



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

AGENCY STRATEGIC PLAN FISCAL YEARS 2017 - 2021

**Cancer Prevention and Research
Institute of Texas**



AGENCY STRATEGIC PLAN

FISCAL YEARS 2017 - 2021

BY

CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS

| Oversight Committee Member | Dates of Term | Hometown |
|-------------------------------------|---------------|-------------|
| Pete Geren, Presiding Officer | 2013-2019 | Fort Worth |
| Angelos Angelou | 2013-2019 | Austin |
| Ned Holmes | 2013-2019 | Houston |
| Donald "Dee" Margo | 2015-2021 | El Paso |
| Amy Mitchell | 2013-2015 | Austin |
| Will Montgomery | 2013-2017 | Dallas |
| Cynthia D. Mulrow, M.D., MSc., MACP | 2013-2015 | San Antonio |
| William Rice, M.D. | 2013-2017 | Austin |
| Craig Rosenfeld, M.D. | 2013-2017 | Dallas |

JUNE 24, 2016

Signed: _____


Wayne R. Roberts
Chief Executive Officer

Signed: _____


Pete Geren
Presiding Officer, Oversight Committee



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CANCER PREVENTION AND RESEARCH INSTITUTE OF TEXAS MISSION AND PHILOSOPHY

AGENCY MISSION

Pursuant to V.T.C.A., Health and Safety Code, Section 102.002, the Cancer Prevention and Research Institute of Texas is to create and expedite innovation in the area of cancer research and to enhance the potential for a medical or scientific breakthrough in the prevention of cancer and cures for cancer; attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in this state; and develop and implement the *Texas Cancer Plan*.

AGENCY PHILOSOPHY

The Cancer Prevention and Research Institute of Texas will act in accordance with the highest standards of ethics, accountability, efficiency, and transparency. We affirm that our constitutional responsibility to distribute public funds to cure and mitigate cancer is a commitment to the citizens of Texas. We approach our responsibilities with purpose to honor that commitment.



AGENCY OPERATIONAL GOALS AND ACTION PLAN

CPRIT's mission is to expedite discoveries and innovations across Texas to reduce the burdens of cancer. CPRIT awarded its first substantive cancer research grants in January 2010. Six and a half years later, the CPRIT Oversight Committee approved 35 new grants at its May meeting, which pushed the total amount awarded by CPRIT to more than \$1.5 billion. This means that CPRIT is at the halfway point in terms of funds available to it to fulfill its mission. CPRIT has five years and nearly \$1.5 billion to invest in its mission before its 2021 sunset date.

CPRIT is committed to carrying out its mission in line with the state leadership's vision that the agency be accountable, efficient, effective and transparent. CPRIT's 2016 strategic plan reflects the agency's philosophy:

The Cancer Prevention and Research Institute of Texas will act in accordance with the highest standards of ethics, accountability, efficiency, and transparency. We affirm that our constitutional responsibility to distribute public funds to cure and mitigate cancer is a commitment to the citizens of Texas. We approach our responsibilities with purpose to honor that commitment.

CPRIT continues to act consistently with this commitment during the 2016-17 biennium. As described below, CPRIT remains dedicated to the tenets of accountability, efficiency, effectiveness and transparency during the implementation years of this 2017-2021 strategic plan.

ACCOUNTABLE TO TEXANS

Fighting cancer in its many manifestations is of paramount importance to Texans. Accordingly, the Legislature took extraordinary steps to make sure that CPRIT funds only the best science and evidence-based prevention activities. CPRIT relies upon a merit-based peer review system that is free from conflicts of interest.

CPRIT's enabling legislation incorporates strict statutory checks and balances. CPRIT implements V.T.C.A., Health & Safety Code, Chapter 102 through Texas Administrative Code, Chapters 701-703. The administrative rules codify required processes CPRIT must follow to allocate state appropriations for research and prevention awards and administration of those funds. CPRIT documents adherence to those processes through a variety of mechanisms, including application compliance pedigrees. The pedigrees itemize up to 60 distinct steps in the review process, from posting the requests for applications through award funding approval by the Oversight Committee. A CPRIT staff member or contractor attests to each step. In addition, the Chief Executive Officer and the Chief Compliance Office must certify that each step of the pedigree is completed before the Oversight Committee may vote on an award recommendation.

CPRIT's Audit Subcommittee, comprised of four Oversight Committee members, requires CPRIT staff to itemize internal and financial audit findings and report on the implementation status at its regular quarterly meetings. This process continues until the finding is addressed to the subcommittee's satisfaction. The audit reports are posted on the institute's website for public examination.



EFFICIENTLY OPERATE THE AGENCY TO ACHIEVE MAXIMUM RESULTS WHILE MINIMIZING WASTE OF TAXPAYER FUNDS

To maximize the funds available for substantive research and preventive grants, CPRIT minimizes operational costs for both agency and grant management operations. Unlike most state agencies, CPRIT's funding is appropriated bond proceeds, which is statutorily capped at \$300 million per year. Because of this unique funding source CPRIT does not receive biennial funding increases.

CPRIT keeps its administrative overhead low. Currently, administrative overhead is six percent of the agency's overall biennial budget. However, as CPRIT awards more grants, operational expenses associated with grant oversight increase. Between 2010 and 2012, CPRIT relied upon three FTEs for agency grant compliance and fiscal monitoring functions. By 2012, CPRIT had awarded 498 grants totaling \$837 million. The Legislature increased grant compliance and legal staff by six FTEs in 2013. CPRIT reassigned another staff member to compliance work that same year. In 2014, the agency contracted for additional compliance monitoring support equivalent to three FTEs focused largely on monitoring site visits and desk reviews. The additional FTEs and compliance support added since 2013 enabled the agency to address outstanding audit and grantee compliance issues and carry out compliance monitoring and training. As of May 2016, CPRIT has awarded 1,033 grants (581 active grants) totaling \$1.57 billion. CPRIT will be able to eliminate the contracted compliance support if the Legislature increases CPRIT's FTE limit for the 2018-19 biennium.

CPRIT substantially reduced its lease payments over the past two years. In early 2015, CPRIT completed a two-stage move from an expensive downtown Austin lease to newly renovated space in a state-owned office building. Although the renovations and associated relocation expenses totaled nearly \$1 million, this one-time expense is more than offset by eliminating costly lease payments. CPRIT further reduced the agency's lease payments by closing the agency's Houston office this year upon the retirement of the former Chief Scientific Officer. Her successor works out of the Austin office. Basing the Chief Scientific Officer and his staff in the Austin office enhances internal communication and operational efficiencies with concomitant cost savings due to terminated office and equipment leases and reduced travel requirements.

EFFECTIVE IN SUCCESSFULLY FULFILLING CORE FUNCTIONS, MEASURING SUCCESS IN ACHIEVING PERFORMANCE MEASURES AND IMPLEMENTING PLANS TO CONTINUOUSLY IMPROVE

As required by law, the Oversight Committee annually reviews, revises and adopts programmatic priorities within and across academic research, product development research and prevention. These priorities transparently indicate how CPRIT's funding is oriented and guide issuance of requests for applications, application reviews, and ranking recommendations within budget constraints.

CPRIT's Oversight Committee inaugurated an agency performance "dashboard" in 2014 reflecting 45 management measures related to accountability, agency mission and transparency. These metrics add to those required through the state's strategic planning and budget templates included elsewhere in this



document. CPRIT staff reports on these metrics at each quarterly Oversight Committee meeting and posts the information on CPRIT's website as part of the publicly available meeting materials.

CPRIT staff and the Oversight Committee initiated a separate internal strategic planning process in January 2016 to develop ideas for modifying the CPRIT grant portfolio over the next five years and to prepare for a responsible wind down of agency operations as the agency advances towards its 2021 sunset year. Additional performance metrics are expected from this process.

The question is often asked: "When are you going to cure cancer?" Some answers are provided in *Curing Cancer: Where are we today?* posted on CPRIT's website. Scientific advances build upon research and the work of others over many years. It takes more than 15 years and hundreds of millions of dollars to take a scientific discovery through all of the regulatory steps necessary for the life-saving drug to be available to patients. However, preventions and cures are possible with each advancement. So the answer to the question—when will cancer be cured?—is now. Cancer is cured now, one discovery at a time. Five examples that underscore this point include:

- A cancer researcher recruited to Texas with a CPRIT grant award discovered a protein that pancreatic tumors consistently shed into the blood. This discovery may lead to early detection of pancreatic cancer through a simple blood test. Because of CPRIT grants, more than 100 preeminent scientists have been successfully recruited to universities and research institutions across the state, creating clusters of cancer expertise throughout Texas.
- Texas is now the national leader in childhood and adolescent cancer research with nearly 30 research projects underway. The Oversight Committee prioritized childhood and adolescent cancer research because these cancers are rare and research funding lags behind other cancers.
- A product development research grantee is developing a cancer therapy that uses human enzymes to starve and kill cancer cells. CPRIT's \$304 million awarded in product development research grants have resulted in more than \$1.12 billion in follow-on investments for the 30 CPRIT company grantees. CPRIT's product development research program is catalyzing the bio-life sciences sector in Texas and moving promising discoveries from labs to patients.
- A clinical trial funded by CPRIT tests new radiation technology that may allow higher doses of radiation to be delivered in fewer treatments with fewer side effects. CPRIT has funded more than 80 clinical trials, making cutting-edge medications and cancer interventions available to Texans.
- Through its prevention awards, CPRIT grantees have provided more than 2.8 million state-of-the-art preventive services to public and health professionals in all Texas counties. As a result, more than 4,000 cancer precursors and nearly 2,000 cancers have been detected. By detecting cancers early, every dollar awarded by CPRIT for screening and prevention results in \$22 in treatment cost savings, preserved productivity, and other economic benefits to Texas.



