



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Product Development Program

CPRIT Grantee
Annual Compliance Training
March 2026



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TRAINING OVERVIEW

- **Introductions**
- **FWA Reporting**
- **Administrative Rule Changes / P&P Guide Overview**
- **Required Reporting**
- **Compliance Reviews**
- **Programmatic Topics**



SOURCES OF CPRIT GRANTEE REQUIREMENTS

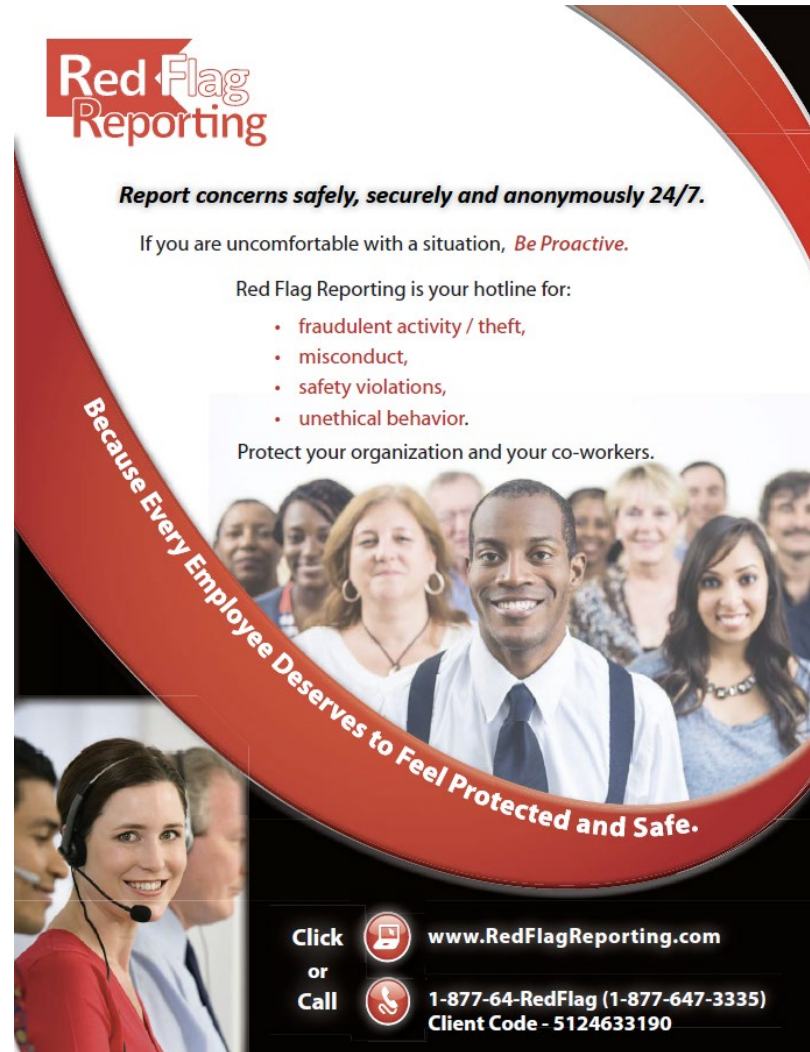
- Article III, Section 67 Texas Constitution
- Texas Health & Safety Code Chapter 102
- Texas Administrative Code Chapters 701 - 703
- Grant Contract
- Texas Grant Management Standards



FRAUD, WASTE, & ABUSE



FRAUD, WASTE, & ABUSE



Red Flag Reporting

Report concerns safely, securely and anonymously 24/7.



If you are uncomfortable with a situation, *Be Proactive.*

Red Flag Reporting is your hotline for:

- fraudulent activity / theft,
- misconduct,
- safety violations,
- unethical behavior.

Protect your organization and your co-workers.

Because Every Employee Deserves to Feel Protected and Safe.

Click  www.RedFlagReporting.com
or
Call  **1-877-64-RedFlag (1-877-647-3335)**
Client Code - 5124633190



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



ADMINISTRATIVE RULES AND POLICIES AND PROCEDURES GUIDE





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.

