


**CPRIT Grantee  
Annual Compliance  
Training**  
June 2024

Prevention



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**CONTACT INFORMATION**

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**PROGRAMMATIC CONTACT – PREVENTION**

<p>Carlton Allen Program Manager for Prevention 512-626-2358 <a href="mailto:cmallen@cprit.texas.gov">cmallen@cprit.texas.gov</a></p>
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### TRAINING OVERVIEW

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



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### Sources of CPRIT Grantee Requirements

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



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### Fraud, Waste, & Abuse



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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](http://www.RedFlagReporting.com)



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FRAUD, WASTE, & ABUSE



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Administrative Rules and Policies and Procedures Guide



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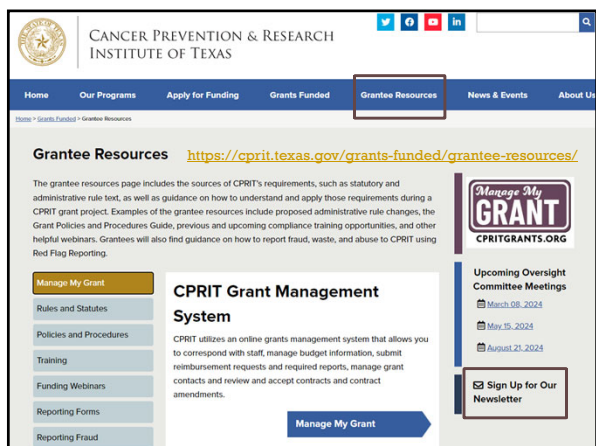
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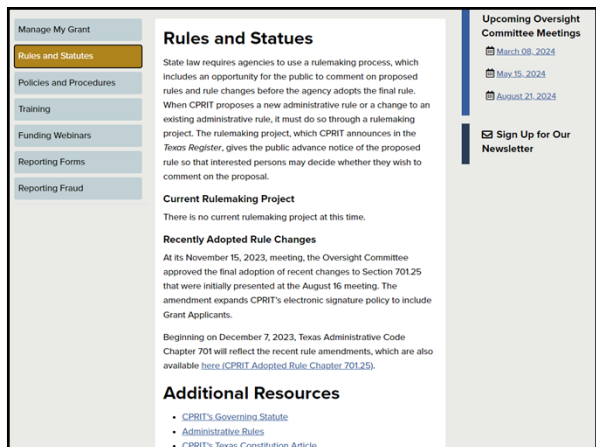
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**How to Stay in the Know**



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

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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"

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**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.

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**Slide 14**

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**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 15<sup>th</sup> Oversight Committee meeting.



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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 15<sup>th</sup> Oversight Committee meeting.



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**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.



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## Slide 16

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**CEO**

Updated slide

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

## Slide 17

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**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.



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**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



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**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](mailto:jpreporting@cprit.texas.gov).

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Administrative Rules and Policies and Procedures Guide  
Q&A



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Required Grant Reports



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**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



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### Reporting Requirements

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



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**Polling Question**

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

Answer: True



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**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)

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**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

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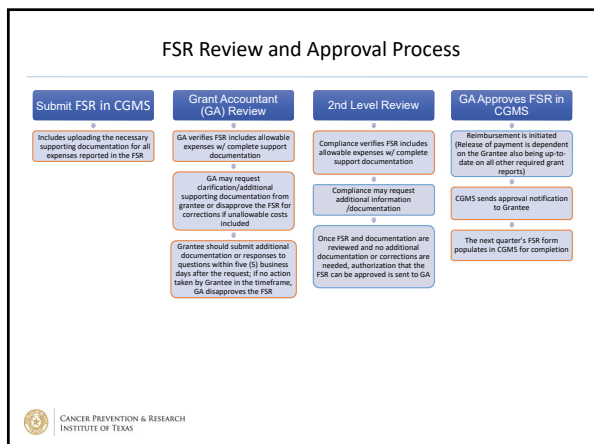
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### FSR Required Supporting Documentation

- 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

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### 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

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### 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

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### FSR – Examples of Unallowable Costs

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

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### 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**



