



University of California MRPI

UC Multicampus Research Programs and Initiatives Proposal Submission Instructions March, 19, 2009

The University of California Office of Research and Graduate Studies is pleased to provide **applicant instructions for submission of a proposal** to the university-led *Call for Proposals for UC Multicampus Research Programs and Initiatives (MRPI)* announced on January 23, 2009. Proposals must be **submitted by Wednesday, April 15, 2009 before 12:00 noon Pacific time**. We encourage early submission of proposals. Please note: Proposals will not be accepted after the deadline.

Please refer to the [MRPI Call for Proposals](#) for specific program information, eligibility and selection criteria. Additional information and any updates are available on the program website: http://www.ucop.edu/research/mru_rfp.html. Applicants must have their Letter of Intent (LOI) approved prior to beginning a full application.

Should you have any questions regarding the RFP, please contact:

- Kathleen Erwin, Director, Research Program Application & Review Center at PARC@ucop.edu
- Cathie Magowan, Director, Science, Technology & Engineering at cathie.magowan@ucop.edu

Please note: Awards are contingent on the availability of funding. Recipients are required to meet all institutional, state and federal regulatory requirements for their proposed research activities.

A. Online Proposal Submission

The proposal must be submitted using the online system, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>. The proposal submission must be **complete** (not merely initiated) by the **12:00 noon deadline on April 15**. Therefore, plan ahead in preparing your submission, and allow a minimum of two hours to receive confirmation of your successful submission before the deadline.

For help with proposalCENTRAL, please email pcsupport@altum.com or call 800-875-2562. ProposalCENTRAL customer support is available Monday – Friday from 5:30am - 2:00pm (PDT).

B. Overview of Proposal Submission Process

This section provides a brief overview of the application process. Detailed instructions are available in [Section C “Application Sections and Components”](#).

Prior to beginning your full application, your Letter of Intent must be approved. Access to application forms is not available until LOIs are approved. Upon LOI approval an email

notification will be sent to the Applicant Principal Investigator. It will then be possible to re-enter the system as a registered user, and login as an “Applicant” to begin the full application process.

STEP ONE: Upon receipt of notification of LOI approval, login as an applicant to proposalCENTRAL <https://proposalCENTRAL.altum.com/>. Login as an Applicant to proposalCENTRAL and click the “Edit” button next to the LOI approved by UCMRPI. This will provide access to online data forms and proposal form templates.

STEP TWO: Complete all forms. The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded, completed and uploaded to proposalCENTRAL. Fill out online data forms, download proposal form templates, save form templates to your local hard drive, complete them and upload completed forms to proposalCENTRAL. See below for detailed instructions regarding [Online Data Forms](#) and downloadable [Proposal Templates](#).

STEP THREE: Electronic submission. Once online data forms are complete and required proposal forms are completed and uploaded, the proposal is ready to be electronically submitted. An online automatic validation will help identify any missing forms or data.

Once submitted, an automatic email confirming the electronic submission of the proposal will be sent to the Applicant Principal Investigator.

Applicants may generate a PDF copy of the full proposal by selecting “Print Signature Page and Attached PDF files” from the “Signature Page(s)” section.

C. Application Sections & Components

The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded, completed and uploaded to proposalCENTRAL. Please find instructions for how to complete both form types below.

Online Data Forms: proposalCENTRAL

Complete the online data forms on proposalCENTRAL as described below. Please be sure to **save your work after each entry**. To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. For security reasons, if your session is idle (i.e. if you don’t press Save or click on a link to go to another page) within 60 minutes, you will be automatically logged off. Any unsaved data will be lost.

The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the application page at the proposalCENTRAL web site:

<https://proposalCENTRAL.altum.com/>.

1. Title Page. Information entered at the LOI stage is pre-loaded to the proposal Title Page. Please review the information, make updates or changes as necessary, and save the form. This step must be completed before you can continue.

This section requires the applicant to select **one primary research category** that best describes the program’s field of research. If your research falls into more than one category, please select a **secondary category**, as applicable. If more than two categories apply, please indicate which one(s) in the text of your proposal.

The six categories are:

- a) international and area studies
- b) arts and humanities
- c) social and behavioral sciences
- d) biological and health sciences
- e) emerging sciences and technology, especially physical sciences and engineering
- f) critical California issues.

