



## **Announcement of Amendment to the FY 2018-2019 Funding Opportunity Announcements (FOAs) for the Bankhead-Coley Cancer Research Program, James and Esther King Biomedical Research Program, and Live Like Bella Pediatric Cancer Research Initiative**

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**The deadlines for the Letter of Intent and the Application WILL NOT be extended as a result of this amendment. All deadlines listed in the Schedule of Important Dates found in Table 1. in the FOAs remain unchanged.**

The purpose of this amendment is to provide additional information regarding allowed direct costs, and to revise language regarding Institutional Review Boards (IRB).

### **Institutional Review Boards**

The current FOAs contain the following language:

Projects which include research participant incentives in their budgets must receive approval from the Florida Department of Health Institutional Review Board (IRB). For these projects, the Florida Department of Health IRB must be the IRB of Record. There is no cost associated with the Department's IRB for grants awarded by the Department. This includes initial application, modification, and annual renewals.

This amendment deletes this language in full and replaces it with the following:

Projects which include research participant incentives in their budgets must receive approval from an accredited Institutional Review Board (IRB). If the research proposal is selected for Department funding, the original IRB approval protocol and consent form must be submitted to the Department before any incentives are distributed. These documents will be kept in the grant management folder at the Department.

### **Research Participant Incentives**

The current FOAs contain the following language regarding Research Participant Incentives as an allowed cost:

Research Participant Incentives including promotional items (such as t-shirts, hats, water bottles), food and food coupons, and payment for travel expenses. Any incentive for food, food coupons, or travel expenses may not exceed the limitations in 112.061 F.S.

This amendment provides further information regarding Research Participant Incentives as follows:

The Department does not allow cash payments as research participant incentives. Gift cards can be given, however redacted monitoring logs must be submitted along with the quarterly invoice and expenditure report. CPIs should not purchase gift cards in bulk as tracking and inventory control can be difficult. Gift cards should be purchased as needed. Participant incentives must not exceed \$36 per visit. If awarded, the original approved IRB protocol and consent form must be submitted to the Department before any participant incentive charges may be made to the grant.

### **Tuition**

The current FOAs list tuition as an allowed direct cost. This amendment provides further information regarding tuition as follows:

To assure that the tuition waiver or reimbursement is related to the research project, a course description or class schedule must be submitted with the quarterly invoice that includes the tuition waiver or expenditure. Tuition waivers or support should be included in the approved Public Health Research Program Budget Template and the purpose of the tuition support must be included in the final Budget Narrative.

### **Travel**

The current FOAs contain the following language related to travel as an allowed direct cost:

Domestic travel (Travel will be reimbursed at no more than the state of Florida travel reimbursement rates. Current state of Florida reimbursement rates can be found in section 112.061, Florida Statutes. In order to implement appropriations in the General Appropriations Act for state travel and notwithstanding section 112.061, Florida Statutes, costs for lodging associated with a meeting, conference, or convention organized or sponsored in whole or in part by a state agency or the judicial branch may not exceed \$150 per day.)

This amendment provides further information regarding travel as follows:

If awarded, grantees must submit a travel voucher form in every quarter in which they will charge travel to their grant budgets. Travel is only approved within the U.S. The State of Florida Voucher for Reimbursement of Travel Expenses should be used for all travel-related expenses unless the research institution's travel voucher/expenditure form has received prior approval from DFS. Support documentation for all travel-related expenses is needed, e.g., receipts for flight, hotel, parking, rental car, gas, ground transportation, as well as registration, meeting agenda/schedule, and copy of any presentation made. The State of Florida Voucher for Reimbursement of Travel Expenses may be found at:

[https://www.google.com/url?q=https://www.myfloridacfo.com/division/aa/Forms/DFS-AA-15VoucherforReimbursement.xlsx&sa=U&ved=0ahUKEwiDwOLcqvTcAhVNOVMKHYPDXoQFggGMAE&client=internal-uds-cse&cx=003342788901488811498:ax7v5fjyutc&usg=AOvVaw0kzqMOvKFBqn7yKBSM1p\\_0](https://www.google.com/url?q=https://www.myfloridacfo.com/division/aa/Forms/DFS-AA-15VoucherforReimbursement.xlsx&sa=U&ved=0ahUKEwiDwOLcqvTcAhVNOVMKHYPDXoQFggGMAE&client=internal-uds-cse&cx=003342788901488811498:ax7v5fjyutc&usg=AOvVaw0kzqMOvKFBqn7yKBSM1p_0)

### **Sub-Contracts**

The current FOAs contain the following language regarding out of state sub-contracts:

Activities funded through this competition must occur in Florida. All work (effort) must occur and funds must be spent in Florida at the applicant organization and any collaborating entities. However, the Department may make exceptions if the service is essential and only provided outside Florida, and if the amount is less than 10 percent of the requested amount.

This amendment provides further information regarding the general use of sub-contracts as follows:

Sub-contracts must be approved in the Public Health Research Program Budget Template (Attachment V.a.). Further, the purpose of the sub-contract must be explained in the Budget Narrative (Attachment V.b.). If the sub-contract vendor is the only vendor who offers the service, please indicate. This applies to both in-state and out-of-state sub-contracts.