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### TOP 3 RESUBMISSION ISSUES

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



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### TOP MISSING SUPPORT DOCUMENTATION



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



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### 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	Owner	Budget Category	Account	Fund	Dept	Project	Document	Expended	Pay Period/Date	Amount	Invoice Date	Line Item #
11/15/2023	MIS SQA QT CHARGES	Other	42044	10210	10740			\$4,700.26	MIS SQA MONTHLY CHARGES - 11/2023	770024	11/15/2023	1
11/15/2023	MIS SQA QT CHARGES	Other	42044	10210	10740			\$7,465.52	MIS SQA MONTHLY CHARGES - 11/2023	770024	11/15/2023	2

Budget Categories		
1	Salary	\$38,237.00
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	\$7,259.78
Total		\$145,787.80



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Reclassified from  
"other" to "equipment"

- Dell DIR-TSO-3763
- OMNIA #R200803

Hardware

Description	Price
<b>PowerEdge R7525 - [amer_r7525_13945]</b>	<b>\$40,700.26</b>
Description	
SAS/SATA Backplane	379-B055
PowerEdge R7525 Server	210-A312
Trusted Platform Module 2.0 V3	461-AA02
BX 3.5 SAS/SATA with XOM	321-8F0U
AMD 7702 20H2/64C1/2BT.256M.200W.3300	338-B5W9
AMD 7702 20H2/64C1/2BT.256M.200W.3300	338-B5W9
Additional Processor Selected	379-B0C0
Heatlink for 2 CPU + GPU/PGA/Full Length card config configuration	412-AA5Z
Performance Optimized	375-AAAP
3200M/16 ROMMs	370-AEVR
RAID 5	765-BCEP
PERC H745 Controller, Front	405-AAUZ



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**Dell DIR-TSO-3763**  
**OMNIA #R200803**

Hardware

**Reclassified from "other" to "supplies"**

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

Services

**Correctly classified as "other"**

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

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### TOP EXPENSE CLARIFICATION

- Unclear description:

Line #	PO Line #	Description	UOM	Qty	Unit Price	Extended Amount
1	6	COLUMBIA 2147P 515 VYDQAC SUM	EA	1	\$1,127.83	\$1,127.83

- Clear description:

10032-09	Budget Blanket #32	2	C	\$4.50	0.000	100.00
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### 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.

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### 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




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### 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
SPA0003291	10029435	000004	100649	510497 Om Lab And Med Sup	SUPPLIES	1,070.00	RFP	1/18/2023	0000137292	CITIBANK N.A
SPA0003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	327.95	RFP	8/17/2022	0000137292	CITIBANK N.A
SPA0003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	25.00	RFP	6/1/2022	0	
SPA0003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	297.95	RFP	8/17/2022	0000137292	CITIBANK N.A
SPA0003291	10029435	000003	100649	542210 Travel Out of State	TRAVEL	25.00	RFP	6/1/2022	0	




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### 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.

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Financial Status Report  
Q&A



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Personnel / Fringe Expense  
Category



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**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.

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### 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

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### Personnel Level of Effort (PLOE)

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### Polling Question

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

Answer: True

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## Personnel Level Of Effort (PLOE)

Personnel Level of Effort		Year 1	Year 2	Total Person-Months Per Person
Position	Level of Effort (LOE)			
Person	Level of Effort (LOE)			
Project	Level of Effort (LOE)			
Task	Level of Effort (LOE)			

Prior to submitting for payment, the PLOE must include:

- Employee name (must be same spelling as on payroll)
- Position title
- Level of Effort



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## No Cost Extension - PLOE

The PLOE for NCEs needs to be updated because the extension period defaults to zero.

Level of Effort (LOE)	Year 1	Year 2	Year 3	Year 4	Total Person-Months Per Person
Project	0.00	0.00	0.00	0.00	0.00
Task	0.00	0.00	0.00	0.00	0.00
Person	0.00	0.00	0.00	0.00	0.00

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



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## PLOE Updates

**FSR**

Keep PLOEs current (update prior to submitting the FSR)  
Outgoing personnel who provided LOE for reimbursement should remain on the PLOE for compliance purposes

**NCE**

Ensure that the PLOEs are current and accurate for No Cost Extensions (NCEs) as they default to zero.

