Cancer Prevention & Research
Institute of Texas

Prevention Program

CPRIT Grantee
Annual Compliance Training

March 2026

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TRAINING OVERVIEW

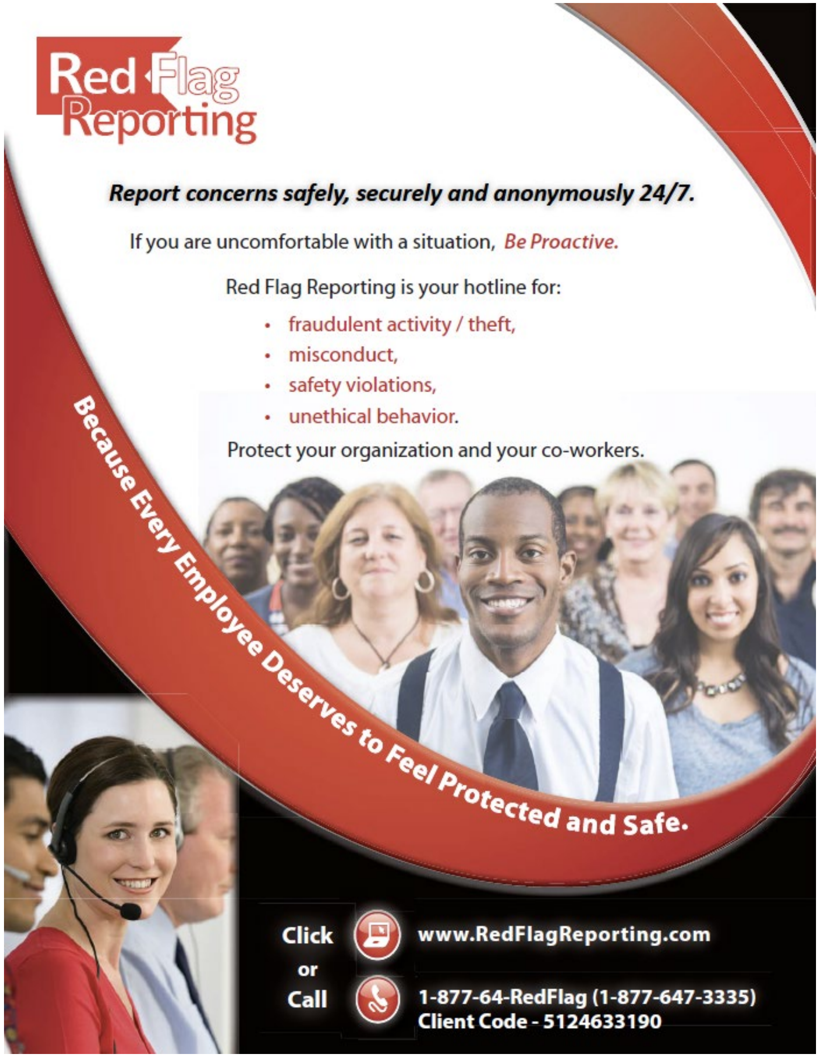
- Introductions
- FWA Reporting
- Administrative Rule Changes / P&P Guide Overview
- Required Reporting
- Programmatic Topics

SOURCES OF CPRIT GRANTEE REQUIREMENTS

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

FRAUD, WASTE, & ABUSE

FRAUD, WASTE, & ABUSE



FRAUD, WASTE, & ABUSE

How do I Make a Report?

Use Client Code #5124633190

(Users can remain anonymous)

Call	1-877-64-RedFlag (1-877-647-3335)
Online	www.RedFlagReporting.com

ADMINISTRATIVE RULES AND POLICIES AND PROCEDURES GUIDE

Grantee Resources Webpage

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

Grantee Resources Webpage Rules & Statutes Section

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

Grantee Resources

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

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

Rules and Statutes

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

There are no proposed administrative rule changes at this time.