Manage My Grant

Rules and Statutes

Policies and Procedures

Training

Funding Webinars

Reporting Forms

Reporting Fraud

Resource Documents

CPRIT Grant Management System

CPRIT utilizes an online grants management system that allows you to correspond with staff, manage budget information, submit reimbursement requests and required reports, manage grant contacts and review and accept contracts and contract amendments.

Manage My Grant



Upcoming Oversight Committee Meetings

August 20, 2025

Sign Up for Our Newsletter

- [Employment](#)
- [Procurement](#)
- [Frequently Asked Questions](#)
- [Open Records](#)
- [Texas Cancer Plan](#)
- [Compact with Texans](#)
- [Fraud Reporting](#)
- [CEO Cancer Gold Standard](#)
- [NCI Approved Funder](#)
- [Where the Money Goes](#)
- [Texas Veterans Portal](#)
- [Search Texas Sites](#)
- [Texas Online](#)
- [Texas Homeland Security](#)



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

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Subscribe to our email list

Email Address *

Subscribe



Purchase your
Texans Conquer
Cancer License
Plate

Grantee Resources Webpage

<https://cprit.texas.gov/grants-funded/grantee-resources/>

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.

- Manage My Grant
- Rules and Statutes**
- Policies and Procedures
- Training
- Funding Webinars
- Reporting Forms
- Reporting Fraud
- Resource Documents

Rules and Statutes

State law requires agencies to use a rulemaking process, which includes an opportunity for the public to comment on proposed rules and rule changes before the agency adopts the final rule. When CPRIT proposes a new administrative rule or a change to an existing administrative rule, it must do so through a rulemaking project. The rulemaking project, which CPRIT announces in the *Texas Register*, gives the public advance notice of the proposed rule so that interested persons may decide whether they wish to comment on the proposal.

There are no proposed administrative rule changes at this time.

Additional Resources

- [CPRIT's Governing Statute](#)
- [Administrative Rules](#)
- [CPRIT's Texas Constitution Article](#)



Upcoming Oversight Committee Meetings

📅 [August 20, 2025](#)

✉ Sign Up for Our Newsletter

Grantee Resources Webpage Rules & Statutes Section

<https://cprit.texas.gov/grants-funded/grantee-resources/>



Home > Grants Funded > Grantee Resources

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.

Manage My Grant

Rules and Statutes

Policies and Procedures

Training

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Resource Documents

Policies and Procedures Guide

The Policies and Procedures Guide is made available for individuals and organizations interested in the CPRIT cancer research and prevention funding award program. It provides the framework for the review, award, implementation, and monitoring of CPRIT-funded research and prevention grant awards, as well as information on the rules and requirements that applicants and recipients of CPRIT grant awards must follow

- [CPRIT Policies and Procedures Guide](#)
The current version of the Grantee Policies & Procedures Guide is dated March 2025.
- [Texas Grant Management Standards \(TxGMS\)](#)



Upcoming Oversight Committee Meetings

[August 20, 2025](#)

[Sign Up for Our Newsletter](#)

Grantee Resources Webpage Policies & Procedures Guide Section

<https://cprit.texas.gov/grants-funded/grantee-resources/>



How to Stay in the Know




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



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

Online Portal for Grantee Intellectual Property (IP) Reporting



Grantees must notify CPRIT of IP-related actions through the [CPRIT Intellectual Property \(IP\) Reporting Portal](#).



Refer to Attachment D of grant contract.



If you have any questions about the online portal for IP reporting, please contact ipreporting@cprit.texas.gov.



ADMINISTRATIVE RULES AND POLICIES AND PROCEDURES GUIDE Q&A



REQUIRED GRANT REPORTS



Polling Question

Submitting required reports late may result in delays on reimbursements.