**Closeout**

Grants transitioning to closeout status cannot be revised in CARS-CGMS, and any unlisted personnel expenses will not be reimbursed.



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Personnel Level of Effort  
Q&A



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Travel Expense Category



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**Polling Question**

Multiple meals 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.



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**FMX Fiscal Management**  
 Texas Comptroller of Public Accounts

Home | **Travel**

Home | Rates | Transportation | **Meals and Lodging** | Exceptions | Miscellaneous Provisions | Examples | Documentation Requirements

**Meals and Lodging**

**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.

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## 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

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## 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

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### 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

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### 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)

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### 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.

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**Travel Expense Category  
Q&A**



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**Supplies, Other, Contractual &  
Equipment**



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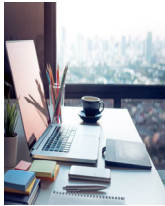
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**Supply Category Expenses**

- 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



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### 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.



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E&P Guide Reference: 10.8 Other Expense Category

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### FSR – Contractual

# INVOICE

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



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### FSR – Contractual Travel

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

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To fully identify your certificate, please reference the Project # or return a copy of this invoice.

For any questions, please contact the vendor or project contact.

Payor:

Direct Expenses: **91\_171488327**

	Current	Cumulative
22 Salaries	\$4,897.09	\$28,967.89
25 Staff Benefits	\$1,594.56	\$17,955.24
30 Maintenance & Operation	\$15,195.65	\$55,628.78
70 Travel	\$289.27	\$788.43
<b>Total Direct Expenses:</b>	<b>\$16,976.57</b>	<b>\$135,980.44</b>

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22 Salaries					
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$4,897.09
Salaries					<b>\$4,897.09</b>
25 Staff Benefits					
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$339.38
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$81.77
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$15.89
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$347.32
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$696.33
PYDF223574	171485	07/20/2023	M	PR#236 07/01/2023-07/31/2023	\$134.67
Staff Benefits					<b>\$1,594.56</b>
30 Maintenance & Operation					
VC0202074	171485	07/10/2023		LAB SERVICES	\$5,503.85
IDYD071423	171485	07/14/2023		BBI Service Hours Classroom 5	\$788.51
VC0291422	171485	07/14/2023		LAB SERVICES	\$4,841.00
JECRV071823	171485	07/18/2023		319246 DEPOSIT	(\$537.71)
Maintenance & Operation					<b>\$10,195.65</b>
70 Travel					
TE000007872	171485	07/01/2023		SAN ANTONIO, TX Oct 22- May 23	\$100.02
TE000007872	171485	07/01/2023		SAN ANTONIO, TX Oct 22- May 23	\$84.25
TE000007897	171485	07/04/2023		SAN ANTONIO, TX 6-1-20/2023	\$105.00
Travel					<b>\$289.27</b>
<b>Grand Total</b>					<b>\$16,976.57</b>

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### 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

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### Acceptable Equipment Documentation

**Change Requests**

Grant ID: [REDACTED] Grant Title: [REDACTED]  
 PI/PO/CI: [REDACTED] Organization: [REDACTED]

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Home
Information
Contracts
Documents & Forms
Correspondence & Notices
Internal & External Reports
Proposals & Change Requests
Progress Reports
Change Requests

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[Back to Change Requests](#)

**Change: Not Otherwise Specified**

**Change Request Details:** Link requesting to rebudget funds allocated to subcontracts to purchase a tissue homogenator. See Doc.

**Justification:** The existing contract is being a prime order of it will be required for future use. Equipment should be purchased and fund should be for the request, we request the equipment purchase at our institution.