Additional Resources

- CPRIT's Governing Statute
- Administrative Rules
- CPRIT's Texas Constitution Article

Manage My GRANT
CPRITGRANTS.ORG

Upcoming Oversight Committee Meetings

August 20, 2025

Sign Up for Our Newsletter

CANCER PREVENTION & RESEARCH INSTITUTE OF TEXAS

Home | Our Programs | Apply for Funding | Grants Funded | Grantee Resources | News & Events | Abou

Home > Grants Funded > Grantee Resources

Grantee Resources

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Policies and Procedures Guide

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

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

Manage My GRANT
CPRITGRANTS.ORG

Upcoming Oversight Committee Meetings

August 20, 2025

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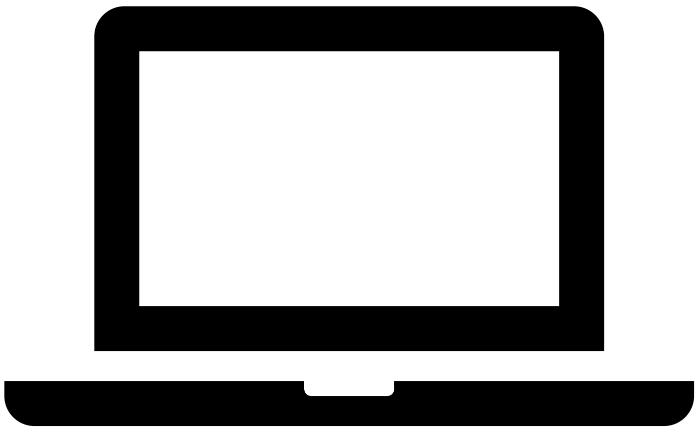
Grantee Resources Webpage Policies & Procedures Guide Section

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

How to Stay in the Know



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

Proposed Rule Amendment § 703.24(f)

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

CPRIT's CEO may waive 30-day deadline.

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

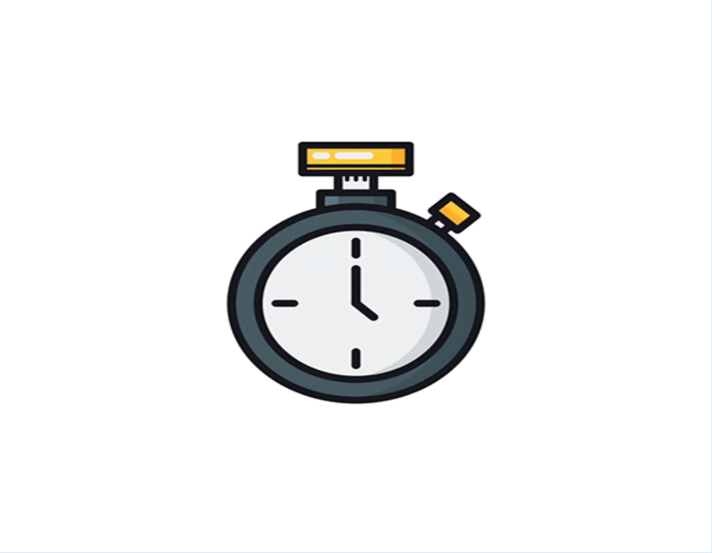
ADMINISTRATIVE RULES AND POLICIES AND PROCEDURES GUIDE
Q&A

REQUIRED GRANT REPORTS

Polling Question

Submitting required reports late may result in delays on reimbursements.

Answer: True



Reporting Requirements

Annual

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

Quarterly

- Financial Status Report
- Quarterly Progress Report

All report due dates are posted in CGMS

FINANCIAL STATUS REPORT (FSR)

Financial Status Report (FSR) Submission Requirements

- **Due 90 days after state fiscal quarter**
  - **Can be submitted as early as the day after the fiscal quarter ends, up until the due date**

- **Summary of expenses from accounting system or in an Excel spreadsheet**
  - **Should include:**
    - ✓ **Expense categories**
    - ✓ **Itemized Expenses**
    - ✓ **Clear description of items**

- **All support documents should be in English**

Common Resubmission Issues

MISSING SUPPORT DOCUMENTATION

MISCATEGORIZED EXPENSES

UNCLEAR EXPENSE DESCRIPTION

Missing Support Documentation

Change Request Approval (Equipment, foreign travel)