2. Download Templates and Instructions. Click on this link to download instructions and proposal form templates to be completed and uploaded to proposalCENTRAL. Select the **Download** button next to each listed template to download each document. Download the instructions and proposal form templates to be completed, converted to PDF and uploaded as attachments (see [Proposal Templates](#) for more detail).

3. Enable Other Users to Access this Proposal. This section allows applicants to designate others, for example a Collaborating Investigator, to access and modify the application. Enter the person's name, role and email address in the fields provided. Select an access level from the drop-down menu. Access levels include "View Only", "Edit" (but not submit) or "Administrator" (view, edit and submit).

4. Applicant PI. The person who initially created the LOI is pre-loaded as the Applicant PI. Contact information from the applicant's profile will be shown. Review Applicant PI information and update the profile, if necessary, by clicking the Edit Profile box. Do not provide your Social Security Number or Passport Number. No information is required in the Personal Data section of the Personal Profile.

5. Applicant PI Institution & Contacts. The applicant's institution is pre-loaded as Applicant Institution. Please review the information from the submitting campus/institution. Designate a signing official and fiscal contact. The signing official is the person with the authority to submit the proposal on behalf of the campus. The fiscal contact is the person who will serve as the financial contact if the proposal is approved for funding.

6. Collaborating Investigators & Contacts. Enter the required information for the Collaborating Investigators. Enter the signing official and fiscal contact information.

Please note: only one Collaborating Investigator should be listed per campus. Other participants' names and institutional information should be included in the Key Personnel form available under the heading "Download Templates and Instructions" on proposalCENTRAL.

Proposals should engage faculty, researchers, or graduate students from three or more campuses or national laboratories. Participation by the national laboratories in the proposed activities is encouraged where it enhances the research objectives, however, lab investigators may not serve as the primary PI/MRPI Director, unless they have campus PI status and apply through their UC campus.

7. Abstract and Key Words. Provide an up to 3000 character abstract of the proposed program. Briefly summarize the activities, participants, and goals of the program.

In the Keywords text boxes, provide two to three key words that best categorize the proposed program.

8. Budget Summary. Provide the summary budget information for the entire project. **Please be sure that these totals match the information provided in the Budget Workbook template uploaded**

to proposalCENTRAL (see [Instructions for Completing Proposal Templates and Attachments](#) for additional information about the Budget Workbook template).

9. Organization Assurances. Indicate whether human or animal subjects are to be involved in the proposed activities. Please note: Recipients are required to meet all institutional, state and federal regulatory requirements for their proposed activity. Compliance in obtaining necessary approvals will be monitored by the Campus Contracts and Grants or Sponsored Projects Office.

10. Upload Proposal Narrative Sections and Other Attachments. Click on this link to both download and upload the proposal templates provided for this proposal application. The templates can be uploaded/downloaded in any order, and do not need to be uploaded/downloaded in a single session. (The forms are available for download in the **Download Templates and Instructions** section and also at the bottom of this section, **Upload Proposal Narrative Sections and Other Attachments.**) Template instructions are detailed below.

Templates should be completed and uploaded **prior** to completing the validation and submission sections 11, 12, and 13 outlined below. Please remember to **delete the instructions (and any unused template pages)** before converting form to PDF and uploading to proposalCENTRAL. The following three sections should be executed after all the steps above have been completed.

11. Validate. This section allows applicants to perform an automated verification to identify any missing information from online or proposal template forms that are required for proposal submission. Incomplete data or missing templates must be addressed before the proposal may be submitted. Applicants will be allowed to continue to proposal submission once all required data is complete and all required templates have been uploaded.

12. Print Face Pages(s) When Application Complete. This section includes the function to generate and print signature pages. After the required signature pages have been obtained, scan the document and upload as a PDF to proposalCENTRAL.

13. Submit. Once all online and downloaded templates have been completed and uploaded to proposalCENTRAL, the application is ready to be submitted. You must click “submit” to complete the submission. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the Applicant PI. If you do not receive this confirmation email within 2 hours, please contact pC tech support. Do not wait until the deadline to submit, or you may be logged out of the system. Plan to submit at least 2 hours before the deadline to ensure successful submission.

