	Other	00	Maintenance & Operation	42044	00100	01740	077020-181-0	MS SQA MONTHLY CHARGES - 11/03/2023	770024	11/03/2023	4
11/03/2023	MS SQA QT CHARGES	Other	00	Maintenance & Operation	42044	00100	01740	077020-181-0	MS SQA MONTHLY CHARGES - 11/03/2023	770024	11/03/2023	4

Budget Categories		
1	Salary	\$39,237.00
2	Fringe	\$10,615.54
3	Travel	\$0.00
4	Equipment	\$0.00
5	Supplies	\$44,165.52
6	Contractual	\$0.00
7	Other	\$3,780
8	Indirect Costs	\$7,258.39
Total		\$145,787.80

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

38

■ Dell DIR-TSO-3763
■ OMNIA #R200803

Hardware

Reclassified from "other" to "equipment"

Description	Price
PowerEdge R7525 - [amer_r7525_13945]	\$40,700.26
<i>Description</i>	
SAS/SATA Backplane	379-8D55
PowerEdge R7525 Server	210-AD12
Trusted Platform Module 2.0 V3	461-AA82
8X 3.5 SAS/SATA with XOM	321-8F8U
AMD 7702 20H2/64C1/28T/256M/200W/3300	338-85W9
AMD 7702 20H2/64C1/28T/256M/200W/3300	338-85W9
Additional Processor Selected	379-8D00
Heatlink for 2 CPU + GPU/PGA/Full Length card config configuration	412-AA5Z
Performance Optimized	375-AAAP
3200M/16 ROMMs	370-ABVR
RAID 5	765-BC5P
PERC H745 Controller, Front	405-AAUZ

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

39

Dell DIR-TSO-3763
OMNIA #R200803

Hardware

Description	Price	Qty	Est. Price
ME4084 Drive Upgrades	\$788.67	56	\$44,165.52
Subtotal: \$44,165.52			

Services

Description	Price	Qty	Est. Price
Services: Block Hours	\$189.00	20	\$3,780.00
Subtotal: \$3,780.00			

Reclassified from "other" to "supplies"

Correctly classified as "other"

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

40

TOP EXPENSE CLARIFICATION

Unclear description:

Line #	PO Line #	Description	UNIT	Qty	Unit Price	Estimated Amount
1	EA	COLUMB GA 2147P 595 VYDQAC SUM	EA	1	\$1,127.68	\$1,127.68

Clear description:

10032-09	Budget Blanket #32	2	C	\$4.59	6,000	109.80
----------	--------------------	---	---	--------	-------	--------

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

41

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.

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

42

Acceptable OTP Explanation

Example A: the grantee has provided a clear explanation for why the expenses were not reported during the correct period

August 2, 2023

Financial Manager
CPRIT

RE: [Redacted]

Dear [Redacted],


We request that charges for personnel services provided from outside the current reporting period be allowed to be reported during the reporting period 03/01/23-05/31/23.

Some employees had corrections for prior reporting periods. We have confirmed that these corrections are allowable and that the employee was authorized for the period paid.

Thank you very much for your consideration of this request.

With best regards,

[Redacted]
VP Finance and Chief Accounting Officer




43

Unacceptable OTP Explanation

Example B: the grantee has requested that the OTP expenses be approved, with no explanation for why the expenses were not reported during the correct period

This is to request approval for expenses with invoice dates outside the current reporting period, but were paid within the period to comply with CPRIT policy on reimbursement

Contract	Project	Activity	Customer Account	Descr	Acct Category	Sum Amt	Code	Posted Date	Supplier	Name
SPA003291	10029435	000004	100649	510497 Om Lab And Med Sup	SUPPLIES	1,070.00	RFP	1/18/2023	0000137292	CITIBANK N.A
SPA003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	327.95	RFP	8/17/2022	0000137292	CITIBANK N.A
SPA003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	25.00	RFP	6/1/2022	0	
SPA003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	297.95	RFP	8/17/2022	0000137292	CITIBANK N.A
SPA003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	25.00	RFP	6/1/2022	0	



44


FSR Support Documentation Resources

FSR Required Supporting Documentation by Expense Category

- Details the documentation a grantee must provide to support expenses reported for each budget category


CPRIT FSR Checklist

- A tool to assist grantees submit accurate information and documentation for all costs requested for reimbursement.




45

Financial Status Report
Q&A



46

Personnel / Fringe Expense
Category



47

FSR Personnel & Fringe Best Practices


- Payroll ledger included and ties to expense ledger
- 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.

