


CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Prevention Program

CPRIT Grantee
Annual Compliance Training
June 2026




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TRAINING OVERVIEW


- **Introductions**
- **FWA Reporting**
- **Administrative Rule Changes / P&P Guide Overview**
- **Required Reporting**
- **Compliance Reviews**
- **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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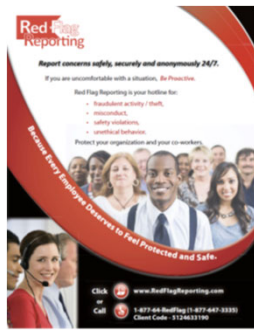
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FRAUD, WASTE, & ABUSE

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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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Recently Adopted Rule Amendment § 703.24(f)

```
graph TD; A[CPRIT will review and pay a Financial Status Report (FSR) within 30 days of receiving a correct and complete FSR from a grantee.] --> B[CPRIT's CEO may waive 30-day deadline.]; B --> C[Adoption date in Tex. Admin. Code: March 2026];
```

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Ways To Stay Updated

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

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Subscribe to CPRIT Listserv

Grantee Resources News & Events About Us

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TEXAS AMERICA 250

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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

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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	
Pay Status	Paid	Summary VWR#	Complete
Supplier Invoice No.	8816190758	Supplier Invoice No.	8816190758
Supplier Name	11 22 Summary - VWR	View Supplier cXML	
Supplier Account No.	no value	Total (\$41,14 USD)	
PO business unit		Subtotal	841.14
PO Department	28-BMEN (28-BMEN)	Discount	0.00
Invoice Owner		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: AB0917591	
Invoice Name	no value	Requisition: 186649352	
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	111.98	


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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.

Manage My Grant	<p>Resource Documents</p> <p>The grant reporting resource documents listed here are designed to assist grantees in submitting accurate information and documentation for all expenses reported to CPRIT.</p> <p>FSR Checklist for Academic Research</p> <p>FSR Checklist for Product Development</p> <p>FSR Checklist for Prevention</p> <p>FSR categories and required supporting documentation</p> <p>Standardized GL with FSR and match columns</p> <p>Match Eligibility Matrix</p> <p>Template for Product Development grantees for annual report</p>
Rules and Statutes	
Policies and Procedures	
Training	
Funding Webinars	
Reporting Forms	
Reporting Fraud	
Resource Documents	

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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

CRP 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)

Senior Key Person and Other Personnel		Level of Effort (LOE)		Year 1	Year 2	Total Person Months Per
Emp ID	Last Name	Role on Project	Type Appx (months)	Effort on Project	Person Months	
	Co-Investigator		12	12		
			0.00%	2.00%		
			8.00	8.24		
	PI/POCR		12	12		
			10.00%	10.00%		
			1.20	1.20		
	Senior Research Assistant		12	12		
			50.00%	50.00%		
			6.00	6.00		
			7.20	7.44		

- 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





Other Personnel	Level of Effort (LOE)	Year 1	Year 2	Year 3	Year 4	Total Person Months Per Person
Rate on Project		0	0	0	12	
Program Contributor		0.00%	0.00%	100.00%	0.00%	
		8.00	8.00	12.00	0.00	38.00
Co-Program Director		12	12	12	12	
		0.00%	0.00%	0.00%	0.00%	
		1.80	6.84	6.84	6.84	21.32
		0	0	0	12	
		0.00%	0.00%	100.00%	0.00%	
		0	12	12	12	36
		1.00%	10.00%	10.00%	0.00%	
		8.00	1.80	1.80	0.00	11.60
		12	12	12	12	
		1.00%	0.00%	0.00%	0.00%	
		0.00	0.00	0.00	0.00	
Program Contributor		0	0	0	12	
		0.00%	0.00%	100.00%	0.00%	
		0.00	0.00	4.00	0.00	4.00
Project Assistant		0	0	1	12	
		0.00%	0.00%	100.00%	0.00%	
		0.00	0.00	4.00	0.00	4.00
PI/POCR		12	12	12	12	
		50.00%	50.00%	50.00%	0.00%	
		8.00	8.00	8.00	0.00	24.00
		0	0	0	12	
		0.00%	0.00%	100.00%	0.00%	
		1.00	0.00	0.00	0.00	1.00
		0.00	0.00	12.00	0.00	12.00


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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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

Supplies Category	Other Category
<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• 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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COMPLIANCE PROGRAM

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Attendee Expectations for Onsite Visits and Annuals Trainings

Onsite Visits

- ❖ The ASO is **required** to attend.
 - If the ASO is unable to be onsite, please obtain prior approval for their virtual attendance or absence from the Chief Compliance Officer.
 - If the request is denied, the meeting will need to be rescheduled.
- ❖ Recommended personnel for the onsite visits, if applicable;
 - Financial Representative
 - Procurement Representative
 - Asset Control/Equipment Representative
 - Personnel Representative

Annual Trainings

- ❖ The ASO is **required** to attend.
 - If the ASO is unable to be onsite, please obtain prior approval for their virtual attendance or absence from the Chief Compliance Officer.
- ❖ One other staff member required to attend.

