UC Cancer Research Coordinating Committee

Application Process for 2024-25 Awards

Applicant Webinar
December 2023
January 2024

UNIVERSITY OF CALIFORNIA
RESEARCH INITIATIVES

Applicant Webinar: Agenda and Topics

Funding opportunity

- Brief overview
- Eligibility criteria
- Key deadlines

How to apply

- Orientation to SmartSimple

How to get answers to your questions

UC Research Initiatives
Research Grants Program Office

Programmatic questions should be directed to **UCRI@ucop.edu**.

Presenters:

Betty Guo	Program Officer, UCRI Interim Associate Director, CRCC
Laurie Stevens	Lead, RGPO Contracts & Grants

UC Cancer Research Coordinating Committee Faculty Seed Grants

- Topics must be directly relevant to cancer
- Single PI, 1-year awards
- Up to $85,000 maximum; $10,000 diversity & disparities trainee supplement
- 2 Categories: New Assistant Professor and Regular
- Award Start Date: *October 1, 2024*
- Funded through endowments to the UC earmarked for cancer research and the California Cancer Research Voluntary Tax Contribution Fund

Who Can Apply

New Assistant Professor (NAP) and Regular (REG)

- PI must be member of UC Academic Senate
- PI must be employed a minimum of 50% time on UC-administered payrolls at a UC campus
- PI may not have >$350,000 in direct research support for award period (October 1, 2024 – September 30, 2025)
  - See FAQs #9 & #10

Please carefully review the RFP and FAQs

Who Can Apply

New Assistant Professor (NAP) and Regular (REG)

- Applicants cannot receive funding for 2 consecutive years
- Applicants must be in compliance with CRCC reporting
- Applicants must have been at UC at least 2 years by award start
- NAP applicants must have effective initial UC appointment date between October 1, 2019 and October 1, 2022

Please carefully review the RFP and FAQs

Proposal Eligibility

New Assistant Professor (NAP) and Regular (REG)

- May submit only one proposal per year
- May be co-I on only one proposal per year
- Can revise and resubmit an unsuccessful proposal only once
- Resubmission must occur no later than two years after original submission

Please carefully review the RFP and FAQs

Proposal Eligibility

NAP-specific

- May apply every year
- May propose research that is a logical extension of current research

REG-specific

- May apply no more than twice in any sequential 3-year period
- Must propose new research, *NOT logical extension* of current research

Please carefully review the RFP and FAQs

Key Dates

Letters of Intent Due *(Required)*	Thursday, January 25, 2024 12:00 pm Noon PT
LOI Notification	By Monday, February 12, 2024
Full Proposals Due	Thursday, April 4, 2024 12:00 pm Noon PT
Notification of Review Outcome	Thursday, August 1, 2024 (expected)

All application materials must be submitted through SmartSimple

Diversity & Disparities in Cancer Research Traineeship Supplement

- Awardees may apply for $10,000 supplement
- To support trainees from underrepresented communities or whose research addresses the impact of cancer in underserved communities
  - Trainee works on funded parent project
  - Funding primarily for trainee(s)
- Runs concurrent with parent award; applications due 1-1.5 months after award notification

Please refer to RFP and Appendix 5

LOI Tips

- **Start early** to become familiar with SmartSimple
- Detailed **instructions** are provided in SmartSimple
- *No late LOIs will be accepted*

Due 12:00 pm **Noon** PT

Thursday, January 25, 2024

Please refer to instructions in RFP and Appendix 4

LOI Selection Process

LOIs reviewed for

- Eligibility
- Completeness and adherence to eligibility requirements

LOIs NOT reviewed for

- Scientific content
- Feasibility of project within budget guidelines

LOI Selection Process

Notification in February

- Applicants with approved LOIs will have access to the Full Application materials in SmartSimple
  - Templates
  - Submission instructions

Full Application

- LOIs must reasonably represent the intended project scope and topic in full application
- Any modifications in the full proposal must comply with program eligibility requirements

Full Proposal Tips

- Start early – must submit through campus **Sponsored Programs Office!**
- Use templates provided in SmartSimple
- Detailed **application instructions** will be available in SmartSimple

- ***Avoid jargon***
  These proposals must be able to communicate their potential impact and benefit (why do we care?) not only to other scholars, but also to a general academic audience

Research Grants Program Office (RGPO) Contracts and Grants Unit (C&G)

- Works in collaboration with multiple research programs, including UCRI and CRCC.