Answer: True



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

Periodic

- Interim/ Tranche Report

All report due dates are available in CGMS



FINANCIAL STATUS REPORT (FSR)



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**



Common Resubmission Issues

MISSING SUPPORT
DOCUMENTATION

MISCATEGORIZED
EXPENSES

UNCLEAR EXPENSE
DESCRIPTION



Missing Support Documentation

Change Request Approval (Equipment, foreign travel)

General Ledger

PLOE

Invoices

Time sheet information




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


General

Pay Status: Paid

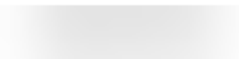
Supplier Invoice No.: 8816199758

Supplier Name:  Summus - VWR

Supplier Account No.: no value

PO business unit: 

PO Department: 28-BMEN (28-BMEN)

Invoice Owner: 

Invoice Date: 5/30/2024

Discount Date: no value

Due Date: 6/29/2024

Terms: 0, Net 30

Terms Discount: 0.00 USD

Invoice Name: no value

Report Reference A: no value

Report Reference B: no value

Summary

Complete

Summus - VWR

Supplier Invoice No.: 8816199758

[View Supplier cXML](#)

Total (841.14 USD)

Subtotal: 841.14

Discount: 0.00


Tax1: 0.00


Shipping: 0.00

Handling: 0.00

841.14 t

Related Documents

[Purchase Order: AB0917531](#) 

[Requisition: 186649352](#) 

What's next?

4013 Supplies - Research	E-Supplies	841.14	p 53
4013 Supplies - Research	E-Supplies	111.98	



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



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

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Resource Documents

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 GL with FSR and match columns](#)
- [Match Eligibility Matrix](#)
- [Template for Product Development grantees for annual report](#)



FINANCIAL STATUS REPORT Q&A



PERSONNEL / FRINGE EXPENSE CATEGORY



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.



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



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.



Timesheets



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



Chief Executive Officers are required to have signed timesheets from a supervisor having first-hand knowledge of the activities performed by the employee



An electronic signature on time sheets is acceptable

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



PERSONNEL LEVEL OF EFFORT (PLOE)



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”



Personnel Level Of Effort (PLOE)

Senior/Key Person and Other Personnel		Level of Effort (LOE)	Year 1	Year 2	Total Person Months Per Year	
Employee Name	Last Name					Role on Project
[Redacted]	[Redacted]	Co-investigator	Type Appt. (months)	12	12	[Redacted]
			Effort on Project	0.00%	2.00%	
			Person Months	0.00	0.24	
[Redacted]	[Redacted]	PI/PD/CR	Type Appt. (months)	12	12	[Redacted]
			Effort on Project	10.00%	10.00%	
			Person Months	1.20	1.20	
[Redacted]	[Redacted]	Senior Research Assistant	Type Appt. (months)	12	12	[Redacted]
			Effort on Project	50.00%	50.00%	
			Person Months	6.00	6.00	
Total Person Months Per Year				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

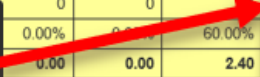


No Cost Extension - PLOE

- 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
Program Coordinator	Type Appt. (months)	0	0	12	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	12.00	0.00	12.00
Co-Program Director	Type Appt. (months)	12	12	12	12	
	Effort on Project	8.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Project Assistant	Type Appt. (months)	0	0	12	12	
	Effort on Project	0.00%	0.00%	60.00%	0.00%	
	Person Months	0.00	0.00	2.40	0.00	2.40
Program Assistant	Type Appt. (months)	0	12	12	12	
	Effort on Project	0.00%	10.00%	10.00%	0.00%	
	Person Months	0.00	1.20	1.20	0.00	2.40
Co-Program Director	Type Appt. (months)	12	12	12	12	
	Effort on Project	8.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Program Coordinator	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
Project Assistant	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
PI/PD/CR	Type Appt. (months)	12	12	12	12	
	Effort on Project	50.00%	50.00%	50.00%	0.00%	
	Person Months	6.00	6.00	6.00	0.00	18.00
Project Assistant	Type Appt. (months)	0	0	1	0	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	1.00	0.00	1.00
Total Person Months Per Year		7.92	9.12	32.52	N/A	49.56

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



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 reimbursements



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.

