

## UC-Hispanic Serving Institutions Doctoral Diversity Initiative Application Instructions

### 2022-2023 Deadlines

Proposal Submission Deadline	Monday, <b>November 14, 2022</b> (12:00 Noon PT/ 3 PM ET)
Expected Notification of Review Outcome:	April, 2023

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The following instructions apply to applications solicited in response to the UC-Hispanic Serving Institutions Doctoral Diversity Initiative (UC-HSI DDI) Request for Proposals (RFP). Please review the RFP carefully before applying.

This document provides an overview of the application process using the online system ProposalCENTRAL (pC) <https://proposalCENTRAL.com/>. Instructions for each proposal form are provided on the form template itself.

Please use the appropriate forms and instructions.

### **A. Online Proposal Submission**

The proposal must be submitted using the online system, proposalCENTRAL at <https://proposalCENTRAL.com/>.

For technical help with proposalCENTRAL, please email [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). ProposalCENTRAL customer support is available Monday – Friday from 8:30am - 5:00pm (ET).

### **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”](#).

If you are a first time user, you must first [register](#) to use the system. DO NOT register if you have used proposalCENTRAL in the past.

#### **Step 1: ‘Applicant PI’ Designation**

Applications must identify an Applicant Principal Investigator (PI) for administering the award. Academic Senate Faculty in any discipline at any of the ten campuses of the University of California are eligible to apply.

#### **Step 2: Applicant Registration with proposalCENTRAL**

*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](#). At this point, you may update your Professional Profile. NOTE: In the registration process, one of the pages, “4) Personal Data for Applications”,

includes fields for applicants to provide several types of private personal information that are neither required nor requested by UC-HSI DDI. There are no required entries on this page; therefore, we suggest that you skip this particular page during the registration process.

*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. Most California research institutions and universities are in the proposalCENTRAL database. 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). If your institution does not appear to be in the proposalCENTRAL database, we recommend contacting proposalCENTRAL to verify that this is the case before proceeding to have an appropriate official at your institution (generally in the Contracts and Grants office) enter a new Institution Profile in proposalCENTRAL. For some institutions, there may be **multiple institution entries** in the database. To determine which entry is the correct one to use, you must contact the institution’s Contracts and Grants office or equivalent. Most institutions prefer to have a single profile for that institution. **It is the responsibility of the applicant institution** to create, update, edit the institution’s profile, or to delete extraneous profiles.

proposalCENTRAL is integrating with [ORCHID](#). If you have an ORCHID ID, you may enter it into your pC profile. This is not required.

Please complete all required sections, which are marked with an asterisk.

### **Step 3: Start an Application**

To begin an application, select the “Grant Opportunities” tab, and scroll down to “University of California – **Hispanic Serving Institutions Doctoral Diversity Initiative**.” On the right, click the **Apply Now** button to begin the application submission process and follow the instructions.

Requirements for the application, or other RFP terms and conditions, are available at <https://ucop.edu/graduate-studies/initiatives-outreach/uc-hsi-ddi.html>. The RFP is also available by clicking on “Program Guidelines” on pC near the bottom of the left sidebar. For technical help with proposalCENTRAL, please email [pcsupport@altum.com](mailto:pcsupport@altum.com) or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). ProposalCENTRAL customer support is available Monday – Friday from 8:30am - 5:00pm (ET)/5:30am – 2:00pm (PT).

**STEP 4: 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 from proposalCENTRAL, completed and uploaded to proposalCENTRAL. See below for detailed instructions regarding [Online Data Forms](#) and downloadable [Proposal Templates](#).

Applicants may enable other users to access their profile or proposal(s) to assist with proposal writing or submission. At any time, use the “validation” check to help identify information missing from online data forms or missing proposal forms.

**STEP 5: Electronic Submission.** Once online data forms are completed and required proposal forms are completed and uploaded, then, the proposal is ready to be electronically submitted. An automatic validation will help identify any missing required elements.

Once submitted, an automatic email confirming the electronic submission of the proposal will be sent to the 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.com/>

- 1. Title Page.** Enter a Project Title in the space provided. Select *large* or *small* award. Is this proposal a continuation of or related to a previous UC-HSI DDI grant? Answer yes/no. If yes, select the prior proposal from the drop-down menu.