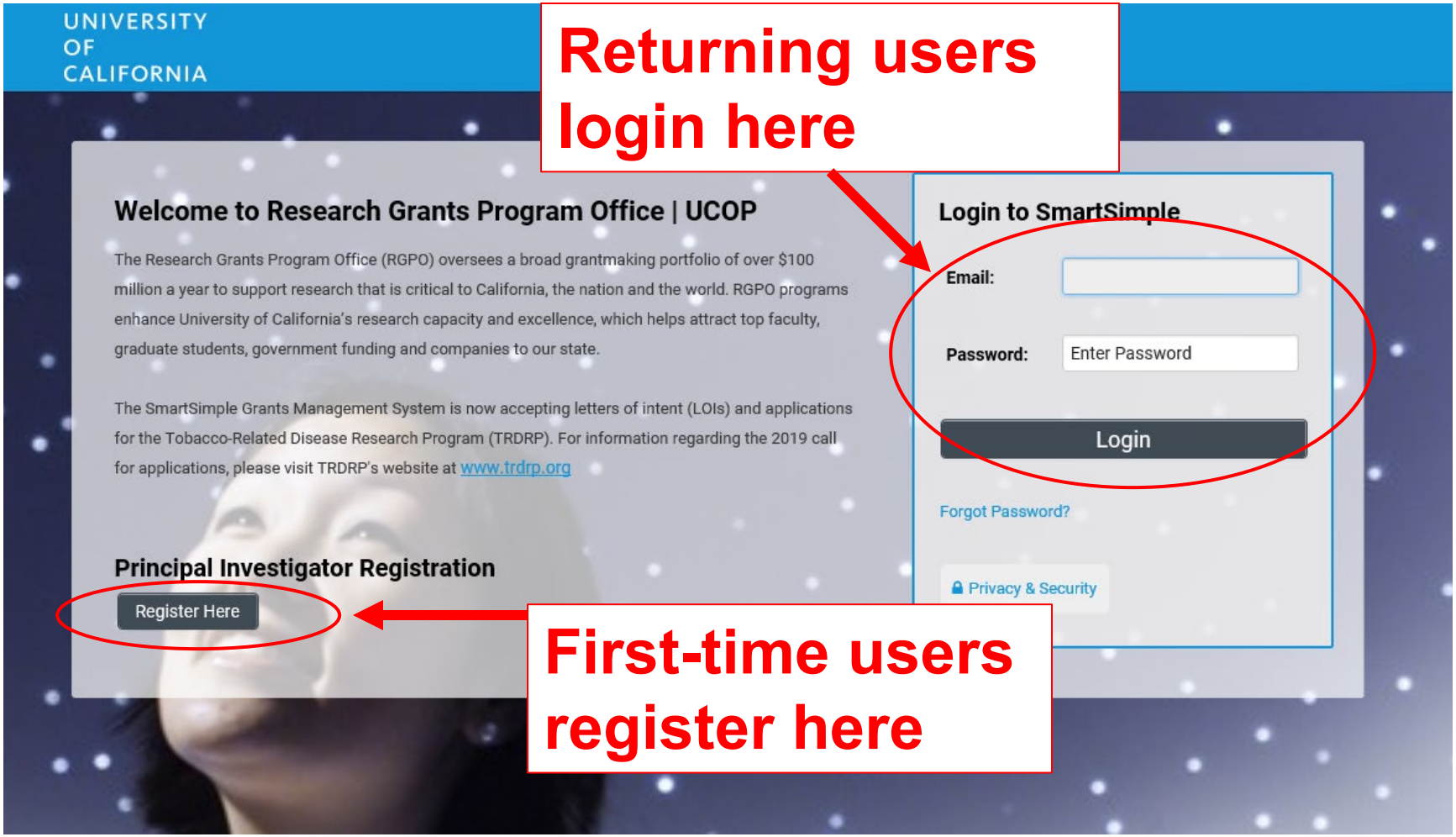
- Serves as interface on administrative and procedural aspects of your **Letter of Intent** or **Full Application** and their submission and review process.