PROVIDING EXCELLENT CUSTOMER SERVICE

CPRIT's ultimate "customers" are Texans and their elected representatives. However, potential and current grantees are a critical component of CPRIT's constituents. CPRIT staff interacts daily with grant applicants, grantees, and award administrators at the public, private, and non-profit entities associated with cancer research and prevention activities. For a variety of reasons, CPRIT's biennial customer service survey in early 2014 was not positive. CPRIT was still experiencing the after effects of well-publicized operational crises and legislative review in 2013. CPRIT was not able to fill key management vacancies until after the 2013 legislative session and the number of staff for post award grant oversight was inadequate.

The 2016 customer satisfaction survey results show marked improvement compared to 2014. CPRIT stabilized operations and initiated a new customer service orientation towards compliance activities as part of the agency reset in fiscal year 2014. CPRIT bases its customer service commitment on the belief that the best way to enhance compliance is to prevent noncompliance before it begins. For example, instead of contacting grantees when required reports are already delinquent, CPRIT staff monitors impending due dates, identifies trends and proactively addresses grantee issues before they become serious. CPRIT staff work in partnership with grantee administrators to inform grantees about fiscal and programmatic requirements through teleconferences, webinars, on-site training, and one-on-one direct interventions. Staff also completed a year-long effort to bring all grantees into full reporting compliance in 2015.

The 2016 results also show that CPRIT's outsourced post-award grant management system remains a challenge for many grantees. Many of CPRIT's grantees are familiar with more flexible, contemporary software applications and experience frustration with a legacy software system enhanced to support CPRIT's statutory grant reporting requirements. Dissatisfaction is common among users of major legacy software systems. The same vendor also staffs CPRIT's helpdesk, which answers applicants' questions about the CPRIT grant application process and provides technical assistance with the grant application submission system and the post-award grant reporting system. Grantees have overwhelmingly positive feedback on the helpdesk services. Further discussion of the results of the 2016 customer satisfaction report is included in Schedule G.

CPRIT expects continued progress in customer satisfaction resulting from enhancements made to the post-award compliance process, including the release of an updated grant policies and procedures guide. CPRIT grantees must operate in accordance with at least five sets of guidelines, including: state law, agency administrative rules, the grant contract, the request for applications and the Uniform Grants Management Standards. The updated and expanded policies and procedures guide combines the various requirements in a single, user-friendly format by subject matter. Last released in 2009, the guide is eagerly anticipated by public, private and non-profit grant administrators managing CPRIT awards.

CPRIT is also embarking on a website design project with an outsourced vendor to augment customer service. The design specifications include better data management and information targeted for various consumers: grant applicants, current grant awardees, general public, media, legislators and their staff and academic researchers.



TRANSPARENT AGENCY OPERATIONS AND ACTIVITIES

CPRIT is committed to conflict-of-interest free grant making. The institute constantly seeks to improve transparency and provide information about its grant making and operational processes. The public process involved with establishing the Oversight Committee's statutorily-required program priorities clearly articulates how CPRIT intends to focus taxpayer funding each year. Public input during the prioritization process is promoted, encouraged and facilitated. Once established, CPRIT references the priorities every time new awards are approved. CPRIT also creates benchmarks for tracking how the agency fulfills the program priorities.

CPRIT makes a massive amount of information about agency operations and activities publicly available via its website. Briefing materials for all open meetings are publicly posted on CPRIT's website several days prior to the meeting date. Oversight Committee meetings take place in the State Capitol to encourage public attendance and make it more convenient for legislators, their staff, oversight agency staff and the media to attend. However, for those not in Austin or unable to be there in person, the open meetings are webcast live and the archived video is available through CPRIT's website. CPRIT posts the compliance pedigrees documenting each step in the award-making process and other information detailing the grant review process on CPRIT's website after all open meetings. In addition, as required by state law, CPRIT posts all Oversight Committee member political contributions in excess of \$1,000 on the agency's website.

CPRIT's website is an important tool for promoting agency transparency. Redesigning the website will improve organization and access to this information, promoting clarity and insight into CPRIT's processes and participants.



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

SUPPLEMENTAL ELEMENTS

AAGCCCTGTT GTCTCTTACC CGTATGTTCA ACCAA
CACTTGTCTG TCGCTACTGC CGTGCAACA ACACT
ATATACTATA CTACACAATA CATAATCACT GAC





SCHEDULE A: AGENCY BUDGET STRUCTURE

GOAL 1: CREATE AND EXPEDITE INNOVATION IN CANCER RESEARCH AND PREVENTION SERVICES

Objective 1.1: Cancer Research and Prevention Projects

Outcome

1. Non-State Funds Leveraged as Match for Research Grants (in millions)
2. Total Research Matching Fund Expenditures
3. Percent of Texas Counties with Cancer Prevention Services and Activities Initiated as Addressed in the Texas Cancer Plan through Grant Awards
4. Percentage of Grantees Receiving Compliance Training

Strategy 1.1.1: Award Cancer Research Grants

Output

1. Number of Entities Relocating to Texas for Cancer-Research Related Projects
2. Number of Researchers Recruited to Texas to Conduct Cancer Research

Explanatory

1. Number of Research Grant Awards
2. Average Dollar Amount of Research Grants Awarded
3. Number of Published Articles on CPRIT-Funded Research Projects
4. Number of New Jobs Created and Maintained

Strategy 1.1.2: Award Cancer Prevention Grants

Output

1. Number of Cancer Prevention and Control Services Provided by Institute Funded Grants

Explanatory

1. Annual Age-Adjusted Cancer Mortality Rate

Strategy 1.1.3: Grant Review and Award Operations

Output

1. Number of Grants Reviewed for Compliance

GOAL 2: INDIRECT ADMINISTRATION

Objective 2.1: Indirect Administration

Strategy 2.1.1: Indirect Administration



SCHEDULE B: PERFORMANCE MEASURE DEFINITIONS

GOAL 1: CREATE AND EXPEDITE INNOVATION IN CANCER RESEARCH AND PREVENTION SERVICES

Objective 1.1: Cancer Research and Prevention Projects

| Outcome Measure 1.1.1 | Non-State Funds Leveraged as Match for Research Grants (in millions) |
|------------------------------|--|
| Short Definition: | Total amount of non-state funds leveraged as match for Institute research grants. Non-state funds include any federal, non-profit, corporate, or philanthropic sources of money used as match. |
| Purpose/Importance: | This measure indicates the amount of non-state appropriated dollars invested in cancer research in Texas. |
| Source/Collection of Data: | Data for all leverage funds announced is documented in the Institute agreements signed by grant recipients. |
| Method of Calculation: | Institute staff will total the amount of leverage investments identified in signed protect agreements for projects receiving Institute awards. |
| Data Limitations: | None |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |

| Outcome Measure 1.1.2 | Total Research Matching Fund Expenditures |
|------------------------------|---|
| Short Definition: | The total expenditures for the conduct of research and development from all matching fund sources during the reporting period, including indirect costs. This would exclude amounts granted by the Cancer Prevention and Research Institute and would also exclude the Institute’s fringe benefits. |
| Purpose/Importance: | This measure is an indicator of the level of matching research dollars expended for cancer research grant awards. |
| Source/Collection of Data: | Annual financial reports from grant recipients documenting actual expenditures of all funds related to the Institute’s grant award. |
| Method of Calculation: | The total dollar amount of matching fund expenditures for the conduct of research and development from all funding sources documented in the Institute’s award agreements signed by the grant recipients. |
| Data Limitations: | None |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



| Outcome Measure 1.1.3 | Percent of Texas Regions with Cancer Prevention Services and Activities Initiated |
|----------------------------|---|
| Short Definition: | Total verified number of Texas regions, as described by the Texas Health and Human Services Commission, (expressed as a percentage) receiving cancer prevention services through direct Institute intervention or Institute-funded contracts that address one or more of the <i>Texas Cancer Plan</i> goals. |
| Purpose/Importance: | The <i>Texas Cancer Plan</i> goals are: Prevention Information and Services; Early Detection and Treatment; Professional Education and Practice; Cancer Data Acquisition and Utilization; and Survivorship. The measure reflects the Institute’s ability to wage a multi-faceted attack on cancer. |
| Source/Collection of Data: | Each initiative is required to apply for Institute funding annually. The applicant must report which <i>Texas Cancer Plan</i> goals are being addressed by their activities and must also indicate the geographic area(s) their program will serve. Each applicant must address at least one Cancer Plan goal and may address multiple goals. |
| Method of Calculation: | Institute staff verifies the goals being addressed and creates a matrix documenting all initiatives and goals addressed. Geographic areas served will also be tracked. Agency records, and/or a current list of initiatives that are promoted by direct Institute intervention or funded initiatives will substantiate the percentage of Texas regions with services and activities addressed in the <i>Texas Cancer Plan</i> . |
| Data Limitations: | Inclusion of a Texas region in this calculation does not imply that all of the goals, objectives, and strategies related to the Texas Cancer Plan have been implemented. |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