Please review the information, make updates or changes as necessary, and save the form. This step must be completed before you can continue.

- 2. Download Templates and Instructions.** Click on this link to download instructions and proposal form templates to be completed and uploaded to proposalCENTRAL (see [Proposal Templates](#) for more detail).
- 3. Enable Other Users to Access this Proposal.** This section enables the Applicant PI to grant other users access to the proposal. Access levels include "View Only", "Edit" (but not submit) or "Administrator" (view, edit and submit).
- 4. Faculty PI.** Review Faculty 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. Budget Summary.** Large Awards: Applicants can propose budgets up to \$350,000 to be used within 5 years. Small Awards: Applicants can propose budgets up to \$50,000 to be used within 2 years.

Enter the beginning and ending dates for each applicable award period. Unless you are customizing your project dates, please enter July 1 starting date and June 30 ending date for each year.

Enter subtotal for student-related expenses for each year.

Enter subtotal for other project expenses for year.

Enter other expenses if necessary.

Totals will calculate automatically once saved.

- 6. Project Summary.** Please provide a succinct and accurate description of the proposed work using approximately 250 words (half a page). The project summary should be informative and understandable by a general audience. Be sure to include the project's broad objectives, proposed activities, and anticipated outcomes.

**7. Research Plan 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. Template instructions are detailed below. Templates should be completed and uploaded prior to completing the validation and submission sections 7, 8, and 9 outlined below.

**Note:** Make sure uploaded PDF forms are not password protected.

**8. 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.

**9. Print Signature Page.** Click on this link to generate and print signature pages and combine the proposal into a single PDF document. A signature page is required for every proposal. The signatures should be provided by the PI's next level authority (e.g. Department Chair or Provost) AND the campus' Chief Diversity Officer. Official electronic signatures are permissible. Save an electronic copy of the signed document and upload it to your application in proposalCENTRAL.

**10. Electronic Submission.** 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.

### **Proposal Form Templates**

Proposal Templates are Word or Excel documents available on proposalCENTRAL either under Section 2 Download Templates and Instructions or Section 10 Research Plan 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. 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").

### **Proposal Form Upload Requirements for UC-Hispanic Serving Institutions Doctoral Diversity Initiative (UC-HSI DDI)**

<b>Proposal Documents</b>	<b>Description</b>	<b>File Type</b>	<b>Required or Optional</b>
<b>1. Project Plan Narrative</b>	Please see Project Plan Narrative for specific elements that must be addressed in the narrative and page number limitation.	PDF	Required -5 page limit for small grants  -10 page limit for large grants
<b>2. Milestones and Timetable</b>	Describe the expected outcomes, key milestones, and deliverables to be achieved—including estimated dates for completion. Address benchmarks and/or barriers to overcome.	PDF	Required -1 page limit

3. Budget Justification	Thorough explanation of expenses/budget items listed on the Budget Summary section (5) on ProposalCENTRAL.	PDF	Required -1 page limit
4. Biographical Sketch of Project Lead PI	Project PI Biographical Sketch – Lead PI Only	PDF	Required -2 page limit
5. Key Academic and Administrative Personnel	List key personnel - names, titles, institutions (HSI and UC), contact information and project roles.	PDF	Required -2 page limit
6. Signature Page	Cover page for official signature of Lead PI. The signatures should be provided by the PI's next level authority (e.g. Department Chair or Provost) AND the campus' Chief Diversity Officer. (Please see <a href="https://diversity.universityofcalifornia.edu/policies-guidelines/">https://diversity.universityofcalifornia.edu/policies-guidelines/</a> for a list of campus CDOs.) Official electronic signatures are permissible.	PDF	Required
7. Support Letters	Please make sure to provide letters of support from key partners and stakeholders that can speak to the commitment and the value of the project and the proposed activities, in addition to submitting letters indicating contributions (funding or in-kind resources) that will be provided. <b>You must provide a letter of support confirming the resources that your collaborators agreed to commit to this project/effort.</b>	PDF	Required -10 page limit for total upload; if more pages are needed, please contact UC-HSI administrator.
8. Additional Attachments	Additional items to strengthen an application.	PDF	Optional -3 page limit