- **Provides technical support for and answers to questions about SmartSimple, including user account retrieval.**

Email: RGPOgrants@ucop.edu

Accessing SmartSimple

Login to SmartSimple: **https://rgpogrants.ucop.edu/**

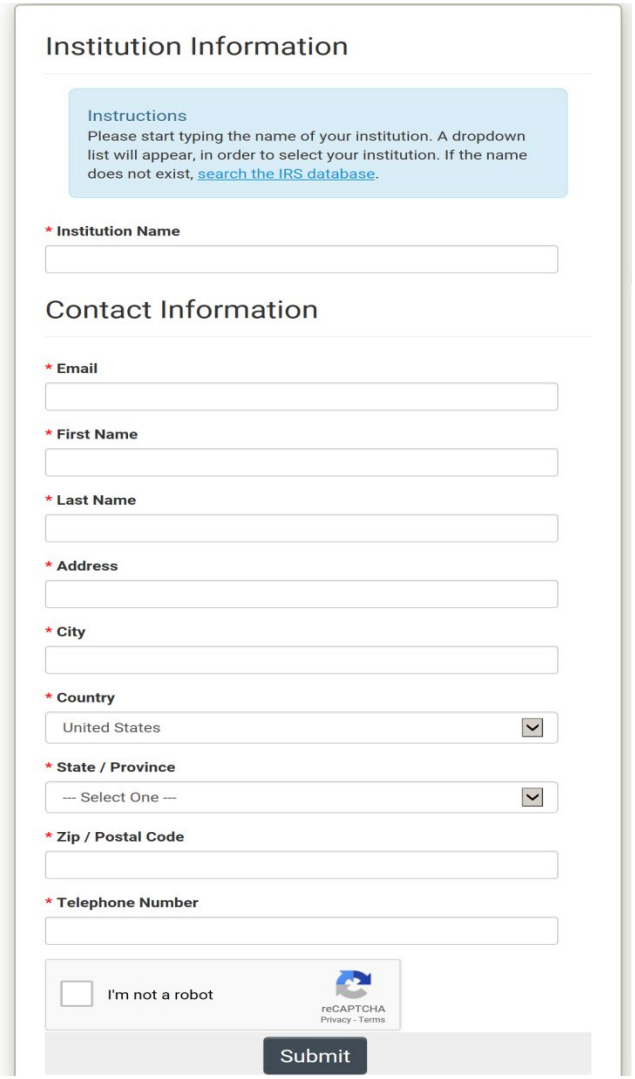


Creating an Account on SmartSimple

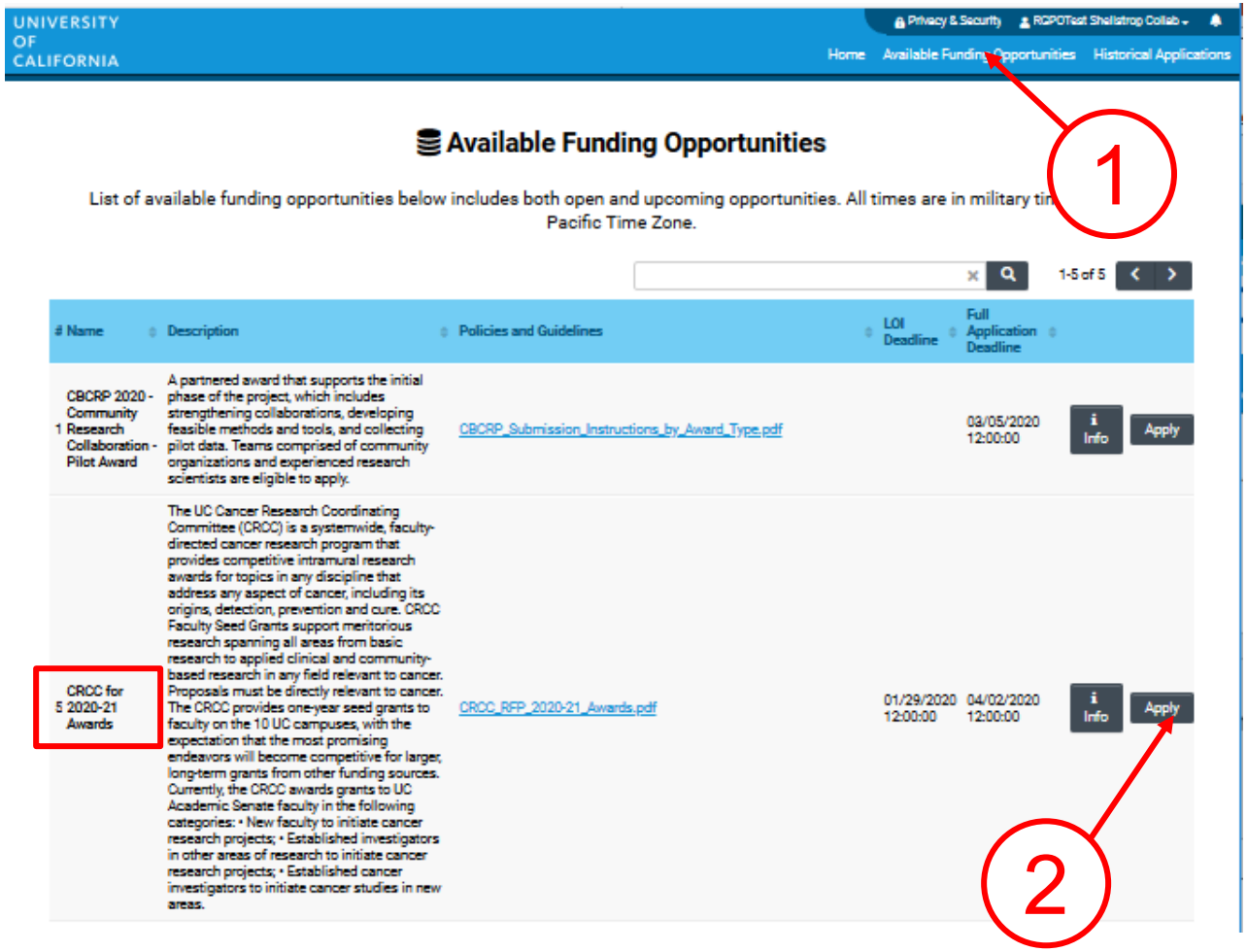
https://rgpograntsucop.edu

Enter your institution and complete your applicant contact information. *(Note: all UC campuses are listed in the system with their full "University of California" name.)*

If you receive a message that an account with your email address already exists, return to the main login page and click **"Forgot Password."**



Preparing and Submitting an LOI



1. Click on the **"Available Funding Opportunities"** tab in the upper right corner.
