

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.

In 1993, the Nebraska Legislature increased the tobacco excise tax on cigarettes and appropriated an additional two cents (2¢) per pack for cancer and smoking disease research. The revenue from the two-cent program is distributed to the University of Nebraska Eppley Institute for Research in Cancer and Allied Diseases, and other postsecondary educational institutions having colleges of medicine located in Nebraska which have cancer research programs (Creighton University).

## Eligible Applicants

Eligible applicants for funds appropriated pursuant to Neb. Rev. Stat. § 81-638 (2) are the University of Nebraska Medical Center and the University of Nebraska Eppley Institute for Research in Cancer and Allied Diseases and other postsecondary institutions having colleges of medicine located in Nebraska.

## Proposals

Eligible applicant institutions are notified by the Department of the proposal acceptance period. The notification includes a Department approved proposal packet.

To be considered for funding, applicant institutions must submit a proposal with all required information indicated in the Department approved proposal packet. (183 NAC 2-009)

The proposal must be submitted and received by the Department during the proposal acceptance period.

## Use of Funds and Allowable/Unallowable Costs

The types of work eligible for funding are indicated in 183 NAC 2-010.

Any funds awarded must be expended solely for the work outlined in the award and cannot be transferred to a non-cancer or non-smoking disease research related area at the eligible institution. (183 NAC 2-010.04)

Allowable costs are limited to those described in the Department approved proposal packet.

Unallowable costs are described in the Department approved proposal packet.

## Proposal Duration and Rate of Funding

Proposal durations are for up to six years.

The awarding of funds is contingent upon the appropriation of adequate funding by the Nebraska Legislature. (183 NAC 2-011)

## Proposal Review

Proposals are initially screened by Department staff to ensure compliance with proposal requirements as noted in the Department approved proposal packet. If there are questions, additional information may be requested by the Department.

Proposals are further reviewed by an external review panel. The external review panel is composed of scientists and physicians who are not affiliated with Nebraska universities or the Department – except in the capacity as a reviewer for cancer and smoking disease research applications and proposals. The review panel is selected for their expertise and experience on peer and/or institutional review panels.

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

Proposals not meeting the criteria described in 183 NAC 2, the statutes and in the Department approved proposal packet will be returned without review. Such return does not preclude resubmission of a proposal. (183 NAC 2-012)

## Additional Information

The Department may request additional information or materials to complete the review. Failure to submit the required additional information in the time specified by the Department may result in the proposal not being funded. (183 NAC 2-013)

## Notification of Funding

Award notification will be sent in writing or electronically to the eligible applicant institution.

Award decisions are final. (183 NAC 2-014.01)