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Updated: 9/15/2025

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Prevention Onsite Reviews

```
graph LR; A[Year 1 Onsite No Findings] --> B[Year 2 Onsite No Findings]; B --> C[Year 3 Enhanced Desk Review (EDR)]; C --> D[For subsequent grant years, the onsite review schedule would follow the same schedule unless findings or multiple concerns or observations occur.];
```

- If a grantee has a compliance review finding, the next year's review will be in-person, resetting the two-year finding requirement.
- Onsite reviews or webinars can be utilized to provide recommended technical assistance training.

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PROGRAMMATIC TOPICS

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Polling Question

Which is NOT a change request type?

- A. Change – Not Otherwise Specified
- B. Change in Personnel
- C. Change to Report Due Dates
- D. No Cost Extension

Answer: C

Report due dates will not change unless grant is in early termination or close out status.

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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 using CPRIT funds must be pre-approved
 - flyers, electronic materials, presentations, etc.

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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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 should not be recorded in the overview tab
- Only indicate a cancer stage if there are cancers detected
 - 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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Quarterly Reporting – Best Practices

The following information should be part of the "assessments prior to the intervention" section:

- Clinical appointment
- Survivor care services
- Alcohol associated services
- Counseling services
- Diet and Nutrition services
- Environmental/Occupational services
- Genetic services
- Physical Activity services
- Support group services
- Tobacco associated services

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Participant Payment Certificate Form

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

Grantee Resources

The grantee resources page includes the sources of CPRIT's requirements, such as statutory and administrative rule text, as well as guidance on how to understand and apply those requirements during a CPRIT 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 CPRIT using Red Flag Reporting.

Reporting Forms

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

- Participant Payment Card Certification
- Miscellaneous Record Certification

Manage My Grant

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

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

loading...


- 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
- Anything not specified in grant application
- If no prior travel in application

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New CPRIT Grants Management Platform (GMP)

- CPRIT is launching a new Grant Management Platform (GMP) in August.
- The new CPRIT GMP:
 - Is a comprehensive online platform to apply for, manage, and report on CPRIT-funded grants.
 - Will fully replace the existing application, peer review, and grants management systems. CPRIT currently uses (CARS, P2RMIS, and CGMS) and provide a consistent, unified experience across the full grant lifecycle for CPRIT staff, peer reviewers, grant applicants, and grantees
 - Will be released in phases, with the first module available in early August. This module will support the FY27.2 Academic Research and Prevention grant application cycles.
- You do not need to take any action today. CPRIT is transitioning contact information for users and organization information (e.g. company/institution name, EIN and TIN) ahead of the initial launch in August. Current and past grants will be migrated later and available in the GMP when the post-award module launches in January 2027. We may reach out if we have any questions in advance of the launch.

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GMP Key Milestones

- August:** Academic Research Program RFAs for FY27.2 will be available in the new GMP. Applicants will use the new GMP to apply for these RFAs.
- September:** Prevention Program RFAs for FY27.2 will be available in the new GMP. Applicants will use the new GMP to apply for these RFAs.
- November:** Academic Research **Recruitment** Program RFAs for FY27.4 will be available in the new GMP. Applicants will use the new GMP to apply for these RFAs.
- January:** Post-award and peer review modules launch. All information related to current or closed grants will then be viewable and managed in the new GMP.
- February:** Legacy systems (CARS, P2RMIS, CGMS) will no longer be accessible.


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GMP Resources

- You should receive an email from CPRIT with more information this week.
- If you have not already done so—or if others at your institution would benefit from updates—please sign up for the [CPRIT email list \(https://cprit.texas.gov/sign-up-to-our-mailing-list/\)](https://cprit.texas.gov/sign-up-to-our-mailing-list/) to ensure you receive all the announcements and information related to the new CPRIT GMP.
- Reach out to us at gmpinfo@cprit.Texas.gov with any questions
- If you are interested in participating in user testing related to the new CPRIT GMP, please reach out to us at gmpinfo@cprit.Texas.gov

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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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CONTACT INFORMATION

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Prevention Program

CPRIT Grantee
Annual Compliance Training
June 2026

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