




CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Prevention Program

CPRIT Grantee
Annual Compliance Training
March 2026



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PROGRAMMATIC CONTACT – PREVENTION

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TRAINING OVERVIEW


- **Introductions**
- **FWA Reporting**
- **Administrative Rule Changes / P&P 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

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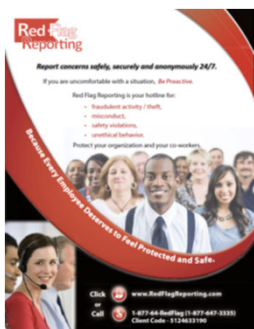
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FRAUD, WASTE, & ABUSE

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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

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ADMINISTRATIVE RULES AND POLICIES AND PROCEDURES GUIDE

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How to Stay in the Know

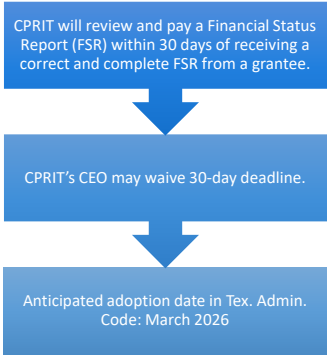


- Check CPRIT’s website
- Receive CPRIT listserv emails
- Watch Oversight Committee meetings
- Attend training webinars

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Proposed Rule Amendment § 703.24(f)



CPRIT will review and pay a Financial Status Report (FSR) within 30 days of receiving a correct and complete FSR from a grantee.

CPRIT’s CEO may waive 30-day deadline.

Anticipated adoption date in Tex. Admin. Code: March 2026

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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

Submitting required reports late may result in delays on reimbursements.

Answer: True




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Reporting Requirements


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

All report due dates are posted in CGMS

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FINANCIAL STATUS REPORT (FSR)




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Financial Status Report (FSR) Submission Requirements

- ❖ Due 90 days after state fiscal quarter
 - Can be submitted as early as the day after the fiscal quarter ends, up until the due date
- ❖ Summary of expenses from accounting system or in an Excel spreadsheet
 - Should include:
 - ✓ Expense categories
 - ✓ Itemized Expenses
 - ✓ Clear description of items
- ❖ All support documents should be in English




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Common Resubmission Issues



MISSING SUPPORT DOCUMENTATION

MISCATEGORIZED EXPENSES

UNCLEAR EXPENSE DESCRIPTION



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Missing Support Documentation


Change Request Approval (Equipment, foreign travel)

General Ledger

PLOE

Invoices

Time sheet information


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Expense Description is Unclear - *A clear description of the purchased item is not provided on the GL or the invoice.*

General	Summary	Complete
Pay Status: Paid	Summary - YWR	
Supplier Invoice No: 8816190758	Supplier Invoice No: 8816190758	
Supplier Name: [REDACTED] Summary - YWR	View Supplier 100%	
Supplier Account No: no value	Total (841.14 USD)	
PO Business unit: [REDACTED]	Subtotal	841.14
PO Department: 28-BM2N (28-BM2N)	Discount	0.00
Invoice Owner: [REDACTED]	Tax1	0.00
Invoice Date: 5/30/2024	Shipping	0.00
Discount Date: no value	Handling	0.00
Due Date: 6/26/2024		841.14
Terms: 0 Net 30	Related Documents	
Terms Discount: 0.00 USD	Purchase Order: 402917031	
Invoice Name: no value	Requisition: 186469352	
Report Reference A: no value	What's next?	
Report Reference B: no value		

4013 Supplies - Research	E-Supplies	841.14	p 53
4013 Supplies - Research	E-Supplies	111.96	


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Miscategorized Expenses

Common misclassification errors occur when "Other" expenses are allocated to "Supplies".

- Warranty/Service Agreements (e.g., Apple Care)
- Services (e.g., Synthesis, Antibody Productions)
- Advertising

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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.

Resource Documents

The grant reporting resource documents listed here are designed to assist grantees in submitting accurate information and documentation for all expenses reported to CPRIT.

- [FSR Checklist for Academic Research](#)
- [FSR Checklist for Product Development](#)
- [FSR Checklist for Prevention](#)
- [FSR categories and required supporting documentation](#)
- [Standardized GI with FSR and match columns](#)
- [Match Eligibility Matrix](#)
- [Template for Product Development grantees for annual report](#)

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FINANCIAL STATUS REPORT Q&A

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PERSONNEL / FRINGE EXPENSE CATEGORY

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Polling Question

Employees who work on administrative activities directly related to a grant award may be classified as:


- A. Direct costs and budgeted under the Personnel budget category
- B. Indirect costs and budgeted under the Indirect budget category


Answer: A.