2. Find the row that corresponds to the award you're interested in and click "**Apply**."

LOI Submission Steps

UNIVERSITY OF CALIFORNIA

Privacy & Security | Jane Doe

nding Opportunities | Historical Applications

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Main

Notes

Templates and Instructions:

IR_Application_Instructions.pdf
1,919 KB - 07/18/2018 6:31pm

Total Files: 1

Preview

TITLE PAGE | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | BUDGET | SIGNATURE PAGE

Application ID: T29IR0259

* Project Title: Please enter the project title here; no

100 characters left

* Project Duration (year): -- Select One --

* Project Start Date: mm/dd/yyyy

* Project End Date: mm/dd/yyyy

Save Draft | Submit LOI | Withdraw

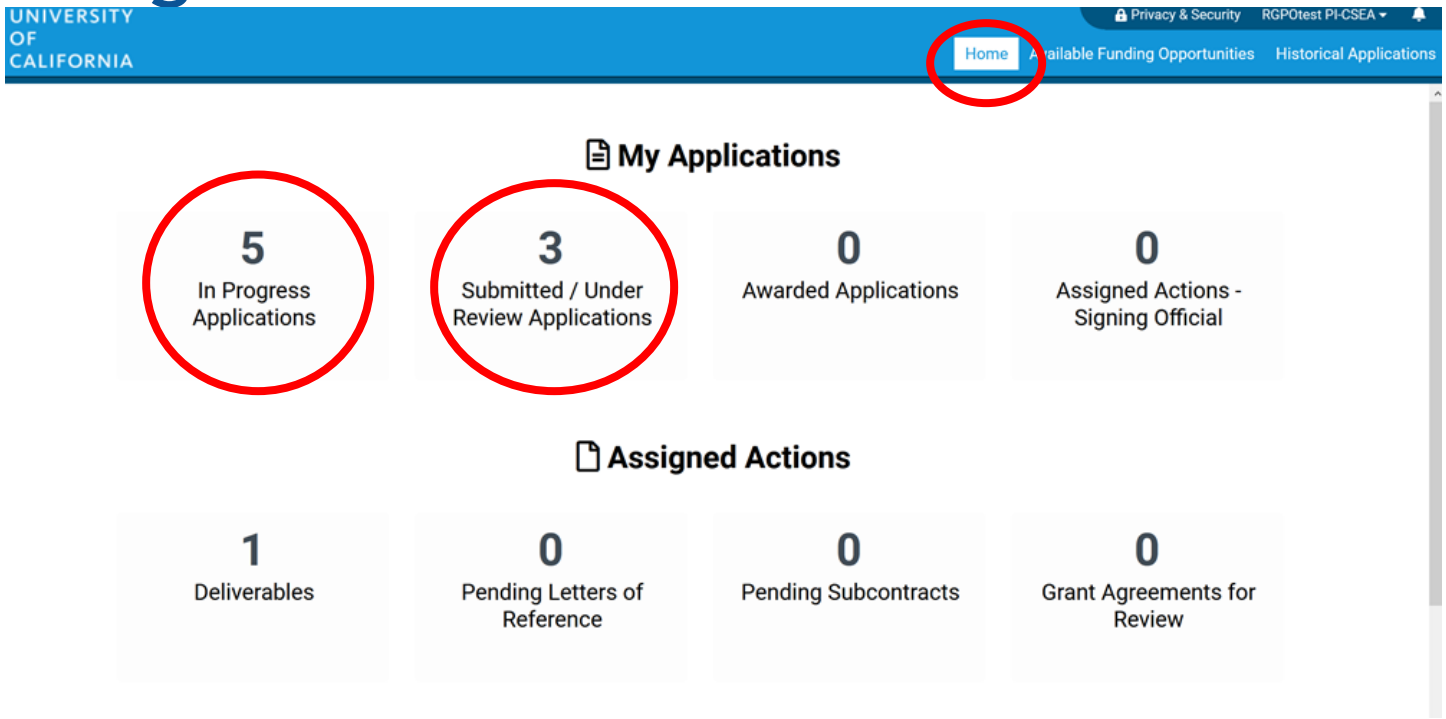
Click the section headings to access and complete each section of the LOI.