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**Event/Status/Notes and Comments About This Document**

- 2023-02-07 10:41 Complete Web Form [REDACTED]
- 2023-02-07 10:41 Verify Information Entered [REDACTED]
- 2023-02-07 10:41 A&S Review Approved [REDACTED]
- 2023-02-07 10:51 Grant Manager Review Approved: Maria Pally (Grant Manager)
- 2023-02-07 10:51 Contract Manager Review Approved: Nelson Lina (Contract Manager)

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### Acceptable Equipment Documentation

LINE	INST ID	DESCRIPTION	UNIT	FXR	QUANTITY	UNIT PRICE	EXTENSION
1	NS0001	Manufacturer: Oak Instrument	EA	R	✓ 1.0000	25,110.00	✓ 25,110.00
2		FREIGHT CHARGE	EA	R	0.0000	0.00	79.50

**Detailed Budget for Year One**

Other Direct Charges	
Totals	\$3,000
Equipment (Detailed)	\$10,000

Funds are requested to upgrade several instruments to optimize manufacturing and to enhance efficiency (Precision NeuroSystems, NeuroAcoustics) Applier Taper/Station, Shaking Incubator, Oxford Shearers Technology, AMBION (order to budget) (institutions for details).

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## Programmatic Topics

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**Rebudgeting change requests are automatically approved by CPRIT in CGMS.**

**Polling Question**

**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.



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**Progress Reports**

Ensure that Progress Reports contain accurate and complete impact data for Annual and Final reports

**This includes, but is not limited to:**

- Publications
- Follow-on funds
- Patents and Patent Applications
- Client Stories
- Abstracts and Presentations



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**Progress Reports**

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- Economic Impact
  - How many NEW jobs were created = the number of positions filled during the last year (including the final report; final report should NOT be the cumulative number over the entire project). This number should be ZERO if positions haven't been added during the grant year
  - How many jobs were maintained = the number of positions that continue from the year

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### Producing Materials

- Any materials produced (flyers, electronic materials, presentations, etc.) using CPRIT funds must be pre-approved by Carlton or Ramona **BEFORE USE**.
  - Please include **Grant ID number** in the document submission email. Preferred file name: "Grant ID number - Title of document"
- Specific information about the Brand Guidelines and Logo can be found here (<https://www.cprit.state.tx.us/news-events/media-resources#branding>)
- Send to [Prevention@cprit.texas.gov](mailto:Prevention@cprit.texas.gov)

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### Quarterly Report

- Prevention QPRs are due within 15 days after the end of the CPRIT quarter. Due dates are on or before December 15, March 15, June 15, and September 15. Early submissions are encouraged
- Extensions cannot be granted as the submission date is auto generated by the system
- New Quarterly Report coming in FY2025 Quarter 1**
  - Elimination of people reached
  - Tracking location of clinical services
    - Which clinical service, delivery method, and county of where the service took place
  - Project Updates (text)
    - Innovative Implementations, Media/News Features, Significant Achievements/Awards, Unique Collaborations, Other Significant Updates
    - Also, the ability to add videos/audio
  - Detailed navigation of service
    - Scheduling Assistance, Case Management, Financial Assistance, Patient Reminders, Reducing Structural Barriers, Referrals, etc.

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### 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

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**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.

**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

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**GIFT CARD CERTIFICATION**  
 Gift Card Certification Form for CPRIT Grants

Grant recipients seeking reimbursement for otherwise allowable gift card expenditures must complete and submit this form to support the reimbursement request. A separate form is required for each gift card denomination amount provided to project participants. By submitting this form to CPRIT, you are certifying the accuracy of the information provided.

Project ID	[redacted]
Date of Event	June 2023
Date of Gift Card Distribution <i>Enter if different than event date</i>	6/1; 6/8; 6/13; 6/15; 6/16; 6/19; 6/21; 6/22;
Denomination value of gift card <i>Only one denomination per form</i>	\$25.00
Total gift cards purchased <i>Report total number of gift cards of the same denomination (attach receipts)</i>	100 @ \$24.85
Total gift cards distributed <i>Report total number of gift cards of the same denomination</i>	22 x \$24.85 = \$546.70

The date of the event, date of distribution, and total number of gift cards distributed should all fall within the FSR period and tie to the general ledger.

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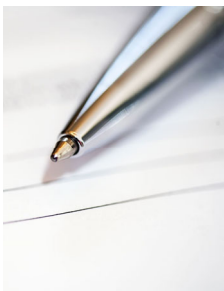
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**GIFT CARD SUPPORT DOCUMENTATION GUIDELINES**

A receipt or ledger should include the following information.