Proposal Templates

Proposal Templates are Word or Excel documents available on proposalCENTRAL either under “Section 2 Download Templates and Instructions” or “Section 10 Upload Proposal Narrative and Other Attachments.” **To complete templates, download them, save them to your hard drive and complete the requested information.** Once complete, **convert templates to PDF**, then upload the PDF files and spreadsheets (when appropriate) to the proposal using the upload function in proposalCENTRAL. Be sure to select the correct Attachment Type to identify uploaded templates.

Note: Please make sure uploaded PDF templates are not password protected and do not contain electronic signatures. See proposalCENTRAL help or FAQ files for assistance in converting templates to PDF (links provided in the upper right hand corner of the proposalCENTRAL screen when logged in as “Applicant”).

List of Proposal templates and attachments:

Proposal Form	Description	File Type	Required or Optional
1. Proposed Program and Activities	Proposal Component 1 (5 pp)	PDF	Required
2. Accountability	Proposal Component 2 (1 p)	PDF	Required
3. Timeframe and Budget	Proposal Component 3 (1/2 p)	PDF	Required
4. Budget Workbook	Itemized budget for host campus and collaborating campuses (if applicable)	PDF & Excel	Required
5. Budget Justification	Detailed explanation of budget items	PDF	Required
6. Letter of Campus Support from Campus VCR	Upload a PDF of the letter from the campus VCR	PDF	Required
7. Key Personnel	List key participants' names, roles, and institutions	PDF & Excel	Required
8. Literature Cited	Literature cited (2 pp max)	PDF	Optional
9. Abridged CV or Biosketch	PI/Director's CV or Biosketch (3 pp max)	PDF	Optional
10. Existing MRU list of Accomplishments	Existing MRU list of accomplishments	PDF	Optional
11. Signature Page	Cover pages for official signature	PDF	Required
12. Additional Attachments/Appendices	May not exceed 5 pages maximum	PDF	Optional

Instructions for Completing Proposal Templates & Attachments

1. Proposed Program and Activities (No more than 5 pages*, including tables and figures). The Proposed Program and Activities template is a Word document that contains instructions for the content and format for the first component of the proposal narrative. Describe the **activities and goals** of the program, and the contribution of the proposed activities to advancing outstanding research, enhancing UC's competitiveness, and providing systemwide benefit and impact. The narrative should explicitly identify the benefit of the proposed research program to the University of California and its importance to California. Be sure the description addresses the review criteria including research excellence, innovation and enhancement of UC competitiveness, and systemwide impact as described in the [RFP](#). (***Existing MRUs** may include a brief retrospective of program achievements, budget history, success in securing extramural support, and a strong rationale for the continued benefit of the research program to the University of California (*no more than an additional one-half a page total*).)

2. Accountability (1 page maximum). The Accountability template is a Word document that contains instructions for the content and format for the second component of the proposal narrative. Please explain the proposed methods to be used to evaluate and assess the effectiveness of the program, including a series of benchmarks, outcomes, or evaluation tools for accomplishing the goals within the proposed time period, or milestones by which success can be evaluated. Applicants

may also include a description of the proposed advisory structure and governance to ensure systemwide impact and success of research.

3. Timeframe and Budget Summary (1/2 page). The Timeframe and Budget Summary template is a Word document that contains instructions for the content and format for the third component of the proposal narrative. Please specify the start date and proposed period of the award. Applicants may request 2-5 years of support. **Existing MRUs** (those that currently receive funds from UCOP Office of Research) may request 1 year only of support if that is more suitable to their program goals.

The total budget request should match the amount of the total of the budget workbook. Use this template to briefly describe how the monetary level of the award and the proposed program will allow you to make a significant impact in the field. Describe how the program will either end or transition to non-UCOP funds at the end of the funding period, if appropriate. Successful MRPIs may reapply for additional funds at the end of their award period. Please note: this is not a budget justification to accompany the budget workbook, it is a statement of feasibility and expected impact of the investment in this proposed MRPI.

START DATES: Proposals from existing MRUs (ie: those that currently receive funding from UCOP) requesting support to extend activities under this new MRPI funding opportunity may propose start dates of July 1, 2009. All newly constituted MRPIs should propose start dates of January 1, 2010, or July 1, 2010 as most appropriate for their proposed activities. The UC Office of the President will make final determinations of award start dates of successful proposals based on the availability of funding, but no later than July 1, 2010.