General Ledger

PLOE

Invoices

Time sheet information

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

General

Pay Status	Paid
Supplier Invoice No.	8816199758
Supplier Name	Summus - VWR
Supplier Account No.	*no value*
PO business unit	
PO Department	28-BMEN (28-BMEN)
Invoice Owner	
Invoice Date	5/30/2024
Discount Date	*no value*
Due Date	6/29/2024
Terms	0, Net 30
Terms Discount	0.00 USD
Invoice Name	*no value*
Report Reference A	*no value*
Report Reference B	*no value*

Summary

Complete

Summus - VWR

Supplier Invoice No. 8816199758

View Supplier cXML

Total (841.14 USD)

Subtotal	841.14
Discount	0.00
Tax1	0.00
Shipping	0.00
Handling	0.00
	841.14 t

Related Documents

Purchase Order: AB0917531

Requisition: 186649352

What's next?

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

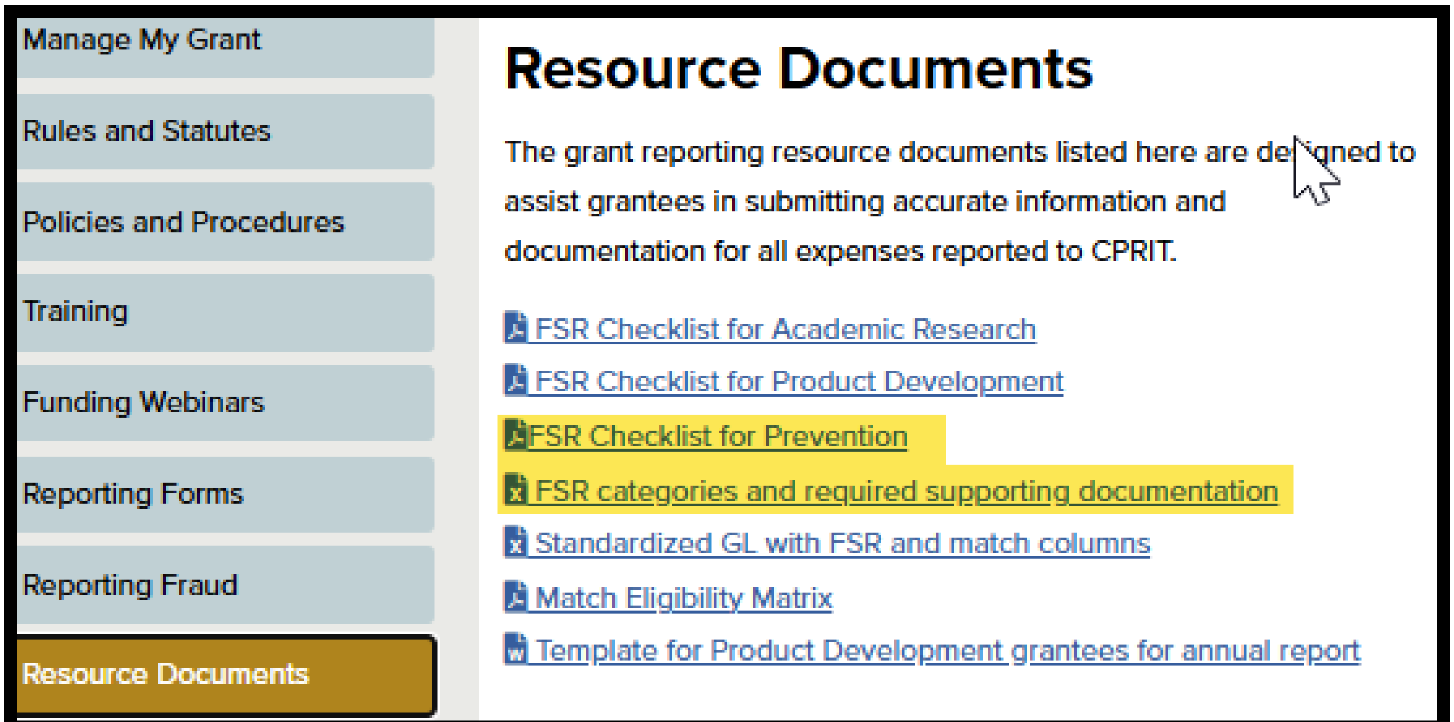
Miscategorized Expenses

Common misclassification errors occur when “**Other**” expenses are allocated to **“Supplies”**.

