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| **PI’s Name:** **Application Title:** **CPRIT Research Project Grant** (i.e. Individual Investigator Research Awards):**CPRIT Application Due Date:****SPO Due date** (generally 5 days before submission due date)**:** |
| **BRAIN** |
| **Item Needed** | **Person Responsible**PI will provide information; Admin will review and input in BRAIN | **Timeline** |
| Grant Announcement-RFA | PI identify | 5 weeks prior to SPO deadline |
| Project Title | PI | 4 weeks prior to SPO deadline |
| Abstract/Specific Aims | PI | 4 weeks prior to SPO deadline |
| Key Personnel/Effort | PI/Admin | 4 weeks prior to SPO deadline |
| Purpose of Proposal (i.e. Basic or Clinical Research, Clinical Trials, etc.)  | PI/Admin | 4 weeks prior to SPO deadline |
| Subawards/Consortium institutions | PI | 4 weeks prior to SPO deadline |
| BCM Budget (Worksheet/Excel) | Admin | 4 weeks prior to SPO deadline |
| BCM Budget Justification | Admin | 4 weeks prior to SPO deadline |
| MPI Approval Letter (if MPI) | Admin/Subaward Admin | 2 weeks prior to SPO deadline |
| IRB/IACUC Protocol | PI | 4 weeks prior to SPO deadline |
| Request from Consortium Institution(s):* Budget & Budget Justification
* Biosketches from all Key Personnel
* Signed LOI
* Scope of Work
* Letter of Support
* Consortium Letter
 | Admin/PI/Subaward Admin | Request 4 weeks prior to SPO deadline-Due date 2 weeks before SPO deadline\*Subaward budget/budget justification uploaded to BRAIN, all other documents are not needed for BRAIN proposal\*no letter of support is needed if Co-Investigators list their contribution in their biosketches |
| PDF of Final CPRIT Application | Admin | Will upload after SPO reviews and submits the CPRIT application |
| RCOI | PI | 2 weeks prior to SPO deadline |

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| **CPRIT Application** |
| **Item Needed** | **Person Responsible**PI will provide information;Admin will review and input in CPRIT Application | **Timeline** |
| Delegation Access for Admin for CPRIT Application | PI | 4 weeks prior to SPO deadline |
| Application Title | Admin | 4 weeks prior to SPO deadline |
| Program (i.e. FY 2026 Academic Research Programs) | Admin | 4 weeks prior to SPO deadline |
| Award Type/Mechanism (i.e. Individual Investigator Research Awards) | Admin | 4 weeks prior to SPO deadline |
| **Section 1: Contacts** | Admin | 4 weeks prior to SPO deadline |
| **Section 2: Application Information** |
| Application Identification | Admin | 4 weeks prior to SPO deadline |
| Project Dates/Funding Amount | Admin | 4 weeks prior to SPO deadline |
| Product Development | Admin | 2 weeks prior to SPO deadline |
| Application Classification (i.e. Genetics, Target Therapies, etc.) | Admin | 2 weeks prior to SPO deadline |
| Vertebrate Animals | Admin | 2 weeks prior to SPO deadline |
| Biologic / Anatomic Substances | Admin | 2 weeks prior to SPO deadline |
| Human Subjects | Admin | 2 weeks prior to SPO deadline |
| Legislative Districts | Admin | 2 weeks prior to SPO deadline |
| Cancellation of Applications/Awards by Granting Organization  | Admin | 2 weeks prior to SPO deadline |
| Donations | Admin | 2 weeks prior to SPO deadline |
| CPRIT Priorities Addressed | Admin | 2 weeks prior to SPO deadline |
| **Section 3: Personnel & Collaborators** |
| List all collaborators | Admin | 4 weeks prior to SPO deadline |
| **Section 4: Required Documents-All PDF** |
| 1. Abstract and Significance
 | Admin | 4 weeks prior to SPO deadline |
| 1. Enter Specific Aims (write-in)
 | Admin | 4 weeks prior to SPO deadline |
| 1. Timeline
 | Admin | 2 weeks prior to SPO deadline |
| 1. Specific Aims (pdf document)
 | Admin | 2 weeks prior to SPO deadline |
| 1. Research Plan
 | Admin | 2 weeks prior to SPO deadline |
| 1. Vertebrate Animals
 | Admin | 2 weeks prior to SPO deadline |
| 1. Human Subjects
 | Admin | 2 weeks prior to SPO deadline |
| 1. Publications/References
 | Admin | 2 weeks prior to SPO deadline |
| 1. PI Biosketch
 | Admin | 4 weeks prior to SPO deadline |
| 1. Biosketches of other Key Personnel
 | Admin | 4 weeks prior to SPO deadline |
| 1. Current and Pending Support
 | Admin | 2 weeks prior to SPO deadline |
| 1. Institutional/Collaborator Support and/or Other Certification (optional)
 | Admin | 2 weeks prior to SPO deadline |
| 1. BCM Budget Justification
 | Admin | 4 weeks prior to SPO deadline |
| **Section 5: Budget** |
| Budget for All Project Personnel | Admin | 2 weeks prior to SPO deadline |
| Detailed Budget for Year One | Admin | 2 weeks prior to SPO deadline |
| Budget for Entire Proposed Period of Performance | Admin | 2 weeks prior to SPO deadline |
| Budget Justification (pdf) | Admin | 2 weeks prior to SPO deadline |
| **Section 6: Final Review & Submit**  | SPO (only SPO has access to this tab) | At least 5 days prior to CPRIT deadline--Email SPO to review application after all items are in the CPRIT application and ready to be reviewed. SPO will submit by the CPRIT due date. |

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| **Chronological Timeline** |
| PI identifies grant announcement- Research Project Grant | 5 weeks prior to SPO deadline |
| PI gives admin delegate access to CPRIT | 4 weeks prior to SPO deadline |
| Admin starts BRAIN Proposal | 4 weeks prior to SPO deadline |
| Admin starts CPRIT application | 4 weeks prior to SPO deadline |
| Admin requests documents/information from consortium institution(s) | 4 weeks prior to SPO deadline |
| All documents added into CPRIT/BRAIN | 1-2 weeks prior to SPO deadline |
| Admin submits BRAIN proposal | 1 week prior to SPO deadline |
| Admin will email SPO to start reviewing CPRIT/BRAIN applications | 1 week prior to SPO deadline |
| SPO will submit CPRIT application | 1 week prior to CPRIT deadline |

**Tips:**

DOs

* Email SPO at least 5-10 days before CPRIT deadline when all items are on the CPRIT site and ready to be reviewed. SPO will submit by CPRIT due date.
* Start the BRAIN proposal early, even if you don’t submit it until a week before SPO deadline
* Add subaward key personnel to Brain DOI tool.
* Put reminders on your calendar to follow up with subaward institutions on items needed.
* Read the grant announcement word for word to ensure you have everything needed for submission and adhere to all formatting requirements in the RFA.
* Include correct templates for CPRIT for Current and Pending Support (this is different from NIH).
	+ As of FY 25, CPRIT Current and Pending Support does not need to be signed
* If requesting travel funds, in the travel section be sure to add the number of travelers and the length of the trip (more detail).
* Include in the MPI leadership plan a section explaining the procedures for resolving conflicts.
* Only include three Research Areas under Application Classification.

DONTs:

* Do not reach or go over the max budget but stay as close to max as possible (i.e. if the max is $500,000, the allocated budget should be $499,999).
* Do not include foreign subawards for FY 25 or FY 26.