4. Budget Workbook. The Budget Workbook template is an Excel workbook. Tab 1, labeled "Budget, Host Campus," should include the direct costs for personnel (see allowable costs below), grants, stipends, meetings and conferences, travel, supplies, equipment, and other research costs to be administered and distributed by that campus. If participation by a national lab is part of the proposal, costs should be listed as a subcontract and described in the budget justification. The direct costs requested by each collaborating campus should be included if known in advance (for example, costs for use of special equipment, personnel, etc.) If more than 30% of the total direct costs requested is going to one or more collaborating campuses (30% each), the collaborating campus(es) should use the itemized tabs (2 & 3) to specify those funds. The itemized totals from the collaborating campus(es) tabs (2 & 3) must match the totals for those campuses on the host campus budget tab. **The entire program budget will be disbursed to the host campus.**

Budget Workbook Instructions

Budget workbook instructions are detailed on the left-hand **RED** tab labeled "Budget Workbook Instructions" of the workbook. **Please read the specific instructions provided in the Budget Workbook, and complete the workbook following the detailed instructions provided.** Save the workbook as both an Excel file and a PDF. **Both** the Excel and PDF files must be uploaded in proposalCENTRAL using the appropriate attachment type. See proposalCENTRAL for help with uploading attachments to the proposal.

Allowable costs:

The host campus should provide basic space and administrative support to support the proposed MRPI. Any additional administrative costs should be budgeted as direct costs. These might include course buy-out time, summer salary, or a stipend for the Director, or salary for grants administrators, equipment or lab technicians, or others whose time is required to directly support the activities of the MRPI. Such personnel costs are anticipated to be incurred primarily by the host campus and should appear in that budget, except as described in the below and specifically explained in the Budget Justification.

There may be justification to budget some direct costs to collaborating campuses, for example, for use of specific equipment or special personnel that reside at that campus. Please include those costs as line items on the host campus budget, and use the Budget Justification to explain costs in detail. *Make note of special instructions for collaborating campuses that propose to incur 30% or more of direct costs at that campus.*

Please refer to the UC Contracts and Grants Manual for details on allowable costs for supplies and expenses, and general regulations <http://www.ucop.edu/raohome/cgmanual/>.

5. Budget Justification. Complete this section in accordance with the instructions in the **MRPI Budget Workbook** (excel template, referenced above).

6. Upload the letter of campus support from the campus Vice Chancellor for Research. Upload a PDF of the letter from the campus VCR. The host campus must indicate its willingness to provide an administrative home through a supporting letter from the Vice Chancellor for Research as part of the proposal package. The letter should state a commitment of appropriate campus space and infrastructure. Projects, programs, initiatives, or institutes with other organizational models should indicate their means of logistical support and infrastructure and, where appropriate, document support from relevant campuses.

7. Key Personnel. Using the template provided in proposalCENTRAL, complete requested information for applicant principal investigator (in this case, the proposed MRPI Director), key campus and national lab collaborators and other individuals who contribute in a substantive way to the proposed activities of the MRPI. A Biographical Sketch or Abridged CV may be submitted separately (item 9 below) for the MRPI Director or co-directors (optional; no more than 3 pages each).

8. Literature Cited. List literature cited in your narrative or relevant to your program, but limit this to 2 pages maximum.

9. Biographical Sketch and Other Support. You may choose to include a Biographical Sketch or Abridged CV for the Applicant PI (MRPI Director) only, or co-directors if any. Limit each biosketch/CV to 3 pages.

10. Existing MRU list of accomplishments. Existing MRUs may include a list of accomplishments under prior MRU funding. This is optional, and in addition to the ½ page summary in the “Proposed Programs and Activities” section.

11. Signature Page. This section includes the function to generate and print signature pages. After the required signatures have been obtained, scan the document and upload as a PDF to proposalCENTRAL.

12. Other Attachments/Appendices. Please list any additional appendices on the template provided. Applicants may attach up to 5 pages of additional appendices.