Download instructions

Click "Submit LOI" to submit the LOI.

("Save Draft" frequently; review & edit as needed.)

Accessing Your Draft LOI

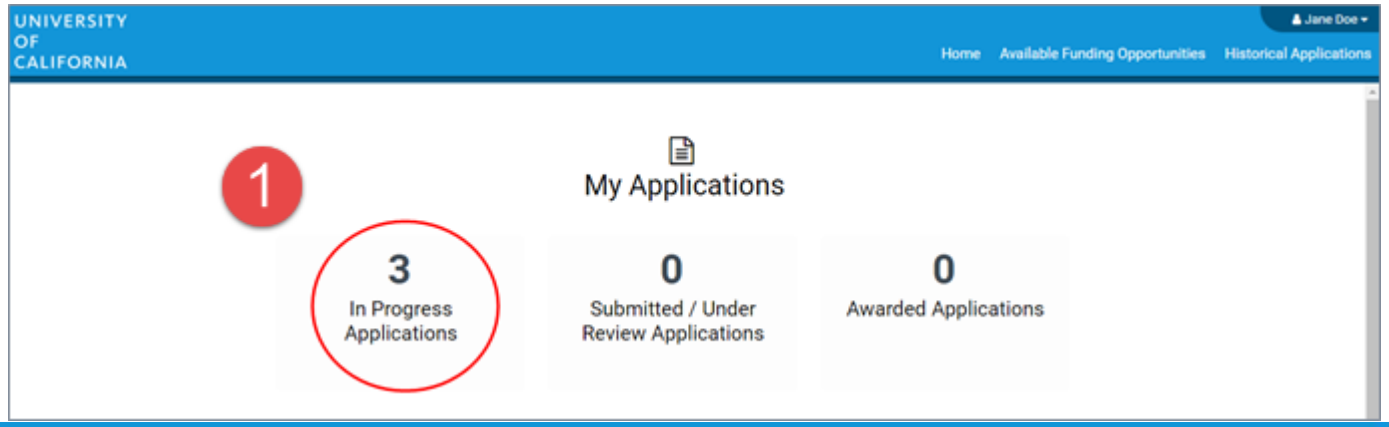


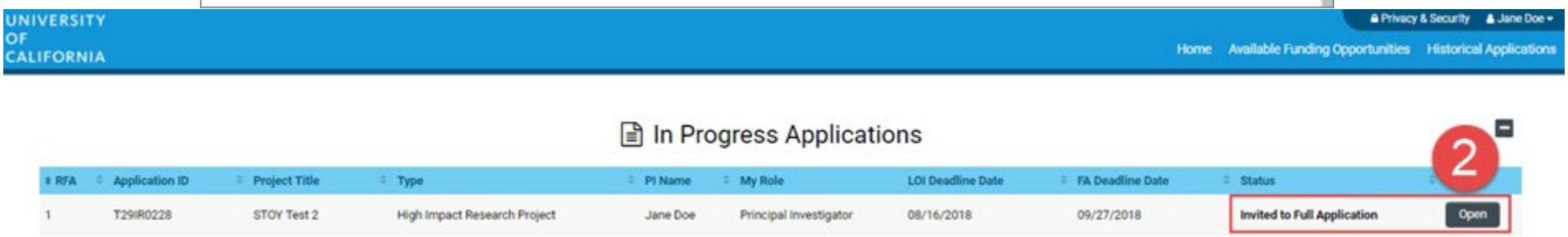
1. Click the “Home” link in the upper-right hand corner of the screen