| Outcome Measure 1.1.4 | Percentage of Grantees Receiving Compliance Training |
|----------------------------|---|
| Short Definition: | The ratio of the number of grant entities that receive CPRIT-sponsored training on applicable financial, administrative, and programmatic grant reporting requirements compared to the total number of active grant entities as a percentage. |
| Purpose/Importance: | This measure is an indication that grant entities have the training necessary to comply with grant reporting requirements and administrative rule changes. |
| Source/Collection of Data: | New grant entities must attend initial, on-boarding training prior to being eligible to receive a disbursement of CPRIT grant funds. Annual training is required for all grant entities who have ongoing CPRIT grants. A grant entity is defined as the organization receiving a CPRIT grant, not an individual such as a principal investigator, program director or company representative. The compliance program tracks grant entity attendance at all CPRIT-sponsored trainings through sign-in sheets for in-person trainings and electronic participation logs for web-based trainings. Grant entities receive credit for attending required training when the grant entity's Authorized Signing Official (ASO) and at least one other member of the grant entity's staff attend a CPRIT-sponsored training (T.A.C. § 703.22). CPRIT maintains the in-person training sign-in sheets and web-based training participation logs in the central agency electronic files. |
| Method of Calculation: | The percentage is calculated by dividing the numerator of the number of grant entities attending CPRIT-sponsored trainings during the fiscal year by the denominator of the number of total grant entities with active contracted CPRIT grants on or before August 31 of the fiscal year that will also receive a disbursement of grant funds from CPRIT by August 31 of a fiscal year. Because CPRIT's administrative rule requiring annual compliance training by November 1 of the year is based on a calendar year, CPRIT will use the number of grant entities completing compliance training reported on November 1 of a given year in the calculation of the numerator for the fiscal year that the month of November falls in (i.e., grant entities reported as completing annual training by November 1, 2017 would be used in the calculation of the numerator for FY 2018). The other component of the numerator will be the number of new grant entities receiving initial compliance training during the fiscal year being reported. |
| Data Limitations: | None |
| Calculations Type: | Cumulative |
| New Measure: | Yes |
| Desired Performance: | Higher than target |



Strategy 1.1.1: Fund research grants into the causes of and cures for cancer, laboratory facility construction, and collaboration between various institutions on laboratory research and clinical trials.

| Output Measure 1.1.1 | Number of Entities Relocating to Texas for Cancer-Research Related Projects |
|-----------------------------|--|
| Short Definition: | The total number of business or research entities which establish new business or research operations in Texas in order to participate in an Institute-funded grant award. |
| Purpose/Importance: | This measure indicates the level of attraction of cancer research funding to draw new businesses and research entities to Texas. |
| Source/Collection of Data: | Annual status or other reports from a grant recipient documenting the relocation of a business or research entity due to the research project funded by the Institute. |
| Method of Calculation: | The total number of business or research entities relocating to Texas documented in status reports from grant award recipients. |
| Data Limitations: | None |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |

| Output Measure 1.1.2 | Number of Researchers Recruited to Texas to Conduct Cancer Research |
|-----------------------------|--|
| Short Definition: | The total number of scientific researchers who relocate to Texas for a faculty position at a Texas based academic institution. |
| Purpose/Importance: | This measure indicates the number of scientific researchers in the area of cancer research attracted to Texas because of the availability of CPRIT research grant funds. |
| Source/Collection of Data: | CPRIT records of the number of academic institutions awarded a grant ratified by the Oversight Committee based on a grant application to recruit a scientific researcher to their institution. |
| Method of Calculation: | The total number of researchers recruited to Texas during the fiscal year documented by the ratified award slates and Oversight Committee meeting minutes which record these award decisions. |
| Data Limitations: | None. All data is the result of the number of research recruitment grants awarded to academic institutions. |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



| Explanatory Measure 1.1.1 | Number of Research Grant Awards |
|----------------------------------|---|
| Short Definition: | Number of research grants made by the Institute. |
| Purpose/Importance: | This measure indicates the workload of the Institute in awarding grants and managing those grants through their award cycles. |
| Source/Collection of Data: | Signed research grant awards with the Institute. |
| Method of Calculation: | The total number of research grant awards issued to grant recipients through signed agreements. |
| Data Limitations: | None |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |

| Explanatory Measure 1.1.2 | Average Dollar Amount of Research Grants Awarded |
|----------------------------------|---|
| Short Definition: | The average dollar amount of research grant awards made by the Institute. |
| Purpose/Importance: | This measure indicates the average size of grant awards issued by the Institute |
| Source/Collection of Data: | Signed research grant awards with the Institute. |
| Method of Calculation: | The total dollar amount of research grants divided by the total number of research grants made as documented in signed agreements with the Institute. |
| Data Limitations: | None |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



| Explanatory Measure 1.1.1.3 | Number of Published Articles on CPRIT-Funded Research Projects |
|------------------------------------|--|
| Short Definition: | Number of scientific publications that include articles that result from CPRIT funded research projects. |
| Purpose/Importance: | This measure indicates the level of success recognized by external research and medical institutions of CPRIT funded projects in the quest to develop breakthroughs in cancer research and prevention services. |
| Source/Collection of Data: | The number of publications is reported in awardees' annual reports. |
| Method of Calculation: | Institute staff will verify and total the number of publications reported by awardees in their report submissions. Publications are interpreted as articles that include references to actual scientific outcomes from awarded projects. |
| Data Limitations: | The majority of data reported by the Institute involves work done by grantees and their subcontractors. This can create a lag time in reported data resulting in a need for updating previously reported numbers. Variances in performance from quarter to quarter and year to year are likely to occur due to the variety of work done by Institute funded initiatives. |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |

| Explanatory Measure 1.1.1.4 | Number of New Jobs Created and Maintained |
|------------------------------------|--|
| Short Definition: | An unduplicated count of the number of jobs that were created and maintained (one year) using funds provided by the Institute. |
| Purpose/Importance: | This measure indicates the impact of Institute funding to preserve and create new jobs; to build human resources stability in the cancer arena. |
| Source/Collection of Data: | The number of jobs created and maintained is annually reported in awardees reports. |
| Method of Calculation: | Institute staff will verify and total the number of jobs created and maintained that are reported by awardees in their report submissions. |
| Data Limitations: | The majority of data reported by the Institute involves work done by grantees and their subcontractors. This can create a lag time in reported data resulting in a need for updating previously reported numbers. Variances in performance from quarter to quarter and year to year are likely to occur due to the variety of work done by Institute funded initiatives. |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



Strategy 1.1.2: Award grants for effective cancer control grant programs for all Texans, and mobilize public, private and volunteer agencies and individuals to enhance the availability and quality of cancer prevention and control services.

| Output Measure 1.1.2.1 | Number of Cancer Prevention and Control Services Provided |
|----------------------------|--|
| Short Definition: | Total verified number of cancer related education and clinical services provided to Texans through Institute funded initiatives. |
| Purpose/Importance: | This measure is an indication of the prevention program’s reach to Texans with effective science-based programs and/or services. |
| Source/Collection of Data: | The number of services is reported in prevention grantees’ quarterly reports. |
| Method of Calculation: | Institute staff verifies the number of services from grantees’ quarterly reports and creates a cumulative total that is substantiated by records retained at grantees’ sites. |
| Data Limitations: | The majority of data reported by the Institute involves work done by grantees and their subcontractors. This can create a lag time in reported data resulting in a need for updating previously reported numbers. Large variances in performance from quarter to quarter and year to year are likely to occur due to the wide variety of programs and services funded by the Institute, including some grant projects ending and others beginning. |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



| Explanatory Measure 1.1.2.1 | Annual Age-adjusted Cancer Mortality Rate |
|-----------------------------|---|
| Short Definition: | Statewide annual age-adjusted cancer mortality rate, as determined by the Cancer Registry Division, Texas Department of State Health Services. |
| Purpose/Importance: | All of the Institute’s activities positively contribute to reducing cancer mortality, as do Texas physicians, hospitals, cancer treatment centers, volunteer organizations and other health care facilities. The Institute recognizes that cancer mortality rate is the ultimate outcome measure for cancer control. |
| Source/Collection of Data: | The Cancer Registry Division of the Texas Department of State Health Services provides the data reported for this measure. |
| Method of Calculation: | The calculation age-adjusts cancer death rates to the U.S. 2000 Standard Population, as used by the National Cancer Institute. |
| Data Limitations: | Age-adjusted mortality rates are relative rates used nationally for comparison purposes. Age-adjusted rates fluctuate when population forecasts change and as the population ages. Cancer rates will be adjusted to the 2000 United States standard. Comparisons with previous mortality rates will require recalculations to the new standards. There is an 8-12 month delay in obtaining cancer mortality data from the Texas Department of State Health Services. A long-term, expensive study would be needed to correlate the impact of the Institute projects with the state mortality rate. Further, the impact of cancer prevention efforts on mortality rates cannot be measured in legislative budget cycles. |
| Calculations Type: | Non-cumulative |
| New Measure: | No |
| Desired Performance: | Lower than target |



Strategy 1.1.3: Direct Institute operational cost of reviewing and awarding research and prevention grants

| Output Measure 1.1.3.1 | Number of Grants Reviewed for Compliance |
|----------------------------|--|
| Short Definition: | Total number of active grants reviewed by CPRIT grant monitors, who may be agency staff or contracted employees, to verify compliance with CPRIT grant reporting, statutory, and rule requirements. |
| Purpose/Importance: | This measure is an indication of the agency workload related to the grant compliance review process. |
| Source/Collection of Data: | Grant monitors may conduct desk reviews of grantee reports submitted in the CPRIT Grants Management System and grantee monitoring site visits on active grants. The definition of an active grant is one that has been contracted and is not closed in the CPRIT Grants Management System. |
| Method of Calculation: | A grant is counted toward this measure in the quarter when a grant desk review or site visit is concluded and documented by a completed checklist or report. |
| Data Limitations: | Grant monitors will be able to perform a limited number of monitoring site visits in any given quarter. |
| Calculations Type: | Cumulative |
| New Measure: | No |
| Desired Performance: | Higher than target |



SCHEDULE C: HISTORICALLY UNDERUTILIZED BUSINESS PLAN

Historically Underutilized Businesses (HUB) Program

The HUB program is governed by the Texas Government Code, Title 10, Subtitle D, Chapter 2161 and rules established by the Comptroller of Public Accounts' Texas Procurement and Support Services Division (TPASS) in Texas Administrative Code, Title 34, Part 1, Chapter 20, Subchapter B. The purpose of the program is to increase contracting opportunities with the State of Texas for minority-owned, veteran-owned, and women-owned businesses.