- Participant's name or ID number
- Program or study name/number
- Gift card amount
- Distribution date
- Participant's signature



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**Gift Card Acknowledgement of Receipt**

Date: \_\_\_\_\_

Protocol Number: \_\_\_\_\_

By signing below, I acknowledge receipt of the following Gift Card:

Recipient name or Participant ID number: \_\_\_\_\_

Gift Card Amount: \_\_\_\_\_

Purpose of Payment: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

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### 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

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#### 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

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**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

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**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



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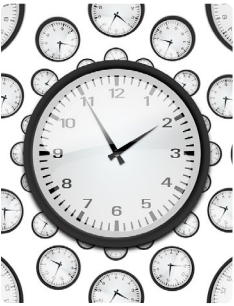
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**No Cost Extension (NCE)**



- 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



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**Change in Program Director(PD)**

- Not automatically approved
- Reviewed by Chief Programmatic Officer
- Bio-sketch of proposed PD
- Include Context and justification for change



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**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



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**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.



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**Change Not Otherwise Specified (CNOS)**  
**– International Travel**

- Presenting at a conference that was not specified in grant application
- Change in a subcontract agreement
- Paying for an open access manuscript
- Something not specified in grant application



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**Single Audit Determination (SAD) Form & Annual Audit**

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**Single Audit Determination (SAD) Form**

**Audit Certification**

For fiscal year 2022, we certify to the best of our knowledge that: (Check one)

We spent less than \$750,000 in total STATE awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 6/30/2022.  
**No State Audit is Required**

We spent \$750,000 or more in total STATE awards (including awards, grants, cooperative agreements, contracts) during our fiscal year ending 6/30/2022.  
**An Audit or Agreed Upon Procedures Engagement may be required, in accordance with State of Texas Single Audit Circular.**

**Note:** If an Audit or Agreed Upon Procedures Engagement is required, the Audit must be submitted within the earlier of 30 days after receipt of the auditor's report, or nine months from the Grantee fiscal year end date.

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PAP Guide Reference:  
6.5.1 Single Audit Determination Form

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## Annual Audit

**Audit Requirement**  
(Single Audit, Program Specific Audit, or Agreed Upon Procedures Audit (AUP))

- A delinquent required audit and/or corrective action plan
  - A hold on reimbursements/advances
  - And grantee is **ineligible** to be awarded a new or a continuation grant award
  - Until document is submitted and approved by CPRIT

**Note: Unallowable Audit Submissions**

- The Statewide Single Audit may **not** be used to fulfill a grantee's audit requirement because this audit does not include a review of state-funded grants
- State of Texas Annual Comprehensive Financial Report (ACFR)




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## Grant Support




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**CGMS Technical Issues**


- Contact CPRIT Helpdesk
- Help@CPRITGrants.org
- Phone: 866-941-7146

**Programmatic/ Content questions**

- Contact the CPRIT Program Manager

**Financial Questions/Issues**

- Contact CPRIT Finance Manager/ Grant Accountant




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**CONTACT INFORMATION**

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<p>Cameron Eckel Staff Attorney 512-305-8495 <a href="mailto:ceckel@cpritchexas.gov">ceckel@cpritchexas.gov</a></p>	<p>Stephen Nance Compliance Program Manager 512-305-8405 <a href="mailto:snance@cpritchexas.gov">snance@cpritchexas.gov</a></p>
<p>Jennifer Dear Compliance Specialist 512-475-2507 <a href="mailto:jdear@cpritchexas.gov">jdear@cpritchexas.gov</a></p>	<p>Martin Rivera Compliance Specialist 737-212-3618 <a href="mailto:mrivera@cpritchexas.gov">mrivera@cpritchexas.gov</a></p>
<p>Rashonda Thomas Lead Compliance Specialist 512-305-8414 <a href="mailto:rthomas@cpritchexas.gov">rthomas@cpritchexas.gov</a></p>	

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**CPRIT Grantee  
Annual Compliance  
Training**  
June 2024

Prevention

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