

Industry-University Cooperative Research Program (IUCRP)

UC Discovery Grant Discovery Seed Funding (DSF) Grants

Notice/Letter of Intent Submission Instructions

May 15, 2009

The Industry-University Cooperative Research Program (IUCRP) is pleased to provide applicant instructions for submission of a Notice/Letter of Intent (herein after "LOI") to the UC Discovery Grant Request for Proposals (<http://www.ucop.edu/iucrp>) announced on May 1, 2009. Submission and approval of a LOI is required to submit a full proposal to this RFP. LOIs are non-binding and used for administrative and planning purposes. In order to help ensure the best possible review of proposals, applicants should submit their LOIs by **12:00pm Pacific Time/ 3:00pm Eastern Time on Friday, May 22, 2009.**

OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI must be submitted using the online system, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>.

Step 1: 'Applicant PI' Designation

LOIs should identify an Applicant Principal Investigator for administering the award. Any researcher with Principal Investigator (PI) status at the University of California is eligible to apply. Applicants with a waiver of UC PI status must submit, with the proposal, documentation of the approved waiver authorized by the appropriate campus official. Lawrence Livermore and Los Alamos National Laboratory researchers who hold UC PI status at a UC campus may submit proposals through that campus.

Step 2: Applicant Registration with proposalCENTRAL

PIs must register as users of pC to submit an LOI and complete a proposal.

Registered Users: Applicants who have already registered with pC should enter their user name and password under "Applicant Login" and click the **Login** button on the pC homepage.

New users: Applicants who are not registered users of pC should click the **Register** button under "First Time Users" and follow the instructions to become a registered user. Applicants must first select their institution. All University of California campuses have pC profiles under "Regents of the University of California" at the designated campus. Click the **Search Registered Institutions** tab to locate your institution on the pC system. (For example: If you are searching for "University of California, Los Angeles", you can enter 'Los Angeles' or use 'UCLA' as search terms). Please complete all required sections, which are marked with an asterisk.

Step 3: LOI Submission

To submit an LOI, select the "Grant Opportunities" tab, and scroll down to "Industry-University Cooperative Research Program." Select the funding opportunity (**Discovery Seed Funding Grant**). On the right, click the **Apply Now** button to begin the LOI submission process and follow the instructions.

Applicants are requested to and responsible for sending a copy of the LOI to their campus Contracts & Grants Officer.

Requirements for the LOI, or other RFP terms and conditions, can always be obtained by accessing the RFP document at: <http://www.ucop.edu/iucrp>. The RFP is also available by clicking on "Program Guidelines" on pC near the bottom of the left sidebar.

Should you require technical assistance when using the online submission system, please contact proposalCENTRAL at 1-800-875-2562 from 5:30 a.m. to 2:00 p.m. Pacific Time, Monday through Friday, or by e-mail at pcsupport@altum.com.

STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details on each section of the online LOI submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered LOI sections in the left hand column of the LOI page on the pC web site. To view the LOI page, please select **Apply Now**, or, if you have already started the LOI submission process and would like to make changes or complete your submission, you may select **Edit** under the “Manage Proposals” tab.

All parts of the application can be edited before submission. Sections 1, 3, 4, 5, 6 and 7 require online entry of information:

Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-6) may be completed in any order, and do not need to be completed in one session; however, please be sure to save your work after each entry.

Title: Please enter the project title here. No special characters allowed.

Research Category: Please select the research category that best describes your field of research. The categories are:

1. Biotechnology
2. Communications and Networking
3. Digital Media and Internet Enabled Services
4. Electronics Design, Manufacturing and New Materials
5. Energy, Environment and Clean technology
6. Health and Wellness
7. Information Technology for Life Sciences
8. Microelectronics Innovation and Computer Research
9. Nanotechnology

Industry Sponsors: List the Industry Sponsor(s). Separate by commas for multiple sponsors. Enter TBD if Sponsor is yet to be determined.

Estimated Budget: Section 1 includes a box to indicate the proposed budget of the initiative. Only the estimated total award requested under this RFP is required for the LOI (not a full budget).

Section 2: Download Templates and Instructions

This section includes downloadable LOI submission instructions.

Section 3: Enable Other Users to Access this Proposal

This section allows applicants to designate others, for example a Collaborating Investigator, to access their profile or proposal(s) to assist with proposal writing or submission. **Applicants must grant their campus Contracts & Grants officer “Administrator” level access by using the “Enable Other Users to Access this Proposal” function.**

Section 4: Applicant PI

This section requires the identification of the Applicant PI.

Section 5: Applicant Institution

See information about how to select your Applicant Institution under the section “Step 2: Applicant Registration with pC” above.

Section 6: Identification of Co-Investigators

Use this section to identify collaborating investigators for the proposal. Please provide co-investigators' institutional affiliation and contact information.

Section 7: Attach LOI Document

LOIs should be submitted by **12:00pm Pacific Time/ 3:00pm Eastern Time Friday, May 22, 2009**. Applicants are requested to and responsible for sending a copy to your campus Contracts & Grants Officer. The LOI should not exceed one page in length. The document may be uploaded to pC in Word (.doc) or Adobe file (.pdf) format and should include the following:

- 1) Main PI Name
- 2) Campus
- 3) Industry Sponsor(s)
- 4) Proposal Title
- 5) Brief abstract

Section 8: Reviewer Recommendations

Reviewers will be identified by IUCRP. However, you may suggest qualified individuals for our consideration who could provide reviews of your proposal without conflict of interest. Please list the name, address and telephone number of recommended reviewers. In addition, you may suggest scientific peers who you do not want to review your proposal. If you choose to select reviewers to exclude, you **MUST** provide an explanation.

Section 9: Validate LOI

Section 9 enables applicants to verify successful submission of an LOI to pC. The system will notify applicants of any outstanding information required to complete the submission process.

Section 10: Submission of LOI

Following the submission of an LOI to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support.

For additional information about the UC Discovery Grant RFP, please refer to <http://www.ucop.edu/iucrp>
Technical questions regarding proposalCentral submission should be directed to pcsupport@altum.com

Should you have any questions regarding the content or eligibility of proposals for the RFP, please contact:

- Research Program Application & Review Center at PARC@ucop.edu