PERSONNEL LEVEL OF EFFORT Q&A



TRAVEL EXPENSE CATEGORY





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

Fiscal 2025 Travel Reimbursement Rates

Employees

In-State or Out-of-State Meals and Lodging	Refer to the U.S. General Services Administration's (GSA's) federal Domestic Maximum Per Diem Rates , effective Oct. 1, 2024. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: <ul style="list-style-type: none">• Lodging in state/out of state: up to \$110.• Meals in state/out of state: up to \$68.
In-State or Out-of-State Non-Overnight Meals	Not to exceed \$36 daily
Automobile Mileage	70 cents per mile (Jan. 1 – Dec. 31, 2025)
Aircraft Mileage	\$1.75 per mile (Jan. 1 – Dec. 31, 2025)

[GSA Per diem rates](#)



Domestic Travel Per Diem Rates – GSA.gov

Per diem rates

Overview

[FY 2025 per diem highlights](#)

[FAQs](#)

[Per diem files](#)

[M&IE breakdowns](#)

[Factors influencing lodging rates](#)

[Per diem boundaries](#)

[Fire safe hotels](#)

[Per diem contacts](#)

Per diem rates

We establish the per diem rates that federal agencies use to reimburse their employees for lodging and meals and incidental expenses incurred while on official travel within the [contiguous](#) United States. A standard rate applies to most of CONUS. Individual rates apply to about 300 non-standard areas. Most NSAs are a key city/primary destination and the surrounding county. Rates for the coming federal government fiscal year are typically announced in mid August. Search the rates below or refer to the [flat files](#), [API](#), or [trip calculator](#).

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

2025 (Current fiscal year) 

State

Texas 

City

Austin

OR

ZIP

ZIP

Find rates



Foreign Travel Approval

International travel requires prior approval for each trip.

- **Original Budget**
 - International travel is considered approved if the grantee specified the specific international travel in the budget justification of the original grant application that received approval through CPRIT's peer review process.
- **CNOS**
 - The grantee is required to obtain approval by submitting a request through the "Change Not Otherwise Specified" form in CGMS/CARS prior to the travel taking place for each international trip identified after the contract is executed.



Foreign Travel

For approved international travel: CPRIT will reimburse for **actual** costs of meals and lodging up to the maximum rate allowed by the U.S. Dept. of State.

Receipts should be submitted with reimbursement request



Travel Expense Report Requirements

A separate travel expense report must be submitted for each traveler for each trip. The supporting documentation should include:

- Grantee Name
- Traveler's Name
- Date(s) of travel
- Purpose of the travel
- Itemization of expenses



Travel Expense Report Requirements

Travel expenses covered by the company, including airfare, accommodation, or conference registration fees, should include:

- The purpose of the trip
- Approval from the supervisor



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



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



Foreign Currency

All foreign currency expenses **must** be:

- Converted to US dollar before CPRIT submission.
- Documentation of conversion rate included in supporting documents



TRAVEL EXPENSE CATEGORY Q&A



SUPPLIES, OTHER, CONTRACTUAL & EQUIPMENT



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



Supplies and Other Category Expenses

Supplies Category

- 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

Other Category

- 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.



Contractual and Equipment Category Expenses

Contractual Category

- Itemized expense report for all contractual expenditures
- Contractual Travel
 - Itemized Amounts
 - Airfare
 - Mileage
 - Lodging
 - Receipts (minus gratuity and tips)
 - Meals (if not claiming per diem)
 - Ground transportation (e.g., Lyft, Uber)

Equipment Category

- Unit cost of \$10,000 or more
- Including,
 - freight and shipping costs
 - any necessary modifications, attachments, accessories
 - or auxiliary apparatus necessary to make the property usable
- Support documentation must include approval via
 - budget justification or
 - Change Not Otherwise Specified (CNOS)



MATCHING COMPLIANCE CERTIFICATION (MCC)



Personnel Level Of Effort (PLOE) – Myth vs Fact

Myth

Expenses that are not directly related to the CPRIT project may still be submitted as matching funds.