The goal of CPRIT's HUB program is to make a good faith effort to award procurement opportunities to certified HUB vendors. CPRIT purchases are historically in three primary procurement categories including Professional, Other Services, and Commodity Purchasing. Certified HUB vendors are classified under an object code that allows TPASS to track the agency's HUB expenditures through the Uniform Statewide Accounting System.

As a small agency with 32 full-time equivalents (FTE), CPRIT has one FTE dedicated to purchasing, not a purchasing department. The purchaser's duties include the role of HUB Coordinator and the responsibility to ensure that the agency implements the HUB outreach and procurement strategies identified in this report to increase HUB utilization.

CPRIT depends on TPASS to manage the HUB certification process for vendors and maintain the categorical lists of HUB vendors who can provide services and commodities to state agencies. CPRIT also depends on the Department of Information Resources to maintain an adequate number of information technology contracts with certified HUB vendors. CPRIT's primary contact with certified HUB vendors occurs when the agency procures services or commodities. Therefore, CPRIT does not have the capability to analyze and address statistical disparities by race, ethnicity and gender classification in current HUB utilization; statistical disparities by race ethnicity and gender classification in the private marketplace, particularly in commercial construction; and statistical disparities in firm earnings by race, ethnicity and gender classification. Nor does CPRIT have the capability to gather anecdotal testimony of disparate treatment from business owners.

HUB Participation

CPRIT is continuously implementing strategies to increase the agency's HUB participation and to ensure the agency complies in fact and spirit with the laws and rules established for the HUB program. This compliance includes adherence to HUB planning and reporting requirements and to HUB purchasing procedures established by TPASS. As part of the effort to increase HUB participation, the purchaser must ensure that procurement opportunities are distributed among HUB groups, not concentrated within one or two HUB groups.



The strategies the agency uses to increase utilization of HUB vendors through its procurement processes for all goods and services and outreach activities are:

- Utilizing the TPASS Centralized Master Bidders List (CMBL) and HUB search to ensure that all eligible certified HUBs are notified of CPRIT’s procurement opportunities;
- Utilizing HUB resellers from the Department of Information Resources’ information technology contracts as often as possible;
- Attending HUB Workgroup Discussion meetings;
- Attending HUB small business trainings and HUB forums to increase awareness of CPRIT procurement opportunities among HUB vendors; and
- Participating in available meetings with HUB vendors at other agencies.

Assessment on Utilization of HUB Vendors

CPRIT uses the statewide annual HUB procurement goals as the agency goals. Based on those goals, CPRIT exceeded the annual procurement goal in the Special Trade and Commodity Purchasing categories.

FY 2015 HUB Expenditures

| Procurement Category | Total Expenditures | Total Spent with HUBs (\$) | Total Spent with HUBs (%) | Annual Procurement Goal |
|----------------------|---------------------|----------------------------|---------------------------|-------------------------|
| Special Trade | \$33,378 | \$14,910 | 44.67% | 32.90% |
| Professional | \$320,519 | \$14,226 | 4.44% | 23.70% |
| Other Services | \$11,608,568 | \$158,150 | 1.36% | 26.00% |
| Commodity Purchasing | \$103,567 | \$47,812 | 46.17% | 21.10% |
| Total | \$12,066,033 | \$235,099 | 1.95% | |

*CPRIT does not make purchases in Heavy Construction and Building, so those procurement categories are not included in the table.



FY 2014 HUB Expenditures

| Procurement Category | Total Expenditures | Total Spent with HUBs (\$) | Total Spent with HUBs (%) | Annual Procurement Goal |
|----------------------|--------------------|----------------------------|---------------------------|-------------------------|
| Special Trade | \$382 | \$0 | 0% | 32.70% |
| Professional | \$331,865 | \$35,800 | 10.79% | 23.60% |
| Other Services | \$9,656,472 | \$184,536 | 1.91% | 24.60% |
| Commodity Purchasing | \$42,791 | \$11,786 | 27.54% | 21.00% |
| Total | \$10,031,512 | \$232,122 | 2.31% | |

*CPRIT does not make purchases in Heavy Construction and Building, so those procurement categories are not included in the table.

Compared to fiscal year 2014, CPRIT purchases from HUB vendors increased significantly in both categories in actual dollars spent and in the percentage of spending in fiscal year 2015. In fiscal year 2014, CPRIT made no purchases from HUB vendors in the Special Trade category while Commodity Purchasing spending was \$11,786 or 27.54 percent among HUB vendors. The increased spending in the Special Trade category can be attributed to one-time capital expenses related to construction of its new office space in the state-owned William B. Travis Building. CPRIT moved into its new office space in February 2015, so spending in this category is not expected to recur in future years. However, it does appear that the purchaser's efforts as described in the strategies outlined above have resulted in an increase in the agency's spending by \$36,026 or 18.63 percent with HUB vendors in Commodity Purchasing.

However, CPRIT had low HUB purchasing percentages in Professional and Other Services. Professional Services is composed of accounting and auditing firm services that CPRIT must procure to meet the requirements of state law for internal audit, an independent financial audit and grant compliance monitoring. In both fiscal years 2014 and 2015, CPRIT procured independent financial audit services from a certified HUB vendor. CPRIT has not been able to procure services for its other needs in this category given the limited number of certified HUB vendors who provide these services.

The bulk of CPRIT purchases fall into Other Services. In fiscal year 2015, CPRIT made \$11.6 million worth or 98 percent of agency purchases in this category. CPRIT also made 98 percent of its purchases in this category in fiscal year 2014. Agency purchases in this Other Services category include major contracts for specialized services like pre- and post-award grant management support services for CPRIT's grant programs, outside counsel services for intellectual property due diligence on CPRIT product development research grant applications, business and regulatory due diligence on CPRIT product development research grant applications, third-party peer review meeting monitoring services, and an annual economic assessment of the cost of cancer in Texas. In fiscal year 2015, this category also included a one-time expense for moving services. For the specialized services that CPRIT must procure to fulfill its mission, there are very few vendors who provide many of these services. For pre- and post-award grant management support services



and business and regulatory due diligence, CPRIT has not received proposals from vendors in Texas who can provide these services nor is aware of any vendors in Texas who can provide these service. The same is true for business and regulatory due diligence services. Therefore, there is a corresponding lack of certified HUB vendors who can provide these services. This category also includes CPRIT's expenditures for honoraria payments to the chairs of its peer review committees which evaluate the hundreds of cancer prevention and research grant applications CPRIT receives each year. The chairs of CPRIT's peer review committees are recruited for their recognized expertise in a cancer research field and must live outside the state due to conflict of interest issues with potential grant applicants, so no alternatives exist to procure similar services from certified HUB vendors.

During fiscal year 2015, CPRIT continued to purchase from four of the six procurement categories and conducted business or awarded contracts to four of the six HUB groups. CPRIT does not anticipate that it will purchase from businesses in additional procurement categories since it does not engage in purchases in the Heavy Construction or Building categories. In fact, CPRIT anticipates that purchases from businesses in the Special Trade procurement category will decline to no purchases in fiscal year 2016.