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Salary Cap

 The annual salary (also referred to as direct salary or institutional base salary) that an individual may be reimbursed from a CPRIT award is limited to a maximum of \$200,000

 Salary does not include fringe benefits and/or facilities and administrative costs, also referred to as indirect costs

 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

P&P Guide Reference: 9.5.2 Salary Limits

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Fringe Benefits

Examples of fringe benefits include the employer portion of FICA and Medicare, the cost of employee insurance, pensions, and unemployment benefit plans.

↓

Fringe benefits may not exceed 35% of total salary expense for the period being reported.


↓


Grantees reporting pooled fringe benefits using a federally approved rate can submit the total fringe amount for each employee without detailing the types of benefits. Include a copy of the agreement effective during the FSR reporting period, outlining the pooled benefit categories.

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Timesheets

 Timesheets must be signed by the employee and supervisor having first-hand knowledge of the activities performed by the employee


 An electronic signature on time sheets is acceptable

R&B Guide Reference:
10.2.2.1 Time Sheets/Other Records of Actual Hours Worked

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PERSONNEL LEVEL OF EFFORT (PLOE)


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Personnel Level Of Effort (PLOE) – Myth vs Fact

Myth Only employees receiving salary and fringe benefits should be included on the PLOE.

Fact Employees eligible for travel expense reimbursements should also be listed on the PLOE as “Travel Only”

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Personnel Level Of Effort (PLOE)

Level of Effort		Year 1	Year 2	Total Person Months Per Person
Senior/Key Person and Other Personnel	Type Appl. (months)	12	12	
	Effort on Project	0.00%	2.00%	
Co-Investigator	Person Months	0.00	0.24	
	Type Appl. (months)	12	12	
PI/PO/CR	Effort on Project	10.00%	10.00%	
	Person Months	0.80	0.80	
Senior Research Assistant	Type Appl. (months)	12	12	
	Effort on Project	50.00%	50.00%	
Person Months	Person Months	0.80	0.80	
	Total Person Months Per Year	2.20	2.84	

- Employee name (must match payroll ledger)
- Position title
- Level of Effort
- 'Travel Only' - applies to employees with 0% Level of Effort (LOE) who are eligible for travel expense reimbursement

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No Cost Extension - PLOE

- Extension period for NCEs default to zero
- Update is required

Personnel	Level of Effort (LOE)	Year 1	Year 2	Year 3	Year 4	Total Person Months Per Person
Program Coordinator	Type Appl. (months)	0	0	12	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
Co-Program Director	Person Months	0.00	0.00	12.00	0.00	12.00
	Type Appl. (months)	12	12	12	12	
Project Assistant	Effort on Project	0.00%	0.00%	0.00%	0.00%	
	Person Months	0.00	0.00	0.00	0.00	0.00
PI/PO/CR	Type Appl. (months)	12	12	12	12	
	Effort on Project	50.00%	50.00%	50.00%	0.00%	
Person Months	Person Months	0.80	0.80	0.80	0.00	3.20
	Total Person Months Per Year	0.80	0.80	0.80	0.00	3.20

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


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Best Practice - PLOE Updates

- Update quarterly prior to submitting the FSR
- Ensure that 'Travel only' is included for employees with 0% effort who qualify for travel expense reimbursement
- Outgoing personnel who provided LOE for reimbursement should remain on the PLOE for compliance purposes
- Ensure that the PLOEs are updated and accurate for No Cost Extensions (NCEs) as they default to zero.
- 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

Which of the following is true regarding mileage reimbursement?

- A. Documentation must include a detailed record of actual point-to-point mileage.
- B. Documentation must include odometer readings or copies of mapping web site mileage.
- C. Separate maps between each destination must be provided.
- D. Rounded mileage is not accepted, unless using automated travel system that rounds.
- E. All the above

Answer: E




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FSR - Travel Expense Checklist

- ✓ All travelers are listed on the PLOE
- ✓ Receipts are legible
- ✓ Expenses are within GSA limits; copy of GSA rates for meals and lodging included
- ✓ Taxi/Uber/Lyft receipts are included minus tips/gratuities



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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 PLOE period or grant contract effective dates.
- Employee traveling not listed on Personnel Level of Effort (PLOE)
- Meals for non-overnight travel

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**TRAVEL EXPENSE CATEGORY
Q&A**

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SUPPLIES, OTHER, CONTRACTUAL
& EQUIPMENT



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Polling Question

What are the two budget categories with the highest number of mis-categorization errors?

- A. Personnel and Fringe
- B. Supplies and Equipment
- C. Other and Contractual
- D. Supplies and Other

Answer: D




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Supplies and Other Category Expenses

<u>Supplies Category</u>	<u>Other Category</u>
<ul style="list-style-type: none">• 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 \$10,000	<ul style="list-style-type: none">• Printing and reproduction expenses• Services (e.g., animal cost care, gene synthesis)• Publication fees• Equipment warranties and service contracts• DNA sequencing, cloning, etc. services provided by a vendor• Conference/registration fees paid prior to travel dates• Postage and shipping services (FedEx, UPS), etc.