MRPI BUDGET WORKBOOK

A. General Overview

This Budget Workbook contains one spreadsheet to be completed by the host campus (Tab 1) that includes the TOTAL funds requested for the MRPI. This workbook (Tab 1) includes line items for costs that may be incurred at collaborating campuses (or at the National labs under "subcontract") **The host campus** should include in its itemized budget all funds that may be re-distributed to campuses, including by competitive grants or as travel reimbursements or meeting costs. Only direct costs to be incurred upfront at collaborating campuses -- for example for use of special equipment or personnel -- should be separately listed under the collaborating institution line items. *Collaborating campuses that are NOT incurring upfront direct costs may be left blank or have zero entered in the cell.*

There are also two additional spreadsheets (Tabs 2 & 3) to be completed by collaborating campuses requesting 30% or more of the total budget in Tab 1. *If any collaborating campus is requesting upfront 30% or more of total budgeted direct costs, those costs must be separately itemized on Tab 2 of this workbook under Personnel, Grant Awards, Meetings/Conferences, Travel, Supplies, or Equipment. (Tab 3 is also available for an itemized budget in case a second collaborating campus (other than the host campus) is requesting 30% or more of the total budgeted direct costs.) The itemized expenses in Tabs 2 & 3 must be detailed in the Budget justification*

The entire program budget will be directed to the host campus for distribution to collaborating campuses.

B. Instructions

1. Access each worksheet by clicking on the corresponding tabs on the bottom of the screen
2. Provide requested information on each worksheet as applicable
 - Cells for collaborating campuses that do not incur direct costs may be left blank;
 - Direct costs incurred at the national lab must be included in Subcontracts and detailed in the Budget Justification

Tab 1. Budget: Host Campus: Required for all proposals (Yellow Tab).

Tab 2. Budget: Collaborating Campus 1 (Blue Tab), if requesting 30% or more of the total direct costs in the MRPI budget as described above

Tab 3. Budget: Collaborating Campus 2 (Blue Tab), if requesting 30% or more of the total direct costs in the MRPI budget as described above

3. Review Budget: Check information, and ensure accuracy and completeness of the relevant worksheets.
Ensure that the itemized totals from the collaborating campus tabs (2 & 3) match the totals for that campus on the host campus budget tab.

4. Save your Excel spreadsheet.

5. Convert Worksheet to PDF: Convert completed worksheet to PDF using the "print to pdf" function or a PDF generator like Adobe Acrobat. Review forms carefully to ensure all numbers are legible. For help with PDF conversion, contact proposalCENTRAL.

6. Upload **both** the PDF Forms **and** Excel Workbook to proposalCENTRAL: Once forms have been converted to PDF, upload PDF forms and the completed excel workbook to proposalCENTRAL using the appropriate attachment type. See proposalCENTRAL for help with uploading attachments to the proposal.

Applicant Principal Investigator:													
ITEMIZED BUDGET (Host Campus)*													
CAMPUS NAME:													
<p>Instructions for specific cells are provided at the bottom of the worksheet. Please review instructions for the cells to ensure accuracy and completeness. Enter the total amount requested for each year for each budget category. The final totals will calculate automatically.</p>													
BUDGET CATEGORIES:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015†	TOTAL						
	†note allowable start dates below					†new MRPI only - see below							
Personnel (Salary & Benefits) ¹							\$ -						
Grant awards and student stipends ²							\$ -						
Meetings and conferences ³							\$ -						
Travel ⁴							\$ -						
Supplies							\$ -						
Equipment ⁵							\$ -						
Subcontracts ⁶							\$ -						
Other							\$ -						
Collaborating Campus 1 **							\$ -						
Collaborating Campus 2 **							\$ -						
Collaborating Campus 3							\$ -						
Collaborating Campus 4							\$ -						
Collaborating Campus 5							\$ -						
Collaborating Campus 6							\$ -						
Collaborating Campus 7							\$ -						
Collaborating Campus 8							\$ -						
Collaborating Campus 9							\$ -						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Note: Use the "Budget Justification" form to justify amounts, as required.													
†Applicants may request 2-5 years of support. Existing MRUs (those that currently receive funds from UCOP Office of Research) may request only 1 year of support if that is more suitable to their program goals. Proposals from existing MRUs may propose start dates of July 1, 2009													