Fact

Match expenditures should be direct costs associated with the CPRIT-funded project or for work that is closely related, supporting, extending, or facilitating the project, even if it is not directly funded by CPRIT.



Matching Compliance Certification (MCC) – Submission Options

FSR – Match Split

- Expenses are split between FSR and Match throughout the budget year.
- Support documents are submitted quarterly with the FSR.
- Indicate what percentage of expenses go into each ‘bucket’.
- Must make up any match shortage with direct match.

Direct Match

- Match expenses are submitted separate from FSR expenses at the end of the budget year.
- Support documents are submitted at same time MCC is filed.
- 100% of the reported expenses go towards direct match.

P&P Guide Reference:
[6.4 Matching Funds Certification and Verification](#)



CPRIT Standardized GL– FSR/Match Split Example

CPRIT FSR/Match Split General Ledger						
Grantee Name		Grant ID	Y#Q#	Period Covered		
			Y2Q1	6/1/2024	08/31/2024	
Expense Categories	Expenses Per Category	FSR Expenses	Match Expenses	% of Expenses Allocated to FSR	% of Expenses Allocated to Match	Total % (Not to exceed 100%)
a. Personnel	149,999.94	78,705.24	71,294.70	52.470%	47.530%	100.000%
b. Fringe Benefits	24,106.92	12,648.94	11,457.98			
c. Travel	-	-	-			
d. Equipment	-	-	-			
e. Supplies	-	-	-			
f. Contractual	1,710,873.81	897,698.53	813,175.28			
g. Other	21,016.64	11,027.47	9,989.17			
h. Total Direct Co	1,905,997.31	1,000,080.18	905,917.13			
i. Indirect Costs						
j. Total Costs	1,905,997.31	1,000,080.18	905,917.13			

Page #	Invoice #	Invoice \$	Paid Date	GL Amou	Vendor	Employee/Traveler	Description of Purchase or Reason for Travel	Expense Category	Amount Claimed
1	9000107876	1,913.30	6/17/2024	1,913.30	AcroBiosystems Inc.	-	Human protein shipped to and used by CRD	f. Contractual	1,913.30
2-6	305796	61,706.75	6/17/2024	61,319.25	Bexon Clinical Consulting LLC	-	Clinical consulting services	f. Contractual	61,319.25
7-9	305798	23,328.25	6/17/2024	21,298.75	Bexon Clinical Consulting LLC	-	Clinical consulting services	f. Contractual	21,298.75
39-40	PINV-13554	12,065.00	8/14/2024	12,065.00	Cytel, Inc.	-	CRD services	f. Contractual	12,065.00
1	776792105145	307.14	8/14/2024	307.14	Federal Express	-	Shipment to CRD site	g. Other	307.14
2	10870	6,250.00	8/14/2024	5,000.00	Equicare Health Inc.	-	Oncology Care Coordination Software	g. Other	5,000.00
3	10915	6,250.00	8/14/2024	5,000.00	Equicare Health Inc.	-	Oncology Care Coordination Software	g. Other	5,000.00
4	10964	5,000.00	8/14/2024	5,000.00	Equicare Health Inc.	-	Oncology Care Coordination Software	q. Other	5,000.00



CPRIT Standardized GL– Direct Match Example

CPRIT Match General Ledger										
		Grantee Name	Grant ID	Y#Q#	Period Covered					
Direct Match Expenses				Y3Q1	9/1/24 to 11/30/24					
Expense Categories	Expenses Per Category	+								
a. Personnel	\$0.00	-								
b. Fringe Benef	-									
c. Travel	-									
d. Equipment	-									
e. Supplies	-									
f. Contractual	8,012.00									
g. Other	-									
Total Direct	8,012.00									
h. Indirect										
TOTAL	8,012.00									