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Contractual and Equipment Category Expenses

<u>Contractual Category</u>	<u>Equipment Category</u>
<ul style="list-style-type: none">• Itemized expense report for all contractual expenditures• Contractual Travel<ul style="list-style-type: none">○ Itemized Amounts<ul style="list-style-type: none">▪ Airfare▪ Mileage▪ Lodging○ Receipts (minus gratuity and tips)<ul style="list-style-type: none">▪ Meals (if not claiming per diem)▪ Ground transportation (e.g., Lyft, Uber)	<ul style="list-style-type: none">• Unit cost of \$10,000 or more• Including,<ul style="list-style-type: none">○ freight and shipping costs○ any necessary modifications, attachments, accessories○ or auxiliary apparatus necessary to make the property usable• Support documentation <u>must</u> include approval via<ul style="list-style-type: none">○ budget justification or○ Change Not Otherwise Specified (CNOS)

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PROGRAMMATIC TOPICS


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Annual Reports

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

- Client Stories
- Materials Produced
- Publications
- Abstracts and Presentations
- Economic Impact Data



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Producing Materials

Any materials produced (flyers, electronic materials, presentations, etc.) using CPRIT funds must be pre-approved by Carlton or Ruth

BEFORE USE

- Please include **Grant ID number** in the document submission email
- Preferred file name: "Grant ID number - Title of document"


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Producing Materials

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
- Include the CPRIT Logo **AND** the Grant ID when you can

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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.

How many jobs were maintained = the number of positions that continue from the year.

The 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.

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Annual Report – Common Errors


Incomplete report

Overlap with previous reports

Duplicate entries (publications, jobs, etc.)


Missing PDFs for published publications


Inconsistencies between narrative and data entered

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CPRIT Acknowledgment

 **Manuscripts and printed or visual materials** associated with CPRIT funding must include acknowledgment of CPRIT and the grant ID.

 Manuscripts that are not funded by CPRIT should be excluded from the progress report.

Funding
This work was conducted with support from _____ Cancer Prevention Research Institute of Texas (CPRIT) RP150587. _____ 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.


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Quarterly Progress 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

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Quarterly Reporting – Best Practices

- Include both public and professional education
- Diagnostic procedures may be recorded in the overview tab
- The following information should be part of the "assessments prior to the intervention" section:
 - clinical appointments
 - survivor care services

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Quarterly Report – Reminders

- ❖ Cancer precursors = No cancer stage
- ❖ Screenings = individuals who do not have any symptoms of cancer
- ❖ Diagnostic = performed after a positive or abnormal screening

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Participant Payment Certificate Form

Home Our Programs Apply for Funding Grants Funded Grantee Resources News & Events About Us

15881 - Grants - Grants - Grantee Resources

Grantee Resources

The grantee resources page includes the sources of CPRT's requirements, such as statutory and administrative rule text, as well as guidance on how to understand and apply those requirements during a CPRT grant project. Examples of the grantee resources include proposed administrative rule changes, the Grant Policies and Procedures Guide, previous and upcoming compliance training opportunities, and other helpful webinars. Grantees will also find guidance on how to report fraud, waste, and abuse to CPRT using Red Flag Reporting.

Manage My Grant

- Rules and Statutes
- Policies and Procedures
- Training
- Funding Webinars
- Reporting Forms
- Reporting Fraud
- Resource Documents

Reporting Forms

The grant reporting forms listed here allow grantees to provide supplementary information when required to the grant reports found in CARS-COMS.

- Participant Payment Card Certification
- Miscellaneous Receipt Certification

Manage My GRANT
CPRTGRANTS.ORG

Upcoming Oversight Committee Meetings


- November 19, 2025
- February 18, 2026
- May 20, 2026

Sign Up for Our Newsletter

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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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No Cost Extension (NCE)

- Not automatically approved
- Include new requested End Date
- If more than 6 months are being requested, mention additional months in the first sentence of the justification
- The request must be submitted at least 30 days before the termination date
- The PD must exhibit measurable effort during an approved NCE

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Change in Program Director (PD)




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




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Change in Program Director (PD)


-  Include resources (equipment, supplies, personnel) available to proposed PD
-  Describe impact of change on the project goals and objectives, budget, key personnel, original timeline and CPRIT required reporting
-  Upload a revised budget and level of effort for all personnel in CGMS


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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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Change Not Otherwise Specified (CNOS)


- Change in a subcontract agreement
- Paying for an open access manuscript
- Something not specified in grant application
- If no prior travel in application



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GRANT SUPPORT

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Points of Contact

	<u>CGMS Technical Issues</u>	Contact CPRIT Helpdesk Help@CPRITGrants.org Phone: 866-941-7146
	<u>Programmatic/ Content questions</u>	Contact the CPRIT Program Manager
	<u>Financial Questions/Issues</u>	Contact CPRIT Finance Manager/ Grant Accountant

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Prevention Program

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