(5 year end date would be June 30, 2014). All newly constituted MRPIs should propose start dates of									
January 1, 2010, or July 1, 2010 as most appropriate for their proposed activities. The UC Office of the President will make final determinations of									
award start dates of successful proposals based on the availability of funding, but no later than July 1, 2010.									
For newly constituted MRPIs that request a Jan 1, 2010 start date , please include only 6 months of costs for the 09-10 fiscal year.									
The column for 2014-2015 may be completed ONLY by newly constituted MRPI that require the final 6-12 months for a 5-year request.									
* The host campus should provide basic space and administrative support to support the proposed MRPI.									
** Collaborating campuses that incur direct costs should include the total direct costs, unitemized, on rows 23-31. Explain these direct costs in the									
budget justification. Please specify in Column A (rows 23-31) the collaborating campus incurring those costs, for example, cell A23 might read									
"UCLA" instead of "Collaborating Campus 1."									
If one or more collaborating campuses are requesting 30% or more of budgeted direct costs in the categories listed above, that campus									
should complete a separate itemized budget on Tab 2 or 3 of this workbook.									
The itemized totals from the collaborating campus tabs must match the totals for that campus on the host campus budget.									
¹ Name all individuals to be supported by the grant and list their percent effort in the separate "Budget Justification" form.									
Personnel costs may include a Director's stipend, summer salary, or course buy-out cost. Costs for faculty and administrative staff that									
directly support MRPI activities should be budgeted as direct costs to the host campus. Direct administrative costs might include grants									
administrators, equipment or lab technicians, or other personnel whose time, whole or in part, is required to directly support MRPI activities.									
² An MRPI that proposes to offer competitive grants should allocate that budget item to the host campus.									
³ Direct costs for proposed Meetings / Conferences / workshops should be included in the host campus budget. Indirect costs may not be included									
⁴ Travel reimbursements are expected to be disbursed by the host campus administrative structure. Explain other proposed arrangement in									
the budget justification.									
⁵ Any requested equipment items must be >\$5,000. Please refer to the UC Contracts and Grants Manual for S&E regulations:									
http://www.ucop.edu/raohome/cgmanual/									
⁶ Note: Direct costs incurred by participating National Labs should be listed under subcontracts. Where possible -- for example, researchers with dual									
appointments -- direct costs should be included as a campus direct cost. The subcontracts may include indirect costs, calculated using the lowest rate.									

Applicant Principal Investigator:							
ITEMIZED BUDGET (Collaborating Campus 1) *							
COLLABORATING CAMPUS NAME:							
Instructions for specific cells are provided at the bottom of the worksheet.							
Please review instructions for the cells to ensure accuracy and completeness.							
Enter the total amount requested for each year for each budget category.							
The final totals will calculate automatically.							
BUDGET CATEGORIES:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	TOTAL
	† note allowable start dates below					† new MRPI only - see below	
Personnel (Salary & Benefits) ¹							\$ -
Grant awards and student stipends ²							\$ -
Meetings and conferences							\$ -
Travel							\$ -
Supplies							\$ -
Equipment ³							\$ -
Subcontracts ⁴							\$ -
Other							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Note: Use the "Budget Justification" form to justify costs.							
† Make sure the direct costs correspond to the same time period requested by the host campus. Applicants may request 2-5 years of support.							
Existing MRUs (those that currently receive funds from UCOP Office of Research) may request only							
1 year of support if that is more suitable to their program goals. Proposals from existing MRUs may propose start dates of July 1, 2009 (5 year end date would be June 30, 2014) . All newly constituted MRPIs should propose start dates of							
January 1, 2010, or July 1, 2010 as most appropriate for their proposed activities. The UC Office of the President will make final determinations of award start dates of successful proposals based on the availability of funding, but no later than July 1, 2010.							
For newly constituted MRPIs that request a Jan 1, 2010 start date , please include only 6 months of costs for the 09-10 fiscal year.							
The column for 2014-2015 may be completed ONLY by newly constituted MRPI that require the final 6-12 months for a 5-year request.							
* If any collaborating campuses is requesting 30% or more of budgeted direct costs in the categories listed above, that campus							