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

FSR Support Documentation Resources

- **FSR Required Supporting Documentation by Expense Category**
  - Details the documentation a grantee must provide to support expenses reported for each budget category
- **CPRIT FSR Checklist**
  - A tool to assist grantees submit accurate information and documentation for all costs requested for reimbursement.



FINANCIAL STATUS REPORT Q&A

PERSONNEL / FRINGE EXPENSE CATEGORY

Polling Question

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

A. **Direct costs and budgeted under the Personnel budget category**

B. **Indirect costs and budgeted under the Indirect budget category**

Answer: A.

Salary Cap

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

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

Applications submitted in cycle 25.1, the maximum salary amount supported by CPRIT grant funds for an individual with 100% level of effort on a grant award is $225,000

P&P Guide Reference:
9.5.2 Salary Limits

Fringe Benefits

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

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

Grantees reporting pooled fringe benefits using a federally approved rate can submit the total fringe amount for each employee without detailing the types of benefits.

Include a copy of the agreement effective during the FSR reporting period, outlining the pooled benefit categories.

Timesheets

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

An electronic signature on time sheets is acceptable

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

PERSONNEL LEVEL OF EFFORT (PLOE)

Personnel Level Of Effort (PLOE) – Myth vs Fact

Myth

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

Fact

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

Personnel Level Of Effort (PLOE)

dget mmary | Details Year 1 | Details Year 2 | Personnel Level of Effort | Financial Status Reports | Payments | Other Financial Reports

nel Level of Effort

Senior/Key Person and Other Personnel			Level of Effort (LOE)	Year 1	Year 2	Total Person Months Per F
ame	Last Name	Role on Project				
		Co-investigator	Type Appt. (months)	12	12	
			Effort on Project	0.00%	2.00%	
			Person Months	**0.00**	**0.24**	
		PI/PD/CR	Type Appt. (months)	12	12	
			Effort on Project	10.00%	10.00%	
			Person Months	**1.20**	**1.20**	
		Senior Research Assistant	Type Appt. (months)	12	12	
			Effort on Project	50.00%	50.00%	
			Person Months	**6.00**	**6.00**	
			Total Person Months Per Year	**7.20**	**7.44**	

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

No Cost Extension - PLOE

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

Other Personnel / Role on Project	Level of Effort (LOE)	Year 1	Year 2	Year 3	Year 4	Total Person Months Per Person
Program Coordinator	Type Appt. (months)	0	0	12	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	12.00	0.00	12.00
Co-Program Director	Type Appt. (months)	12	12	12	12	
	Effort on Project	8.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Project [illegible]	[illegible]	0	0	[illegible]	12	
	[illegible]	0.00%	[illegible]	60.00%	0.00%	
	[illegible]	0.00	0.00	2.40	0.00	2.40
Program [illegible]	[illegible]	0	12	12	12	
	[illegible]	0.00%	10.00%	10.00%	0.00%	
	[illegible]	0.00	1.20	1.20	0.00	2.40
Co-Prog[illegible]	[illegible]	12	12	12	12	
	[illegible]	8.00%	8.00%	8.00%	0.00%	
	Person Months	0.96	0.96	0.96	0.00	2.88
Program Coordinator	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
Project Assistant	Type Appt. (months)	0	0	4	12	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	4.00	0.00	4.00
PI/PD/CR	Type Appt. (months)	12	12	12	12	
	Effort on Project	50.00%	50.00%	50.00%	0.00%	
	Person Months	6.00	6.00	6.00	0.00	18.00
Project Assistant	Type Appt. (months)	0	0	1	0	
	Effort on Project	0.00%	0.00%	100.00%	0.00%	
	Person Months	0.00	0.00	1.00	0.00	1.00
	Total Person Months Per Year	7.92	9.12	32.52	N/A	49.56

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

Best Practice - PLOE Updates

- Update quarterly prior to submitting the FSR
- Ensure that ‘Travel only’ is included for employees with 0% effort who qualify for travel expense reimbursement
- Outgoing personnel who provided LOE for reimbursement should remain on the PLOE for compliance purposes
- Ensure that the PLOEs are updated and accurate for No Cost Extensions (NCEs) as they default to zero.
- Grants transitioning to closeout status cannot be revised in CARS-CGMS, and any unlisted personnel expenses will not be reimbursed.