48

Salary Cap Update


- Applications submitted in cycle 25.1, the maximum salary amount supported by CPRIT grant funds for an individual with 100% level of effort on a grant award is \$225,000
- For grants awarded prior to review cycle 25.1, the maximum salary amount supported by CPRIT funds is \$200,000

[P&P Guide Reference:](#)
9.5.2 Salary Limits



49

Personnel Level of Effort (PLOE)




50

Polling Question


The PLOE should include personnel with salary and fringe, travel, tuition and stipends on the grant.

Answer: True




51

Personnel Level of Effort Q&A



55

Travel Expense Category



56


Polling Question

Multiple lunches can be reimbursed on the same receipt if each person's name and organization are provided.

Answer: False

CPRIT will only reimburse meals for the individual(s) listed on the PLOE.

The receipt should indicate the allowed meal(s), minus any alcohol and gratuities.



57

57

Fiscal Management
Texas Comptroller of Public Accounts

Home / Travel

Meals and Lodging

Maximum reimbursement

Hotel occupancy taxes

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.

58

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

59

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

60

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 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

61

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)

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

62


Foreign Currency

All foreign currency 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 all applicable supporting documents.


63

Travel Expense Category Q&A



64



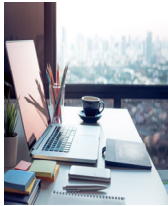
Supplies, Other, Contractual & Equipment



65

Supply Category Expenses


- Desktop and laptop computers (including notebooks, tablets, and similar devices)
- Non-portable printers and copiers
- Communication devices (mobile telephones)
- Lab materials
- Office Supplies
- Equipment with unit cost of less than \$5000



66

Other Category Expenses

- Printing and reproduction expenses
- Services (ex., animal cost care, gene synthesis)
- Gift or gas cards
- Publication fees
- Equipment warranties and service contracts
- DNA sequencing, cloning, etc. services provided by a vendor
- Conference/registration fees
 - *Conference and seminar registration expenses should be listed in the "other" category if they are incurred by the institution/organization or an employee prior to travel.*
- Postage and shipping services (FedEx, UPS), etc.



CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

B&P Guide Reference: 10.8 Other Expense Category

67

My Company Ltd. INVOICE No: INV001

Date: 2019-01-01
Year Order No: 1234

My Company Logo

Invoice To:
My Customer Name
1 CustomerAddress Street
Customer My
AB 1234
UK

Item	Description	Qty	Each	Total
1	Part No. 1	1	100.00	100.00
2	Part No. 2	2	100.00	200.00
3	Part No. 3	2	100.00	200.00

FSR – Contractual
An itemized expense report for all contractual expenditures should be submitted with the FSR.

Total Net Amount € 1 400.00
VAT € 260.00 (19%)
Invoice Total € 1 660.00
Terms: on receipt of invoice

My Company Ltd. | Tax: 01234 5678 | Invoice: 01234 5678 | Email: info@mycompany.com | Website: www.mycompany.com

68


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

FSR – Contractual Travel

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

69

Equipment




For all equipment expenses (unit cost of \$5000 or more), the grantee **must** include acceptable documentation of CPRIT approval.

- Acceptable documentation includes:
 - Initial Budget Justification with **equipment items highlighted**.
 - Approved change request

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

70

Acceptable Equipment Documentation



CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

71

Acceptable Equipment Documentation

LINE	PART ID	DESCRIPTION	UM	TAX	QUANTITY	UNIT PRICE	EXTENSION
1	MSB001	Neurospine® Spine Instrument	EA	R	✓ 1.0000	25,116.00	✓ 25,116.00
2		FREIGHT CHARGE	EA	N	0.0000	0.00	79.50

Detailed Budget for Year One

Other Direct Charges	
Travel	\$3,000
Equipment (Detailed) ✓	
Funds are requested to upgrade several instruments to optimize manufacturing and to enhance efficiency (Neurospine, Neurospine, Neurospine) Agilent TaperStation, Shaking Incubator, Oxford Nanopore Technology MinION (refer to budget justification for details).	\$50,000

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

72


Matching Compliance Certification (MCC)



73

Matching Compliance Certification (MCC)

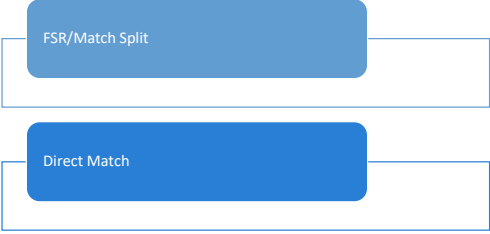
- Grantees should upload 100% of matching support documentation at the time the MCC form is completed and uploaded to CGMS
 - Match General Ledger
 - Invoices related to Match expenses
 - Proof of payment
- MCC will not be approved until all documentation is uploaded by the Grantee and reviewed by CPRIT




[PRP Guide Reference](#)
6.4 Matching Funds Certification and Verification

74

MCC Reporting




The diagram shows two blue rounded rectangular boxes. The top box is labeled "FSR/Match Split" and the bottom box is labeled "Direct Match". Both boxes have a white rectangular box to their right, connected by a thin blue line that loops around the bottom and left sides of the blue boxes.



