

## UC-Lab Research Program Letter of Intent Submission Instructions

Submission of a Letter of Intent is optional and non-binding. Note, however, that full proposals received without an LOI cannot be guaranteed consideration for peer review and funding. If you submit an LOI, you will have access to the full application process when the LOI is approved.

Letters of Intent must be submitted **before 9 p.m. Pacific Time, June 27, 2008**. There is no grace period. You will not be able to submit an LOI after the deadline.

### INTERNET SUBMISSION:

The Letter of Intent must be submitted at proposalCENTRAL, <https://proposalCENTRAL.altum.com/>. Click on **Applicants: Click here to Login, Register and Apply**. For new users, you will see near the top of the page "New to proposalCENTRAL? **Click here to create your own user account.**" Follow the instructions to register as a proposalCENTRAL user. **NOTE: Because the proposalCENTRAL is a service used by a number of grantmaking organizations, it includes fields for applicants to provide several types of private personal information that are NOT required or requested by the University of California. Please note that the University of California does NOT require or request applicants' Social Security Number, Date of Birth, Passport Number, Citizenship, Race/Ethnicity. Such information will not be made available to reviewers, and will not affect the review process. We suggest that you ONLY enter information in the required fields.** Click on the Grant Opportunities tab, and scroll down to "UC Lab Research Program". On the right, click on "Apply Now" to begin the LOI process. Follow the instructions below to submit your LOI. The Request for Proposals can always be obtained by clicking on "Program Guidelines" near the bottom of the left sidebar.

For technical assistance, 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](mailto:pcsupport@altum.com).

### Section Explanations:

The following numbered explanations correspond to the numbered LOI Sections/hyperlinks seen in the left hand column of the LOI page at the proposalCENTRAL web site. This page appears after selecting "Apply Now" or on future visits when "Edit" is selected under the Manage Proposals tab. Sections 1, 3, 4, 5, and 6 require online entry of information. Section 1 (Title Page) must be completed first. Section 3 allows you to designate others to have access to your application. Section 7 requires the upload of the LOI narrative (prepared offline, see below). All parts of the application can be edited before submission. After section 1, the remaining sections listed above can be completed in any order, and do not need to be completed in one session; however, be sure to save after each entry. Section 2 provides these instructions (also available within section 7). Section 4 refers to the applicant PI. For UC-National Laboratory collaborations, the applicant PI can be from either collaborating institution. For Section 6, enter the other collaborating investigator/PI for UC-Laboratory Collaborations, or co-PI(s), if applicable. No entry of information in Section 6 is necessary for non-collaborative proposals from either UC or the National Labs.

The LOI narrative (prepared offline as either a .doc or .pdf document and uploaded in Section 7) should include the following: (1) Title (2) Investigator(s) and Affiliation(s) (3) Expected length of the project and total budget amount and (4) an abstract of the research project including hypothesis or research question, approach, expected results and impact.

Section 8 allows you to verify that your LOI was successfully uploaded to proposalCENTRAL, and tells you if there is any missing required information in the other sections. Section 9 allows you to submit the LOI. Once you have submitted, you will receive an e-mail confirmation. You will have access to prepare a full application when you receive an e-mail indicating that your LOI has been approved. All LOIs will be approved unless they are not responsive to the RFP.

For the latest information on this grant opportunity, refer to <http://www.ucop.edu/UC-Lab-Research>