should complete a separate itemized budget (this tab or Tab 3).						
The itemized totals from the collaborating campus tabs must match the totals for that campus on the host campus budget.						
¹ Name all individuals to be supported by the grant and list their percent effort in the separate "Budget Justification" form. Costs for administrative staff that directly support MRPI activities should be budgeted as direct costs to the host campus. These might include grants administrators, equipment or lab technicians, or other staff whose time is required to directly support MRPI activities. Explanation for why these staff reside at the collaborating campus, rather than host campus, should be provided in the budget justification.						
² Complete the "Grant awards and student stipends" cell only if there will be a separate allocation for competitive grants from those administered by the host campus. An MRPI that proposes to offer competitive grants should allocate that budget item to the host campus only. If you are budgeting such costs to a collaborating campus, you must explain why in the budget justification.						
³ Any requested equipment items must be >\$5,000. Please refer to the UC Contracts and Grants Manual for S&E regulations: http://www.ucop.edu/raohome/cgmanual/						
⁴ Subcontracts are expected to be managed through the host campus and should appear on the host campus budget, including any subcontracts with participating National Laboratories. Other subcontracts may be included in collaborating campus budgets, if required to meet the activities of the MRPI. Provide explanation in budget justification. Subcontract costs may include indirect costs calculated at the lowest allowable rate.						

Applicant Principal Investigator:

ITEMIZED BUDGET (Collaborating Campus 2) *

COLLABORATING CAMPUS NAME:

Instructions for specific cells are provided at the bottom of the worksheet.

Please review instructions for the cells to ensure accuracy and completeness.

Enter the total amount requested for each year for each budget category.

The final totals will calculate automatically.

BUDGET CATEGORIES:	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	TOTAL
	† note allowable start dates below					† new MRPI only - see below	
Personnel (Salary & Benefits) ¹							\$ -
Grant awards and student stipends ²							\$ -
Meetings and conferences							\$ -
Travel							\$ -
Supplies							\$ -
Equipment ³							\$ -
Subcontracts ⁴							\$ -
Other							\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Note: Use the "Budget Justification" form to justify costs.

† Make sure the direct costs correspond to the same time period requested by the host campus. Applicants may request 2-5 years of support.

Existing MRUs (those that currently receive funds from UCOP Office of Research) may request only

1 year of support if that is more suitable to their program goals. Proposals from **existing MRUs** may propose start dates of **July 1, 2009 (5 year end date would be June 30, 2014)**. All newly constituted MRPIs should propose start dates of

January 1, 2010, or July 1, 2010 as most appropriate for their proposed activities. The UC Office of the President will make final determinations of award start dates of successful proposals based on the availability of funding, but no later than July 1, 2010.

For newly constituted MRPIs that request a Jan 1, 2010 start date, please include only 6 months of costs for the 09-10 fiscal year.

The column for **2014-2015** may be completed ONLY by newly constituted MRPI that require the final 6-12 months for a 5-year request.

* If any collaborating campus is requesting 30% or more of budgeted direct costs in the categories listed above, that campus

should complete a separate itemized budget (this tab or Tab 3).

The itemized totals from the collaborating campus tabs must match the totals for those campuses on the host campus budget.

¹ Name all individuals to be supported by the grant and list their percent effort in the separate "Budget Justification" form. Costs for administrative staff that directly support MRPI activities should be budgeted as direct costs to the host campus. These might include grants administrators, equipment or lab technicians, or other staff whose time is required to directly support MRPI activities. Explanation for why these staff reside at the collaborating campus, rather than host campus, should be provided in the budget justification.

² Complete the "Grant awards and student stipends" cell only if there will be a separate allocation for competitive grants from those administered by the host campus. An MRPI that proposes to offer competitive grants should allocate that budget item to the host campus only. If you are budgeting such costs to a collaborating campus, you must explain why in the budget justification.

³ Any requested equipment items must be >\$5,000. Please refer to the UC Contracts and Grants Manual for S&E regulations:

<http://www.ucop.edu/raohome/cgmanual/>

⁴ Subcontracts are expected to be managed through the host campus and should appear on the host campus budget, including any subcontracts with participating National Laboratories. Other subcontracts may be included in collaborating campus budgets, if required to meet the activities of the MRPI. Provide explanation in budget justification. Subcontract costs may include indirect costs calculated at the lowest allowable rate.