Page #	Invoice Date	Invoice #	Invoice \$	Paid Date	GL Amount	Vendor	Employee/Traveler	Description of Purchase or Reason for Travel	Expense Category	FSR Amount
5	9/30/2024	INV 100	4,000.00	10/1/2024	4,000.00	M. Pettit		Clinical Consultant Svc	f. Contractual	4,000.00
6	10/30/2024	INV 101	4,012.00	11/1/2024	4,012.00	M. Pettit		CRO services	f. Contractual	4,012.00
									f. Subtotal	8,012.00



MCC - Support Documentation

Submit all match support documentation to CGMS at the time the MCC form is submitted, and include;

- Match General Ledger in Excel format
- Invoices related to Match expenses
 - *Work is considered closely related if it supports, extends, or facilitates the project, even if not directly funded by CPRIT.*
- Timesheets
- Proof of Payment

P&P Guide Reference:
[6.4 Matching Funds Certification and Verification](#)



MCC - Indirect Costs

Indirect costs can be submitted as matching funds; however, there are additional support documentation requirements.

Please inform your grant accountant if you plan to submit indirect costs as matching funds.

P&P Guide Reference:
[6.4 Matching Funds Certification and Verification](#)



Matching Compliance Certification (MCC)



The annual matching certification is based on the greater of

- *the amount of funds advanced*
or
- *the amount expended*



Matching Compliance Certification (MCC) - Forecasting

Limit

- Limit advance request to the expected expenditures

Delay

- Delay the second advance request if nearing the end of the grant budget year and not intending to use the extra advance funds during that year

Adjust

- If more funds were advance than are being expended, adjust the upcoming FSRs to allocate more expenses to the match fund

MCC – Deficiency (Only one allowed during grant life cycle)

Grantees may carry forward a match deficiency to the next budget year if it is -

Equal to or less than 20% of total match requirement

Have no previous match deficiency

Two or more deficiencies could result in grant termination and repayment.

TAC § 703.11(a),(e),(f),(g),(h);
703.21 (b)(2)(B)(x)



Common causes for a match review and approval delays

1. Comprehensive general ledger not submitted
2. Lump sum amounts submitted on general ledger
3. Missing information on general ledger
4. Missing support documents



- **CPRIT Standardized General Ledger** – ALL columns must be completed
- **Match Eligibility Matrix** – Outlines allowable and unallowable match expenses

Manage My Grant

Rules and Statutes

Policies and Procedures

Training

Funding Webinars

Reporting Forms

Reporting Fraud

Resource Documents

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 GL with FSR and match columns](#)

[Match Eligibility Matrix](#)

[Template for Product Development grantees for annual report](#)



MATCHING COMPLIANCE CERTIFICATION (MCC) Q&A



PROGRAMMATIC TOPICS



Polling Question

Which is NOT a change request type?

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

Answer: D

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



Progress Reports

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

- Publications
- Follow-on funds
- Patents
- Clinical trials
- 1–2-page project narrative



Annual Report – Common Errors



Progress report is internally inconsistent



Details of progress is in an attached PDF instead of the Summary of Progress or Summary text boxes



Repeated publication or grant



Incomplete information - Lack of detailed performance data, repeated work from previous year, marks not aligned with timeline or anticipated activities



Missing narrative report - Prepared by the CEO describing the events that have shaped the project's progress during the previous year



CPRIT Acknowledgment



Printed and visual materials associated with CPRIT funding must include acknowledgment of CPRIT and the grant ID.



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

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.

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



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



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



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

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 and no more than 180 days before

The PD must exhibit measurable effort during an approved NCE



Change in Principal Investigator (PI)

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



Change in Principal Investigator (PI)



Include resources (equipment, supplies, personnel) available to proposed PI



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

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



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



Generally, the last 10% of grant funds will be disbursed on a reimbursement basis

After all required reports are submitted to CPRIT

Exception, final reports due after grant end date, e.g., Final Audit Report

Change Not Otherwise Specified (CNOS)

CEO change

- Upload the CV for a new CEO to Ad Hoc documents

Foreign travel not specified in grant application

Equipment purchase not specified in grant application



GRANT SUPPORT



Points of Contact



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

CONTACT INFORMATION

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CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Product Development Program

CPRIT Grantee
Annual Compliance Training
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