75

MCC


- 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



79

MCC Forecasting

- A grantee can request 50% of the total budget for the award year
 - However, less can be requested to avoid a match requirement shortage.
 - Limit your advance request to the amount you expect to spend.
- If 50% has been requested
 - However, the actual amount spent is less than the anticipated amount, consider reporting fewer expenses on the FSR and more expenses for match.
- Delay 2nd advance request
 - If you are nearing the end of the grant award year and do not intend to spend the additional advance amount during that year.




80

MCC – Deficiency

Grantees may carry forward a deficiency in matching funds to the next project year if -

- it is equal to or less than 20% of total match requirement
- and has no previous matching fund deficiency

CRP Guide: Roles and
4.4 Matching Funds Certification and Verification




81

Matching Compliance
Certification
Q&A



82

Programmatic Topics




83

Polling Question

Rebudgeting change requests are automatically approved by CPRIT in CGMS.

Answer: False

Rebudgeting change requests will only be automatically approved by CGMS if the changes are equal to or less than 10% of the grant year's total budget.




84

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
- 1-2-page project narrative
- Research training award data



CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

85

Progress Reports – Common Errors

- Incomplete report
- Overlap with previous reports
- Duplicate entries (publications, jobs, etc.)
- Missing PDFs for published and in press publications
- Inconsistencies between narrative and data entered

86


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.

- 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
- **RR grants only** - Recruitment awardees are expected to report all publications relating to cancer, not just those fully or partially funded by CPRIT.


87

Change Request Types



- Goal or Objective Change
- Change of Organization Request
- No Cost Extension
- PI Change Request
- Personnel Level of Effort Change
- Rebudgeting
- Advancement of Funds
- Change – Not Otherwise Specified

88




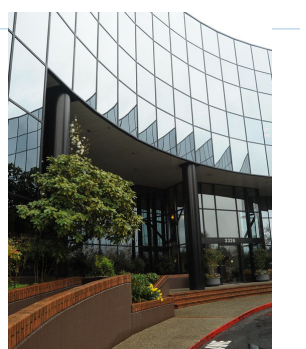
Goal or Objective Change

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


89

Change of Organization

- Transfer of the award to another organization in Texas
- CPRIT awards may not be transferred to organizations outside the State of Texas



90




No Cost Extension (NCE)

- A contract end date may be changed to allow the grantee more time to complete work on the grant project
- Only goals and objectives that have been approved but have not yet been completed can be conducted during an NCE

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

91



No Cost Extension (NCE)


- Not automatically approved
- Include new requested End Date
- More than 6 months can be requested. The increased number of months should be mentioned in the first sentence of the justification
- Request must be submitted at least 30 days prior to termination date but not more than 180 days prior
- The PI must exhibit measurable effort during an approved NCE

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

92

Change in Principal Investigator (PI)

- Not automatically approved
- Reviewed by CPRIT
- Bio-sketch of proposed PI
- Include Context and justification for change





CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

93

Personnel - Level of Effort Change (PLOE)

- Changes for all personnel or their level of effort on a CPRIT grant
- Include information regarding what changes are being made
- The justification must match the effort table

94


Important

Change of Personnel – Approval May Be Required

A grantee must request changes for all personnel or their level of effort on a CPRIT grant through a Change in Personnel Level of Effort form in CGMS/CARS, including any proposed temporary leave of absence of a Principal Investigator, Program Director, or Company Representative. Any change of personnel or level of effort must be approved by CPRIT for it to be effective.

The new person's resume must be submitted to CGMS as an Ad Hoc document for CPRIT to review the request



P&P Guide Reference:
5.15 Actions Requiring Specific Approval from CPRIT



95

Advancement of Funds


- For grants that have been specifically approved for disbursement of funds in advance of expending the funds
- It is within CPRIT's discretion to revert to a reimbursement basis and generally, the last 10% of grant funds will be disbursed on a reimbursement basis

96

Rebudgeting

- Total approved budget and assignment of costs may be adjusted
- Fund transfers between budget categories can be permitted if it aligns with the project's scope, contributes to project objectives, and is an efficient use of grant funds.
- Prior approval is not required for
 - Changes to line items within budget categories that do not exceed 10%
 - Do not alter the total approved budget, project nature, performance, or scope.




CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

97

Change Not Otherwise Specified (CNOS) – International Travel

- International Travel added after contract execution
 - Include name of person traveling
 - Please provide Ad Hoc Documents with the conference brochure and travel expense cost estimates.




CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

98

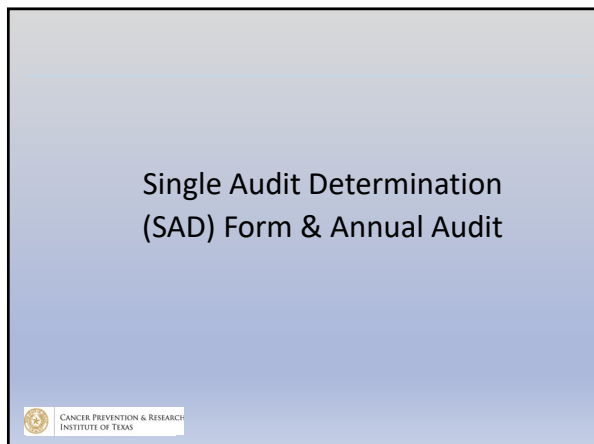
Change Not Otherwise Specified (CNOS) – Equipment

- Equipment purchases not included in the grant application
- Upload current quote to Ad Hoc documents
- Ensure that service agreement does not exceed the grant period

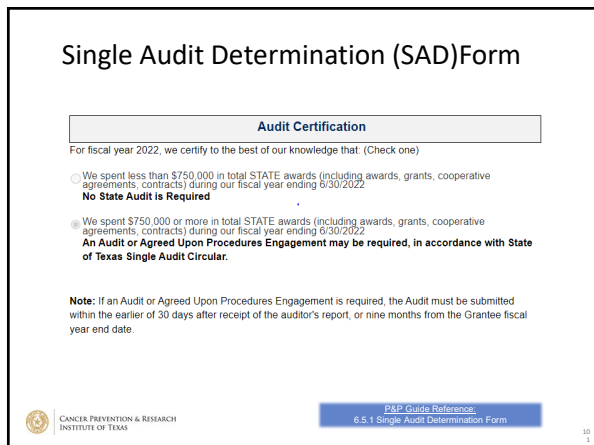


CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

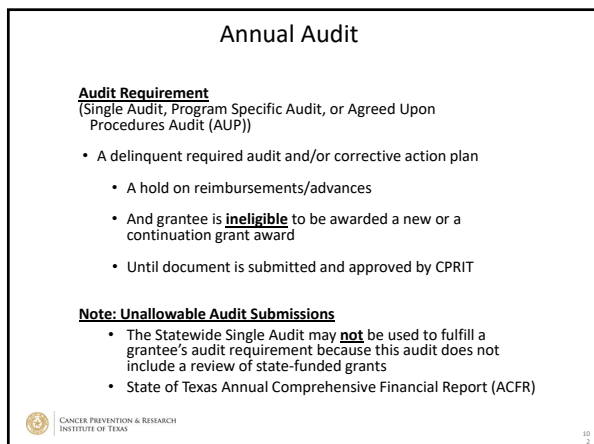
99



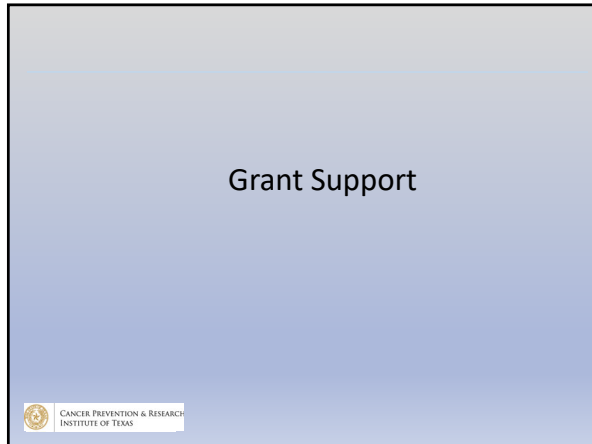
100



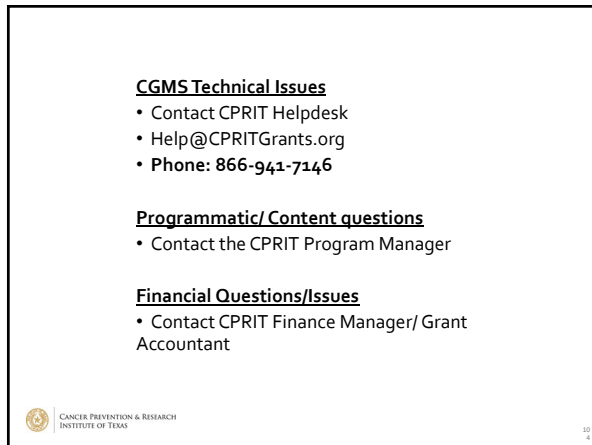
101



102



103



104



105



106