   Note: you should by default land on this dashboard when you log into SmartSimple

2. Click “In Progress Applications” to access your draft LOI.
3. After submission of an LOI or Full Application, the record can be found under “Submitted/Under Review Applications”

From Approved LOI to Full Application





CRCC LOI notifications will go out by February 12, 2024

1. Click on "In Progress Applications."
2. Locate the row for your submitted **CRCC LOI.** The **"Status"** Column will indicate if your LOI is approved. Click **"Open"** to begin full application and access instructions and templates.

From Approved LOI to Full Application

UNIVERSITY OF CALIFORNIA

Privacy & Security | RGPOTest Becky PI2

Home | Available Funding Opportunities | Historical Applications

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Main

Notes

L22CR4394 RGPOTest Project Personnel Demo

Call for Application Details
Name: LFRP 2022 Collaborative Research and Training Awards
Deadline: 08/05/2021 12:00:00

Templates and Instructions:

UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf
912.8 KB - 03/30/2021 9:23AM

Total Files: 1

Preview

TITLE PAGE | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | SIGNATURE PAGE

Application ID: L22CR4394

*** Project Title:** RGPOTest Project Personnel Demo

69 characters left

*** Project Duration (year):** 3

*** Proposed Project Start Date:** 03/01/2022

NEXT

3

Continue to Full Application

3. Click “Continue” button on bottom of screen to access full application materials.

Application Submission

Instructions can be downloaded from the top of every page.

Deadline: 12/05/2019 12:00:00

Templates and Instructions:

CBCRP_Submission_Instructions_by_Award_Type.pdf
20.6 KB - 08/27/2019 12:49pm

Total Files: 1

Complete each section of the application.