FY 2015 Expenditures by Certified HUB Group

| Certified HUB Group | Total Number of HUB Vendor(s) Receiving Contract Awards | Percent of HUB Vendors Receiving Awards | Total Dollars Awarded to HUB Groups | Percent of Total Dollars Awarded to HUB Groups |
|--------------------------|---|---|-------------------------------------|--|
| Asian Pacific | 1 | 11.11% | \$27,485 | 11.63% |
| Black | 3 | 33.33% | \$47,587 | 20.24% |
| Hispanic | 1 | 11.11% | \$7,625 | 3.24% |
| Native American | 0 | 0.00% | \$0 | 0.00% |
| Service-Disabled Veteran | 0 | 0.00% | \$0 | 0.00% |
| Women | 4 | 44.44% | \$152,401 | 64.82% |
| Total | 9 | 100.00% | \$235,099 | 100.00% |



FY 2014 Expenditures by Certified HUB Group

| Certified HUB Group | Total Number of HUB Vendor(s) Receiving Contract Awards | Percent of HUB Vendors Receiving Awards | Total Dollars Awarded to HUB Groups | Percent of Total Dollars Awarded to HUB Groups |
|--------------------------|---|---|-------------------------------------|--|
| Asian Pacific | 0 | 0.00% | \$0 | 0.00% |
| Black | 1 | 12.50% | \$35,800 | 15.42% |
| Hispanic | 0 | 0.00% | \$0 | 0.00% |
| Native American | 0 | 0.00% | \$0 | 0.00% |
| Service-Disabled Veteran | 0 | 0.00% | \$0 | 0.00% |
| Women | 7 | 87.50% | \$196,322 | 84.58% |
| Total | 8 | 100.00% | \$232,122 | 100.00% |

The total amount spent by CPRIT among certified HUB vendors remained relatively constant between fiscal years 2014 and 2015. Although its overall spending with HUB vendors did not change, CPRIT increased the diversity of its spending among four of the six different HUB groups in fiscal year 2015 compared to two HUB groups in fiscal year 2014. During fiscal year 2016, the agency will make a good faith to maintain this diversity and improve upon it with a concentrated effort to conduct business with the two HUB groups, Service-Disabled Veteran and Native American, with which the agency did not conduct business during fiscal year 2015. CPRIT will accomplish this by continued attendance at statewide HUB events and actively seeking out the group codes on the CMBL and DIR contract list to make these vendors aware of CPRIT purchasing opportunities.

HUB Outreach

CPRIT's HUB outreach efforts have two purposes. One is to distribute information about the agency and its procurement needs to HUB vendors at HUB events, such as small business trainings and forums. The other is for the purchaser to gain knowledge about certified HUB vendors who perform services or provide commodities needed by the agency. During fiscal year 2015, CPRIT's purchaser participated in several HUB events.

HUB Events Attended in FY 2015

| HUB Event Name | Location | Date of Event |
|--|----------|-----------------|
| University of Houston 2015 Vendor HUB Fair | Houston | April 15, 2015 |
| Senator West's Doing Business Texas Style | Irving | May 11-12, 2015 |
| 2015 Procurement Connection Seminar & Expo | Austin | August 29, 2015 |



In fiscal year 2016, CPRIT’s purchaser plans to participate in the scheduled HUB events outlined below. The purchaser will add other activities as other HUB events are scheduled throughout the year.

HUB Events Planned in FY 2016

| HUB Event Name | Location | Date of Event |
|--|----------|---------------|
| University of Houston 2016 Vendor HUB Fair | Houston | April 2016 |
| Senator West’s Doing Business Texas Style | Irving | May 2016 |
| 2016 Procurement Connection Seminar & Expo | Austin | August 2016 |

CPRIT’s outreach efforts include responding to all email and hard copy communication received from HUB vendors, including vendors met at HUB events. Through these efforts CPRIT has established new relationships with HUB vendors and re-established relationships with other HUB vendors that the purchaser had at other state agencies.

CPRIT’s Outreach effort at HUB events also includes providing agency information and literature on grant funding opportunities to HUB vendors specializing in providing cancer screening and prevention awareness to their local communities.



SCHEDULE F: WORKFORCE PLAN

Overview of Statute, Mission, and Essential Functions

Texas voters approved a constitutional amendment in 2007 establishing the Cancer Prevention and Research Institute of Texas (CPRIT) and authorizing the state to issue \$3 billion in general obligation bonds to fund groundbreaking cancer research and prevention programs and services throughout the state. Texas Health and Safety Code, Chapter 102, is the authorizing statute that charges CPRIT to:

- Create and expedite innovation in the area of cancer research and in enhancing the potential for a medical or scientific breakthrough in the prevention of cancer and cures for cancer;
- Attract, create, or expand research capabilities of public or private institutions of higher education and other public or private entities that will promote a substantial increase in cancer research and in the creation of high-quality new jobs in this state; and
- Develop and implement the *Texas Cancer Plan*.

Under the guidance of the Oversight Committee, CPRIT's governing board, CPRIT accepts applications and awards grants for a wide variety of cancer-related research and for the delivery of cancer prevention programs and services by public and private entities located in Texas. All CPRIT-funded research must be conducted in state by Texas-based scientists and reflect CPRIT's mission to attract and expand the state's research capabilities and create high quality new jobs in Texas.

Since the first appropriation of bond funds became available on September 1, 2009, CPRIT has awarded funds for, among other things, individual investigator research projects; high-risk innovation research projects; evidence-based prevention programs and services; health promotion and public education prevention programs; company-based research; and professional education programs. CPRIT awards funds to academic institutions to recruit outstanding researchers to Texas institutions and to train exceptional pre- and postdoctoral candidates who are committed to pursuing a career in basic, translational, and clinical cancer research to cultivate the next generation of investigators and leaders in the cancer research field in Texas. CPRIT also focuses on community collaborative prevention programs for breast, cervical, and colorectal cancers and on multi-institutional collaborations to enhance the capabilities and infrastructure in Texas to improve the research resources for the future growth of the state's biotechnology industry.

All proposals are reviewed by nationally recognized experts who live and work outside Texas to ensure objectivity in the review process. Their advice is used by the Program Integration Committee to develop cancer research and prevention recommendations which are reviewed by the Oversight Committee.

Agency Workforce – Core Functions

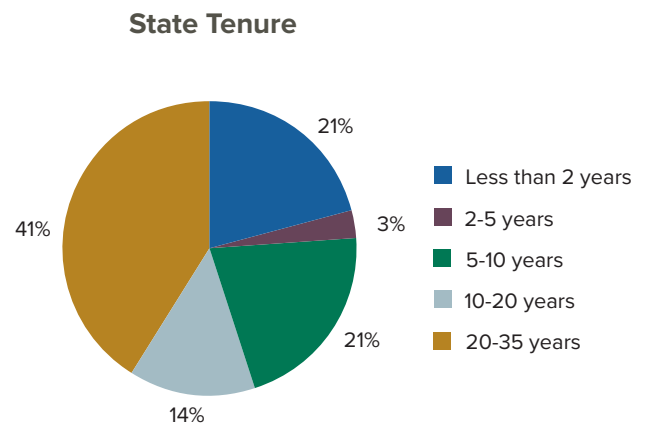
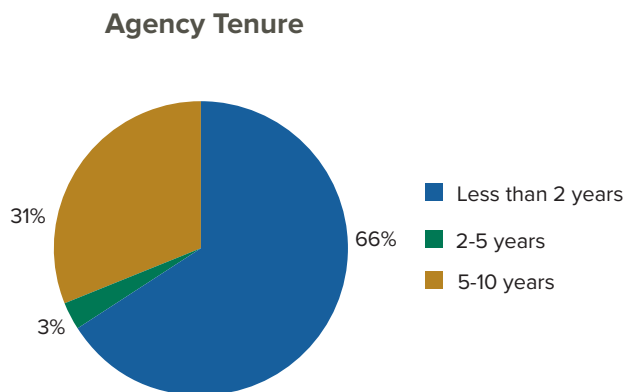
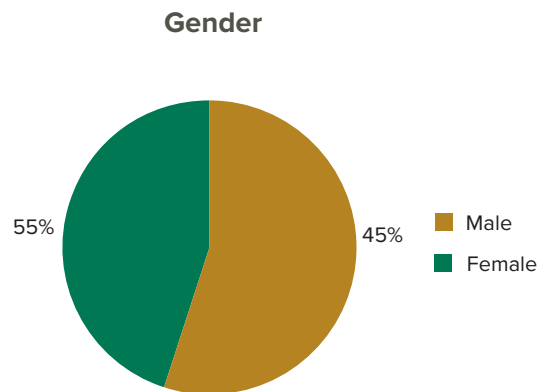
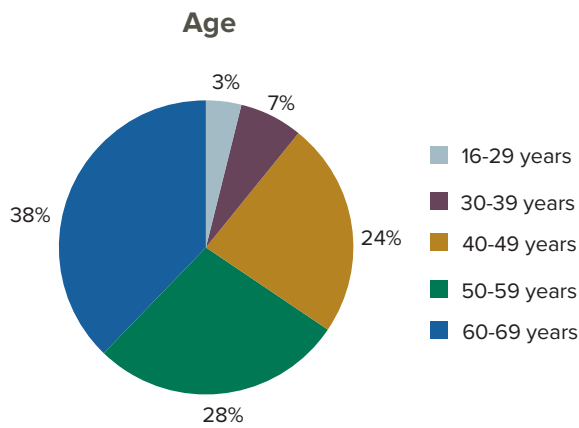
CPRIT has 32 budgeted full-time equivalent (FTE) positions headed by a Chief Executive Officer who oversees three core areas: operations, programs and legal and compliance. The substantive functions within each core consist of research, prevention, product development; information technology, human resources, finance; purchasing, legal administration and grant compliance. These functions are necessary to accomplish the core mission and duties of the agency.



Agency Workforce Demographics

As of May 2016, CPRIT had a total headcount of 29 FTEs. All employees are centrally located in the Capitol Complex in Austin, Texas. It is expected that the agency will be fully staffed with 32 FTEs this fiscal year. The following charts profile CPRIT’s total workforce. Thirty-eight percent of CPRIT’s employees are over the age of 60. The agency workforce is comprised of 55% females and 45% males.