PERSONNEL LEVEL OF EFFORT
Q&A

TRAVEL EXPENSE CATEGORY

Polling Question

Which of the following is true regarding mileage reimbursement?

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

Answer: E

Home / Travel

textravel
Rules of the road on the Web

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

Current Rates

Fiscal 2025 Travel Reimbursement Rates

Employees

In-State or Out-of-State Meals and Lodging	Refer to the U.S. General Services Administration's (GSA's) federal Domestic Maximum Per Diem Rates, effective Oct. 1, 2024. If the city is not listed, but the county is listed, use the daily rate of the county. For locations not listed (city or county), the daily rates are: • Lodging in state/out of state: up to $110. • Meals in state/out of state: up to $68.
In-State or Out-of-State Non-Overnight Meals	Not to exceed $36 daily
Automobile Mileage	70 cents per mile (Jan. 1 – Dec. 31, 2025)
Aircraft Mileage	$1.75 per mile (Jan. 1 – Dec. 31, 2025)

GSA Per diem rates

Domestic Travel Per Diem Rates – GSA.gov

Per diem rates

- **Overview**
- FY 2025 per diem highlights
- FAQs
- Per diem files
- M&IE breakdowns
- Factors influencing lodging rates
- Per diem boundaries
- Fire safe hotels
- Per diem contacts

Per diem rates

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

Search by city, state, or ZIP code

Required fields are marked with an asterisk (*).

For fiscal year: *

2025 (Current fiscal year)

State

Texas

City

Austin

OR

ZIP

ZIP

Find rates

Travel Expense Report Requirements

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

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

FSR - Travel Expense Checklist

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

Ineligible Travel Costs

- Alcohol or gratuities
- Airfare costs that exceed coach class
- Foreign travel without prior CPRIT approval
- Travel outside of the PLOE period or grant contract effective dates.
- Employee traveling not listed on Personnel Level of Effort (PLOE)
- Meals for non-overnight travel

TRAVEL EXPENSE CATEGORY
Q&A

SUPPLIES, OTHER, CONTRACTUAL & EQUIPMENT

Polling Question

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

A. Personnel and Fringe

B. Supplies and Equipment

C. Other and Contractual

D. Supplies and Other

Answer: D

Supplies and Other Category Expenses

Supplies Category

- Desktop and laptop computers (including notebooks, tablets, and similar devices)
- Non-portable printers and copiers
- Communication devices (mobile telephones)
- Lab materials
- Office Supplies
- Equipment with unit cost of less than $10,000

Other Category

- Printing and reproduction expenses
- Services (e.g., animal cost care, gene synthesis)
- Publication fees
- Equipment warranties and service contracts
- DNA sequencing, cloning, etc. services provided by a vendor
- Conference/registration fees paid prior to travel dates
- Postage and shipping services (FedEx, UPS), etc.

Contractual and Equipment Category Expenses

Contractual Category

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

Equipment Category

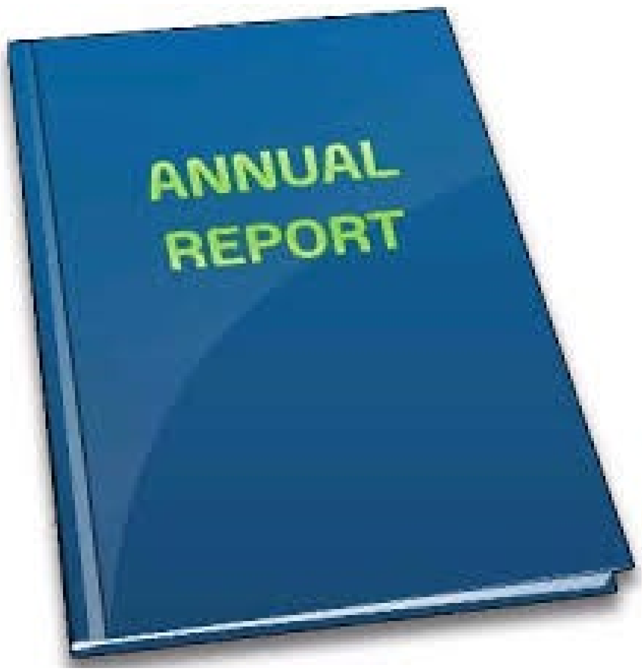
- Unit cost of $10,000 or more
- Including,
  - freight and shipping costs
  - any necessary modifications, attachments, accessories
  - or auxiliary apparatus necessary to make the property usable
- Support documentation *must* include approval via
  - budget justification or
  - Change Not Otherwise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