Preview

TITLE PAGE | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | ASSURANCES | DOCUMENTATION | SIGNATURE PAGE

Application ID: B26PW1210

* Project Title: RGPOTest - CBCRP Water STOY1

72 characters left

* Project Duration (year): -- Select One --

* Proposed Project Start Date: mm/dd/yyyy

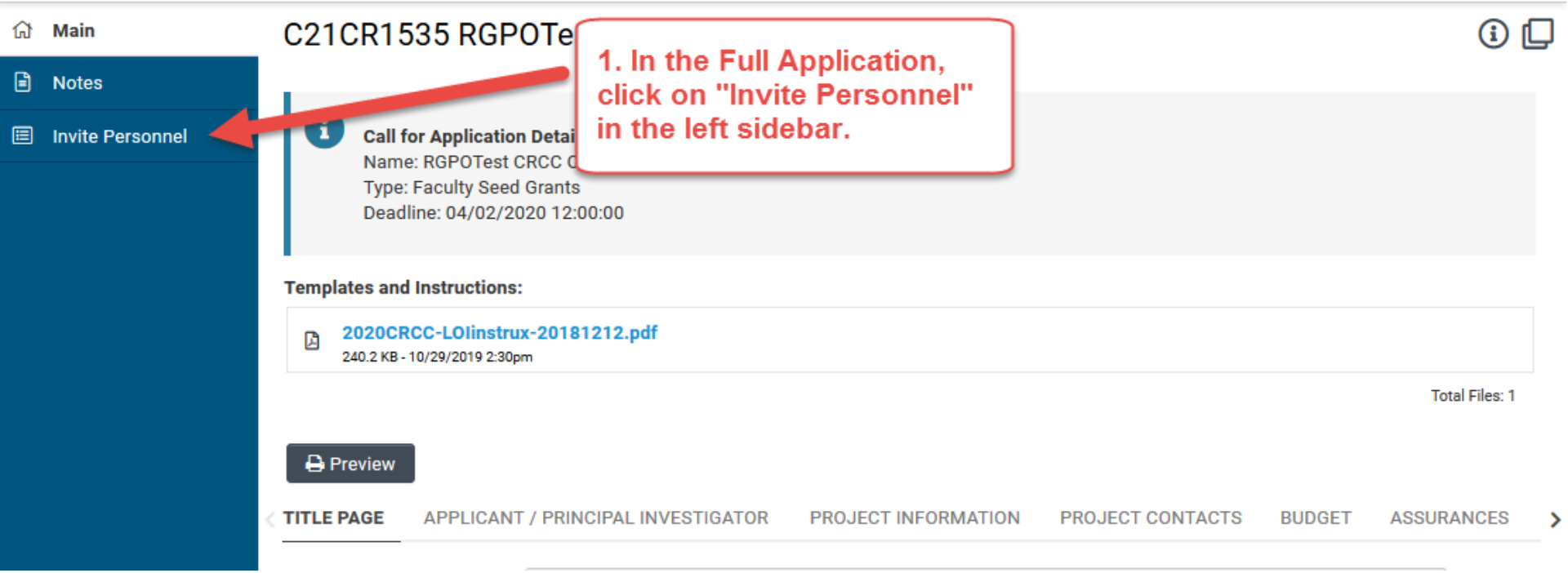
* Proposed Project End Date: mm/dd/yyyy

Download templates and upload required attachments in the Documentation section.

NEXT

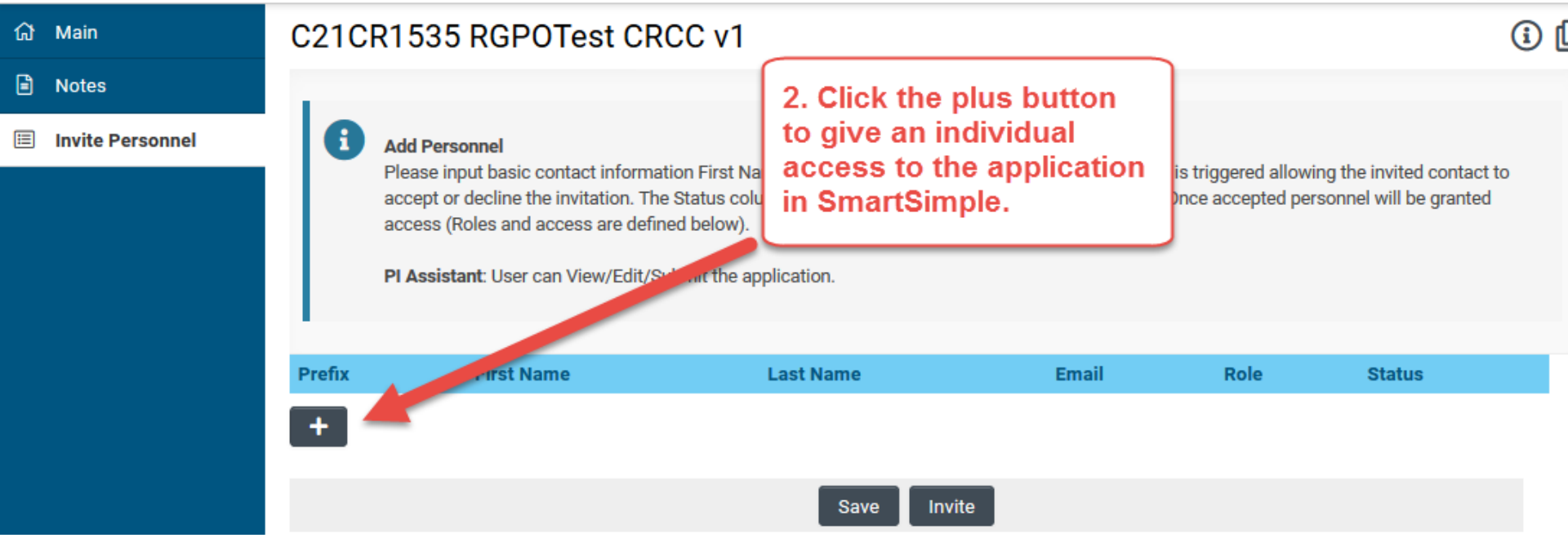
Save Draft | Withdraw | Submit to Signing Official

Full Application: Inviting someone to edit



1. Click on “Invite Personnel”

Full Application: Inviting someone to edit



2. Click the plus button to add an individual who needs access to the application in SmartSimple.

3. Enter the individual's name and email address.

4. Repeat as needed.

5. Click 'Invite' to send out invitation emails.

Budget tab

Click the Budget tab

Click “Open” to start entering information

Templates and Instructions:

_Award_Type.pdf

L INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | ASSI

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
Open	Jane Doe 2 - MERCY HOUSING CALIFORNIA	$141,750	$42,225	$183,975
Total		**$141,750**	**$42,225**	**$183,975**

BACK NEXT

Save Draft | Withdraw | Submit to Signing Official

Budget tab – Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, contact your department administrator or Contracts and Grants office **to determine the name and email of your institution's Signing Official**. Then select "Can't find Signing Official," click "Add Signing Official" and complete the form.