Sixty-six percent of employees have less than two years of service with the agency. Fifty-five percent have over 10 years of state service. All employees have the potential for continued service with the agency.





WORKFORCE BREAKDOWN

Agency Workforce Compared with Statewide Civilian Workforce

The following table compares the percentage of African American, Hispanic and female CPRIT employees as of May 2016 to the statewide civilian workforce.

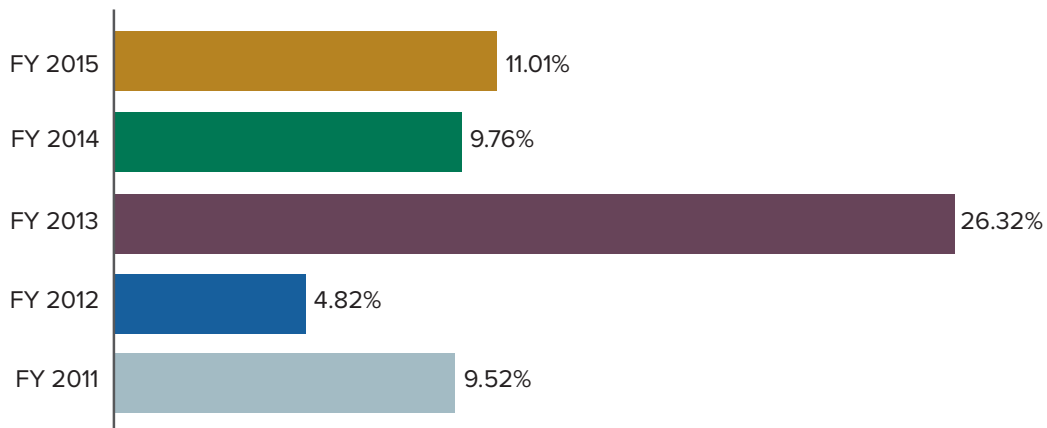
| Job Category | African American | | Hispanic American | | Females | |
|---------------------------|------------------|--------|-------------------|--------|---------|--------|
| | CPRIT | State | CPRIT | State | CPRIT | State |
| Officials, Administration | 0.00% | 8.99% | 3.45% | 19.51% | 24.14% | 39.34% |
| Professional | 10.3% | 11.33% | 13.8% | 17.40% | 6.9% | 59.14% |
| Administrative Support | 0.00% | 13.57% | 3.45% | 30.53% | 17.39% | 65.6% |
| Paraprofessional | 3.45% | 14.6% | 0.00% | 48.1% | 0.00% | 40.7% |

Retirement Eligibility

CPRIT projects that up to eight employees will be eligible to retire by the end of 2021. The agency recognizes that the potential loss of employees due to retirement may be an issue. Loss of expertise along with normal attrition is possible; therefore, CPRIT strives to ensure that business knowledge and organizational expertise is not lost and redundancy exists.

Employee Turnover

The following chart shows the CPRIT turnover during fiscal years 2011 through 2015. During this period of time, the turnover rate varied from 4.85% (one FTE) to 26% (five FTEs). In general, turnover occurs most commonly among employees who have less than two years of service with the agency.





Essential Critical Workforce Skills Necessary for Institute Mission

CPRIT requires a workforce with a broad range of experience. It is essential in a small agency to have staff with diverse skills and experience because it is likely that an employee will perform more than one job function. The agency has qualified, dependable employees with skills necessary to meet the unique requirements of the agency. To maintain quality services for Texas and carry out essential functions, the agency will continue to hire and retain employees with experience and skills in science, medicine, prevention, product development, leadership, management, administration, information technology, finance, compliance, and grant monitoring.

Future Workforce Profile (Demand and Gap Analysis)

A continuing analysis of CPRIT demands will be reviewed to ensure that there is an adequate and effective agency workforce in place. CPRIT expects to request authority for additional FTEs to augment the agency's current compliance program staff and replace the currently outsourced compliance monitoring support services contract.

Strategy Development

CPRIT has determined that over the next five years, there will be a gap in the compliance program. There are no surpluses in workforce numbers or skills. CPRIT ensures that staff is equipped with the necessary and appropriate knowledge and skills to effectively accomplish the agency's mission by providing training opportunities; support staff attendance at job relevant seminars and conferences and encourage employees who seek new challenges by assigning special projects; and providing cross-training to all staff.

CPRIT will continue to follow the established recruitment plan and keep agency policies and procedures documented to ensure necessary skills are retained. CPRIT is committed to recruiting and hiring the staff necessary to continue to support the agency mission.



SCHEDULE G: REPORT ON CUSTOMER SERVICE

Executive Summary and Analysis

CPRIT is accountable to a broad range of important stakeholders — from the Texas Legislature and state leaders, to the researchers and clinicians on the front lines in the conquest of cancer, to the Texans living with cancer and their families and communities, to the citizens who have entrusted their tax dollars to fulfilling the agency’s mission.

More directly, CPRIT’s customers are the applicants and recipients of its grants served by all three of the agency’s strategies under Goal A, Cancer Research and Prevention Services. Their perceptions of agency operations are reflected in CPRIT’s 2016 customer satisfaction survey. The overall grant process used by CPRIT includes numerous customer service touchpoints related to the grant reporting requirements, which are among the most rigorous in the field of cancer research. These touchpoints include both in-person and online interactions with CPRIT staff and systems. These survey results reflect notable improvement in customer service from the 2014 survey results based on the positive perceptions improving by 18.8% in staff courteousness, knowledge and promptness from 55.0% in 2014 (see P-1 in the Perception Data section below) and by 25.4% in effective communication with CPRIT from 47.6% in 2014 (see P-3 in the Perception Data section below). This improvement is especially rewarding since the improvement in perception of the agency comes during a period when CPRIT implemented stricter requirements on grant reporting, including penalties for delinquent reporting, in the implementation of the grant compliance program.

As the *Agency Strategic Plan, Fiscal Years 2015-2019* explained two years ago, CPRIT was implementing strategies to address the feedback highlighted by the 2014 customer satisfaction survey, including reorganizing and hiring additional staff to provide better customer service in grant contracting, financial reporting, and grant compliance. In addition to increased staffing, other tactics included refining administrative rules and grant procedures and improved and more frequent training to grantees on grant reporting and compliance requirements.

During this period CPRIT reassigned two existing FTE positions into a new compliance manager position and a new program specialist, added three compliance specialists to round out the agency’s in-house compliance program team, added two new grant accountants to augment the existing two grant accountants in processing grant financial status reports, and added a program specialist position to assist the existing operations manager in administering grant award contracts. These nine new positions were created to ensure that CPRIT properly administers the grant contracts and provide better customer service to its grantees.

Furthermore, CPRIT refined its administrative rules to address grant award reporting requirements and developed more written guidance for grantees to use. In fact, one of CPRIT’s new 2016 administrative policies requires training for grantees. A grant entity that has never received a CPRIT grant award must have an initial onboarding training before receiving a disbursement of grant funds, and grantees with at least one active grant during a calendar year must attend annual training. The training addresses CPRIT’s new and amended grant policies, procedures and administrative rules required of grantees using CPRIT grant funds.



CPRIT's ability to implement its statutory and administrative rule requirements for grant administration, monitoring and reporting are dependent on mutually satisfactory relationships with grantees required to comply with those requirements. Therefore, the quality, timeliness and efficiency of CPRIT's customer service are integral to effective agency operations and an ongoing focus of the agency to continue improving those standards.

Survey Overview and Methodology

In March 2016, CPRIT issued a customer satisfaction survey to gauge the perceptions of CPRIT grantees about the agency's interaction with them. Results include both quantitative and narrative data summarized in this report. While the 2016 survey is largely the same as that used in 2014, certain questions and response categories were refined to ensure better specificity about the intent of the question and the responses.

Invitations to participate in the survey were distributed to 1,162 grantee representatives including:

- Principal investigators
- Program directors
- Company representatives
- Authorized signing officials
- Office of sponsored programs contract and financial staff

A total of 122 customers responded for a response rate of 10.5%.

Descriptive data collected in the survey included:

- Nature of the customer's relationship with CPRIT,
- Modes and methods of interaction (e.g., phone, email, grants management system), and
- Roles and positions of respondents.

Perception data collected in the survey included customer assessments of:

- Interaction with CPRIT staff
- Communications accessibility
- CPRIT's website
- Handling of complaints
- Grants application process and review transparency
- Grant application submission system usability
- Grant application feedback
- Grants helpdesk
- Post-award reporting system usability

Narrative data was provided via open-ended customer comments from 42 respondents. Responses ranged from expressing general appreciation and satisfaction in their interaction CPRIT staff to complaints about interactions with CPRIT staff as well as difficulties in using the online post-award grant management and report submission system.