PROGRAMMATIC TOPICS

Annual Reports

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

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



Producing Materials

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

<u>BEFORE USE</u>

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

Producing Materials

Specific information about the Brand Guidelines and Logo can be found here (https://www.cprit.state.tx.us/news-events/media-resources#branding)

- Send to Prevention@cprit.texas.gov

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

Economic Impact

How many NEW jobs were created = the number of positions filled during the last year including the final report.

- The final report should NOT be the cumulative number over the entire project.
- This number should be ZERO if positions haven't been added during the grant year.

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

Annual Report – Common Errors

Incomplete report

Overlap with previous reports

Duplicate entries (publications, jobs, etc.)

Missing PDFs for published publications

Inconsistencies between narrative and data entered

CPRIT Acknowledgment

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

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

Funding

This work was conducted with support from Cancer Prevention Research Institute of Texas (CPRIT) RP150587. was supported by a Career Development Award (CDA 11-217) from the U.S. Department of Veterans Affairs. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.

Quarterly Progress Report

Prevention QPRs are due within 15 days after the end of the CPRIT quarter.

Due dates are on or before December 15, March 15, June 15, and September 15.

Early submissions are encouraged

Extensions cannot be granted as the submission date is auto generated by the system

Quarterly Reporting – Best Practices

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

Quarterly Report – Reminders

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

Participant Payment Certificate Form

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

Home > Grants Funded > Grantee Resources

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Reporting Forms

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

- Participant Payment Card Certification
- Missing Meals Receipt Certification

Manage My GRANT
CPRITGRANTS.ORG

Upcoming Oversight Committee Meetings

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

Sign Up for Our Newsletter

English

Change Request Types

- Goal or Objective Change
- Change of Organization Request
- No Cost Extension
- PI Change Request
- Personnel Level of Effort Change
- Rebudgeting
- Advancement of Funds
- Change – Not Otherwise Specified

Goal or Objective Change

Any changes to the scope of work or budget should be consistent with the guidance provided by reviewers and must be approved by CPRIT

Change of Organization

- Transfer of the award to another organization in Texas
- CPRIT awards may not be transferred to organizations outside the State of Texas

No Cost Extension (NCE)

A contract end date may be changed to allow the grantee more time to complete work on the grant project

Only goals and objectives that have been approved but have not yet been completed can be conducted during an NCE

No Cost Extension (NCE)

Not automatically approved

Include new requested End Date

If more than 6 months are being requested, mention additional months in the first sentence of the justification

The request must be submitted at least 30 days before the termination date

The PD must exhibit measurable effort during an approved NCE

Change in Program Director (PD)

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

Change in Program Director (PD)

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

Personnel - Level of Effort Change (PLOE)

- Changes for all personnel or their level of effort on a CPRIT grant
- Include information regarding what changes are being made
- The justification must match the effort table

Change Not Otherwise Specified (CNOS)

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

GRANT SUPPORT

Points of Contact

CGMS Technical Issues

Contact CPRIT Helpdesk

Help@CPRITGrants.org

Phone: 866-941-7146

Programmatic/ Content questions

Contact the CPRIT Program Manager

Financial Questions/Issues

Contact CPRIT Finance Manager/ Grant Accountant

CONTACT INFORMATION

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CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Prevention Program

CPRIT Grantee
Annual Compliance Training

March 2026