

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

# GUIDANCE DOCUMENT

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Nebraska Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.”

Pursuant to  
Neb. Rev. Stat. § 84-901.03

## Introduction

The Nebraska Cancer and Smoking Disease Research Program was created by the Nebraska Legislature in 1981, when one-cent (1¢) of the tax per pack of cigarettes sold in the state was designated to fund the program.

A portion of the revenue generated from the tax also funds the University of Nebraska Eppley Institute for Research in Cancer and Allied Diseases and the Cancer Registry at the Nebraska Department of Health & Human Services.

The remainder is awarded to all campuses of the University of Nebraska and Creighton University which compete annually for the funds.

## Eligible Applicants

Eligible applicants for funds appropriated pursuant to Neb. Rev. Stat. § 81-638 (1) are the University of Nebraska and other postsecondary institutions having colleges of medicine located in Nebraska.

Principal Investigators employed at the eligible applicant institutions may submit individual applications on behalf of the institution for funding consideration during the application acceptance period.

## Applications

The Department approved application is posted to the Cancer and Smoking Disease Research webpage when available and Sponsored Programs offices at eligible applicants are notified of the application's availability.

The application acceptance period is for 60 (sixty) days.

To be considered for funding, an application must be submitted and received by the Department during the application acceptance period. Applications received after the acceptance period has ended will be returned to the applicant institution without review.

## Use of Funds and Allowable/Unallowable Expenses

Eligible cancer and smoking disease research projects are identified in 183 NAC 2-004.

Allowable expenses for research projects are limited to those described in the Department approved application.

Unallowable expenses for research projects are described in the Department approved application.

## Award Duration and Rate of Funding

The award duration and rate of funding for funded research projects is noted in the Department approved application.

Research projects are not eligible for renewal.

Revised applications – those submitted previously, but not funded – can be revised a maximum of two times. Additional requirements for revised applications are noted in the Department approved application.

## Application Review

Applications are initially screened by Department staff to ensure compliance with legislative intent and application requirements as noted in the Department approved application.

Applications found to be consistent with legislative intent are referred to the Nebraska Cancer and Smoking Disease Research Program Technical and Behavioral Review Committees.

The Review Committees are composed of scientists and physicians who are not affiliated with Nebraska universities.

The review is based upon the criteria specified in Neb. Rev. Stat. § 81-639.

Applications not meeting the criteria described in 183 NAC 2, the statutes and in the Department approved application will be returned without review. (183 NAC 2-006)

## Additional Information

The Department may request additional information prior to awarding funding. Failure to submit the required additional information in the time specified by the Department may result in the application not being funded. (183 NAC 2-007)

## Award Notification

The Principal Investigator indicated in approved applications will be sent an award letter. At a minimum, the award letter will specify the:

1. Award start and end date.
2. The approved line item budget.

The Principal Investigator indicated in unfunded applications will be sent a denial letter.

Award decisions are final. (183 NAC 2-008.01)