Measures of Customer Service

CPRIT does not have specific performance measures related to customer service. The standard statewide measures for customer service reporting are as follows:

Outcome Measures

- Percentage of Surveyed Customer Respondents Expressing Overall Satisfaction with Services Received: Ranges from 44.3% through 73.8% depending on service (see below)
- Percentage of Surveyed Customer Respondents Identifying Ways to Improve Service Delivery: 34.5% of all respondents; 40.5% of respondents providing comments

Output and Explanatory Measures

- Total Customers Surveyed: 1,162
- Total Customers Served: 1,162
- Total Customers Identified: 1,162
- Total Customer Groups Inventoried: 5

Efficiency Measure

- Cost per Customer Surveyed: \$0.09



Descriptive Data

D-1. What was the nature of your contact with CPRIT? *(more than one response allowed)*

| Program/Activity | Percentage | Number |
|--|------------|------------|
| Academic Research Program | 49.2% | 60 |
| Prevention Program | 29.5% | 36 |
| Product Development Research Program | 18.0% | 22 |
| Grant Expense/Reporting Issue | 29.5% | 36 |
| Grant Helpdesk | 31.1% | 38 |
| Grant Contract Issue | 9.8% | 12 |
| CPRIT Issues (Public or Media Relations) | 1.6% | 2 |
| Grant Compliance | 14.8% | 18 |
| Other | 5.7% | 7 |
| Total Respondents | | 122 |

D-2. How did you contact us? *(more than one response allowed)*

| Mode | Percentage | Number |
|--------------------------------|------------|------------|
| Phone | 51.6% | 63 |
| Email | 65.6% | 80 |
| CPRIT Grants Management System | 65.6% | 80 |
| Total Respondents | | 122 |

D-3. Which category/categories best describe you? *(more than one response allowed)*

| Role/Position | Percentage | Number |
|--|------------|------------|
| Principal Investigator | 31.2% | 38 |
| Program Director | 14.8% | 18 |
| Company Representative | 6.6% | 8 |
| Authorized Signing Official (ASO) | 16.4% | 20 |
| Office of Sponsored Projects/Financial Staff | 16.4% | 20 |
| Other | 21.4% | 26 |
| Total Respondents | | 122 |



Perception Data

P-1. CPRIT Program and Post-Award Staff: Program and post-award support staff is courteous, knowledgeable, and prompt in response to an inquiry.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 73.8% | 90 |
| Neutral | 13.1% | 16 |
| Disagree | 8.2% | 10 |
| Not Applicable | 4.9% | 6 |
| Total Respondents | | 122 |

P-2. Grant Helpdesk: Helpdesk staff is courteous, knowledgeable and prompt in answering your inquiries about grant opportunities.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 63.1% | 77 |
| Neutral | 11.5 % | 14 |
| Disagree | 6.6% | 8 |
| Not Applicable | 18.9% | 23 |
| Total Respondents | | 122 |

P-3. Accessibility: Communicating with CPRIT via telephone or electronic mail is an effective process.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 73.0% | 89 |
| Neutral | 7.4% | 9 |
| Disagree | 13.1% | 16 |
| Not Applicable | 6.6% | 8 |
| Total Respondents | | 122 |

P-4. Website: CPRIT’s website is easy to navigate and contains useful information about CPRIT and its funding opportunities.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 58.2% | 71 |
| Neutral | 24.6% | 30 |
| Disagree | 12.3% | 15 |
| Not Applicable | 4.9% | 6 |
| Total Respondents | | 122 |



P-5. Grants Application and Review: CPRIT’s grant application and review process is understandable and transparent.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 61.5% | 75 |
| Neutral | 9.8% | 12 |
| Disagree | 7.4% | 9 |
| Not Applicable | 21.3% | 26 |
| Total Respondents | | 122 |

P-6. Grant Application Feedback: I received feedback on my grant application that helped me understand my application’s strengths and weaknesses.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 44.3% | 54 |
| Neutral | 8.2% | 10 |
| Disagree | 8.2% | 10 |
| Not Applicable | 39.3% | 48 |
| Total Respondents | | 122 |

P-7. Complaint Process: Complaints are easy to file and resolved in a timely manner.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 18.0% | 22 |
| Neutral | 11.5% | 14 |
| Disagree | 8.2% | 10 |
| Not Applicable | 62.3% | 76 |
| Total Respondents | | 122 |



P-8. Grants Application Submission: CPRIT’s electronic application receipt system is user-friendly and technologically responsive.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 52.5% | 64 |
| Neutral | 11.5% | 14 |
| Disagree | 9.8% | 12 |
| Not Applicable | 26.2% | 32 |
| Total Respondents | | 122 |

P-9. Post-Award Report Submission: CPRIT’s post-award electronic grants management system is user-friendly and technologically responsive.

| Assessment | Percentage | Number |
|--------------------------|------------|------------|
| Agree | 40.2% | 49 |
| Neutral | 22.1% | 27 |
| Disagree | 25.4% | 31 |
| Not Applicable | 12.3% | 15 |
| Total Respondents | | 122 |



SECTION B: ADDITIONAL COMMITTEE INFORMATION

1. When and where does this committee typically meet, and is there any information regarding the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee. Start by preparing the UAC agenda in consultation with the Committee Chair and assembling the appropriate meeting materials. Staff convene the UAC meetings, distribute meeting materials, and document the meeting minutes.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code.
 10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
542 Cancer Prevention and Research Institute of Texas

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet, "Ctrl+I", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Advisory Committee on Childhood Cancer

Number of Members: 11

Committee Status (Ongoing or Inactive): Ongoing

Date Created: 6/19/2009

Date to Be Abolished: 8/31/2021

Budget Strategy (Strategies) (e.g. 1-2-4): 1-1-3

Budget Strategy (Strategies): Grant Review and Award Operations

State / Federal Authority: State Authority

Select Type: Health and Safety Code, Sec. 102.155

Identify Specific Citation:

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff

| | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-------------------|--------------------|-------------------|
| Travel | \$0 | \$0 | \$0 |
| Personnel | \$0 | \$0 | \$0 |
| Number of FTEs | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total, Committee Expenditures | \$0 | \$0 | \$0 |

Committee Members' Indirect Expenses

| | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-------------------|--------------------|-------------------|
| Travel | \$0 | \$0 | \$0 |
| Personnel | \$10,872 | \$11,144 | \$11,144 |
| Number of FTEs | 2.0 | 2.0 | 2.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total, Committee Expenditures | \$10,872 | \$11,144 | \$11,144 |

Method of Financing

| | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|---------------------------------|-------------------|--------------------|-------------------|
| Method of Finance | | | |
| 798 - Bond Proceeds - General C | \$10,872 | \$11,144 | \$11,144 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| Expenses / MOFs Difference | \$0 | \$0 | \$0 |

Meetings Per Fiscal Year

| | | | |
|--|---|---|---|
| | 2 | 3 | 2 |
|--|---|---|---|

Committee Description:

The Advisory Committee on Childhood Cancers (ACCC) advises the CPRI Oversight Committee on issues surrounding childhood cancer. The Oversight Committee is responsible for appointing members to the committee. The ACCC collects current information regarding innovative research on the prevention, control and cure of childhood cancers, and current information regarding treatment programs designed to prevent and control cancer.



SECTION B: ADDITIONAL COMMITTEE INFORMATION

The Advisory Committee on Childhood Cancers (ACCC) advises the CPRIT Oversight Committee on issues surrounding childhood cancer. The Oversight Committee is responsible for appointing members to the committee. The ACCC collects current information regarding innovative research on the prevention, control and cure of childhood cancers, and current information regarding treatment programs designed to prevent and control cancer.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those documents.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute?

10b. Does the scope and language found in statute for this committee present any barriers to responding to evolving needs related to this policy area?

10c. If "yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
642 Cancer Prevention and Research Institute of Texas

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, right-click the sheet "Crite1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Scientific Research and Prevention Programs Committee

Number of Members: 200

Committee Status (Ongoing or Inactive): Ongoing

Date Created: 6/19/2009

Date to Be Abolished: 8/31/2021

Budget Strategy (Strategies) (e.g. 1-2-4): T-1,1-3

Budget Strategy (Strategies): Grant Review and Award Operations

State / Federal Authority: State Authority

Select Type: Statute

Identify Specific Citation: Health and Safety Code, Sec. 102.151

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff

| Committee Members | Direct Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-----------------|-------------------|--------------------|-------------------|
| Travel | | \$16,152 | \$11,539 | \$7,000 |
| Personnel | | \$244,724 | \$248,885 | \$248,885 |
| Number of FTEs | | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | | \$2,598,148 | \$2,404,721 | \$2,500,000 |
| Total, Committee Expenditures | | \$4,741,148 | \$4,784,071 | \$4,800,000 |

Committee Members Indirect Expenses

| Committee Members | Indirect Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-------------------|-------------------|--------------------|-------------------|
| Travel | | \$16,152 | \$11,539 | \$7,000 |
| Personnel | | \$244,724 | \$248,885 | \$248,885 |
| Number of FTEs | | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | | \$2,598,148 | \$2,404,721 | \$2,500,000 |
| Total, Committee Expenditures | | \$4,741,148 | \$4,784,071 | \$4,800,000 |

Method of Financing

| Method of Financing | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-------------------|--------------------|-------------------|
| 780 - Bond Proceeds - General | \$5,007,034 | \$5,044,497 | \$5,060,889 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| Expenses / MOFs Difference: | \$0 | \$0 | \$0 |

Meetings Per Fiscal Year: 34 38 38

Committee Description: The Scientific Research and Prevention Programs Committee (SRPPC) conduct CPRT's expert peer review of all committee recommendations. The SRPPC also provides an independent evaluation of each grant application received by CPRT. Their evaluations are the basis of grant award recommendations considered and approved by the Oversight Committee. The peer review committees are the cornerstone of CPRT's processes to fund the best prevention education and service delivery, academic research and product development research cancer projects. Without these advisory peer review committees, CPRT cannot achieve its mission to expedite discoveries and innovations that reduce the burdens of cancer.



SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Status: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission.

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?

 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2016?

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?

 Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?

7c. Are there instances where no members of the public attended meetings?

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute?

 10b. Does the scope and language found in statute for this committee differ from responding to existing needs related to this policy area?

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?

11b. Please describe the rationale for this opinion.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.



ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
642 Cancer Prevention and Research Institute of Texas

To assist in the process required by Chapter 2110, Texas Government Code, state agencies should submit an assessment of advisory committees using the format provided. Please submit your assessment for each advisory committee under your agency's purview. Include responses for committees created through statute, administrative code or ad-hoc by your agency. Include responses for all committees, whether ongoing or inactive and regardless of whether you receive appropriations to support the committee. Committees already scheduled for abolishment within the 2016-17 biennium are omitted from the scope of this survey. When submitting information for multiple advisory committees, highlight the sheet "Criteria 1", select Move or Copy, select Create a copy and move to end.

NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEE SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Product Development Advisory Committee

Committee Name:

Number of Members:

Committee Status (Ongoing or Inactive):

Date Created:

Date to Be Abolished:

Budget Strategy (Strategies) (e.g. 1-2-4):

Budget Strategy (Strategies) (Occupational Licensing):

Strategy Title (e.g. Occupational Licensing):

Strategy Title:

| State / Federal Authority | Select Type | Identify Specific Citation |
|---------------------------|-------------|--------------------------------------|
| State Authority | Other | Created by CRRIT Oversight Committee |
| State Authority | | |
| Federal Authority | | |
| Federal Authority | | |

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff

| Committee Members' Direct Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|------------------------------------|-------------------|--------------------|-------------------|
| Travel | \$0 | \$0 | \$0 |
| Personnel | \$0 | \$0 | \$0 |
| Number of FTEs | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total, Committee Expenditures | \$0 | \$0 | \$0 |

Committee Members' Indirect Expenses

| Committee Members' Indirect Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|--------------------------------------|-------------------|--------------------|-------------------|
| Travel | \$0 | \$0 | \$0 |
| Personnel | \$3,374 | \$0 | \$5,994 |
| Number of FTEs | 1.0 | 0.0 | 2.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total, Committee Expenditures | \$3,374 | \$0 | \$5,994 |

Method of Financing

| Method of Financing | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|---------------------------------|-------------------|--------------------|-------------------|
| Method of Finance | | | |
| 780 - Bond Proceeds - General C | \$3,374 | \$0 | \$5,994 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| Expenses / MOF's Difference: | \$0 | \$0 | \$0 |

Meetings Per Fiscal Year

| | | | |
|--------------------------|---|---|---|
| Meetings Per Fiscal Year | 2 | 0 | 2 |
|--------------------------|---|---|---|

Committee Description:

The committee advises the Oversight Committee on key issues related to the product development program.



SECTION B: ADDITIONAL COMMITTEE INFORMATION

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?
 Meetings are held by teleconference on an ad hoc basis to discuss and advise on issues needed by the Oversight Committee and staff. The expense on the committee supplements staff's technical expertise.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
 The committee reviews staff prepared material summarizing their recommendations. The recommendations are used in setting agency policy on product development grant awards.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
 Input on product development revenue sharing terms

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority?
 Yes

4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees?
 No

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?
 32.00

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.
 Staff time has been used to establish the advisory committee, prepare discussion materials for committee meetings, and produce meeting summary reports.

6. Have there been instances where the committee was unable to meet because a quorum was not present?
 No

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?

7b. Do members of the public attend at least 50 percent of all committee meetings?
 No

7c. Are there instances where no members of the public attended meetings?
 Yes

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?
 Yes

9b. Please describe the rationale for this opinion.
 Insight provided by the committee informed the Oversight Committee's decision on uniform revenue sharing terms for product development grant contracts. It is unlikely that the recommendations on these terms could have been developed for Oversight Committee approval without the committee's input.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
 10a. Is there any functional benefit for having this committee codified in statute?
 No

10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?
 No

10c. If "Yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?
 Retain

11b. Please describe the rationale for this opinion.
 Staff foresees the continuing need for this committee's advice on equity management and other revenue sharing issues.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?
 Yes

12b. If "Yes" for Question 4a, please describe the rationale for this opinion.
 Product development issues, particularly revenue sharing terms, are complex and require expertise and experience. The experts who serve as members of the committee assist CPRI in getting a fair return on the agency's company investments.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.
 None.



ASSESSMENT OF ADVISORY COMMITTEES
March, 2016
542 Cancer Prevention and Research Institute of Texas

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NOTE: Only the items in blue are required for inactive committees.

SECTION A: INFORMATION SUBMITTED THROUGH ADVISORY COMMITTEES SUPPORTING SCHEDULE IN LEGISLATIVE APPROPRIATIONS REQUEST

Committee Name: Scientific and Prevention Advisory Committee

Number of Members: 21

Committee Status: Inactive

Date Created: 2/1/2009

Budget Strategy (Strategies) (e.g. 1-2-4): 1-1-3

Budget Strategy (Strategies): Grant Review and Award Operations

State / Federal Authority: State Authority

Select Type: Other

Identify Specific Citation Created by CPRT Oversight Committee:

Note: An inactive committee is a committee that was created prior to the 2014-15 Biennium but did not meet or supply advice to an agency during that time period.

Date to Be Abolished: 8/31/2021

Strategy Title (e.g. Occupational Licensing):

Advisory Committee Costs: This section includes reimbursements for committee member costs and costs attributable to agency staff

| Committee Members' Direct Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|------------------------------------|-------------------|--------------------|-------------------|
| Total Personnel | \$0 | \$0 | \$0 |
| Number of FTEs | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total Committee Expenditures | \$0 | \$0 | \$0 |

| Committee Members' Indirect Expenses | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|--------------------------------------|-------------------|--------------------|-------------------|
| Total Personnel | \$0 | \$0 | \$0 |
| Number of FTEs | 0.0 | 0.0 | 0.0 |
| Other Operating Costs | \$0 | \$0 | \$0 |
| Total Committee Expenditures | \$0 | \$0 | \$0 |

| Method of Financing | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-------------------------------|-------------------|--------------------|-------------------|
| Method of Finance | \$0 | \$0 | \$0 |
| 780 - Bond Proceeds - General | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |
| | \$0 | \$0 | \$0 |

| Meetings Per Fiscal Year | Expended Exp 2015 | Estimated Est 2016 | Budgeted Bud 2017 |
|-----------------------------|-------------------|--------------------|-------------------|
| Expenses / MOFs Difference: | \$0 | \$0 | \$0 |
| | 0 | 0 | 0 |

Committee Description: The committee advised the Oversight Committee on current information regarding innovative research on the prevention, control and cures of cancers as well as programs to prevent and control cancers in the early period of CPRT's development as an agency.



SECTION B: ADDITIONAL COMMITTEE INFORMATION

Committee Bylaws: Please provide a copy of the committee's current bylaws and most recent meeting minutes as part of your submission

1. When and where does this committee typically meet and is there any requirement as to the frequency of committee meetings?
No meetings held in the past 4 years.

2. What kinds of deliverables or tangible output does the committee produce? If there are documents the committee is required to produce for your agency or the general public, please supply the most recent iterations of those.
Not applicable.

3. What recommendations or advice has the committee most recently supplied to your agency? Of these, which were adopted by your agency and what was the rationale behind not adopting certain recommendations, if this occurred?
Not applicable.

4a. Does your agency believe that the actions and scope of committee work is consistent with their authority as defined in its enabling statute and relevant to the ongoing mission of your agency?
Yes No 4b. Is committee scope and work conducted redundant with other functions of other state agencies or advisory committees? Yes

5a. Approximately how much staff time (in hours) was used to support the committee in fiscal year 2015?
0.0

5b. Please supply a general overview of the tasks entailed in agency staff assistance provided to the committee.

6. Have there been instances where the committee was unable to meet because a quorum was not present?
No Please provide committee member attendance records for their last three meetings, if not already captured in meeting minutes.

7a. What opportunities does the committee provide for public attendance, participation, and how is this information conveyed to the public (e.g. online calendar of events, notices posted in Texas Register, etc.)?
No meetings held in the past 4 years.

7b. Do members of the public attend at least 50 percent of all committee meetings?
No 7c. Are there instances where no members of the public attended meetings?
No

8. Please list any external stakeholders you recommend we contact regarding this committee.

9a. In the opinion of your agency, has the committee met its mission and made substantive progress in its mission and goals?
No

9b. Please describe the rationale for this opinion.

10. Given that state agencies are allowed the ability to create advisory committees at will, either on an ad-hoc basis or through amending agency rule in Texas Administrative Code:
10a. Is there any functional benefit for having this committee codified in statute?
No 10b. Does the scope and language found in statute for this committee prevent your agency from responding to evolving needs related to this policy area?
No

10c. If "yes" for Question 2b, please describe the rationale for this opinion.

11a. Does your agency recommend this committee be retained, abolished or consolidated with another committee elsewhere (either at your agency or another in state government)?
Abolish

11b. Please describe the rationale for this opinion.
The committee is inactive and redundant.

12a. Were this committee abolished, would this impede your agency's ability to fulfill its mission?
No

12b. If "yes" for Question 4a, please describe the rationale for this opinion.

13. Please describe any other suggested modifications to the committee that would help the committee or agency better fulfill its mission.
None.