INSTITUTION CONTACTS | BUDGET SUMMARY | BUDGET DETAILS

Institution Contact Instructions

Contact your department administrator or Contracts and Grants office to determine the name and email of your institution's authorized Signing Official

* Signing Official

This should identify the individual who is authorized to act for the Applicant Organization, and who will assume the obligations imposed by the requirements and

Select One

* Fiscal Contact

This should identify the individual at the Applicant Organization who will serve as the authorized fiscal officer for official grant accounting issues.

Select One

* Contracts and Grants Contact

This should identify the individual in the Applicant Organization's Contracts and Grants Office, or comparable unit, who will administer the grant for the institution

Select One

Can't find the contact you're looking for?

- (•) Can't find Signing Official
- ( ) Can't find Fiscal Contact
- ( ) Can't find Contracts and Grants Contact

Add Signing Official

Budget tab – Editing the budget

Faculty Seed Grants Application » **Budget**

Back to Application

Budget Instructions:

Please open the budget and carefully read the limits set on the call f ... ust the numbers.

INSTITUTION CONTACTS | **BUDGET SUMMARY** | BUDGET DETAILS

Please click the Edit Budget button below to enter your budget information.

Edit Budget

RGPOTest Becky PI2 - MERCY HOUSING CALIFORNIA

Budget Summary

TOTAL BUDGET	**$0**	**$0**

BACK

NE

Save Draft | Budget Complete

Click **"Save Draft"** to save your work.

Once you have entered all the necessary budget figures and justification notes, click **"Budget Complete"** to lock the budget section.

Budget tab - Editing the budget

Scroll down to "Personnel Costs." Click "+" to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.

Budget Detail Justification

The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click "+" to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise.

The per year direct cost maximum is: $250,000.00

The total direct cost maximum is: $750,000.00

	Year 1	Total
Personnel Costs	$2,000	$2,000
Student Tuition Fees, Graduate Student Stipends	$0	$0
Other Project Expenses	$0	$0
Equipment	$0	$0
Travel Expenses	$0	$0
Subcontracts	$0	$0
Service Contracts and Consultants	$0	$0
Direct Costs	$2,000	$2,000
Modified Total Direct Costs (MTDC)	$2,000	$2,000
Indirect Costs (IDC)Total	$0	$0
Total Expenses	$2,000	$2,000

1.Personnel Costs (Salary and Fringe)

Salaries and Fringe Benefits	Year1	Total
Salary 1	$2,000	$2,000
	$2,000	**$2,000**

+

For each person supported by this grant, describe their contribution to the project.

Justification

Save Clear Close

Submit to Signing Official

UNIVERSITY OF CALIFORNIA

Privacy & Security | Jane Doe

Home | Available Funding Opportunities | Historical Applications

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Main

Notes

Invite Personnel

Call for Application Details
Name: TRDRP 2019A - High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 09/27/2018 12:00:00

Templates and Instructions:

IP_Application_Instructions.pdf
1,916 KB - 07/18/2018 6:32pm

Total Files: 1

Preview

TITLE PAGE | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | INSTITUTION CONTACTS | BUDGET | ASSURANCES | DOCUMENTATION | **SIGNATURE PAGE**

* **Applicant Signature**

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

☑ I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

* **Applicant Electronic Signature (Type in your full legal name)**

Jane Doe

* **Date**

07/19/2018

Click **"Save Draft"** before clicking on the **"Submit to Signing Official"** button to submit your application

Save Draft | Withdraw | Submit to Signing Official

I still have questions…

1. Ask them **today**
2. Read the **FAQs**
3. Visit our **website** at: http://ucop.edu/research-initiatives/programs/crcc/index.html
4. Check website for **updates**: We may update program announcements or the FAQ document
5. For programmatic questions, email us at **UCRI@ucop.edu**
6. Ask for guidance from your **campus Research Office**