UC Cancer Research
Coordinating Committee
Application Process for 2020-21 Awards

Applicant Webinar
January 2020
Applicant Webinar: Agenda and Topics

• Brief overview of funding opportunity
  • Eligibility criteria and key deadlines

• How to apply
  • Orientation to SmartSimple

• How to get answers to your questions
Programmatic questions should be directed to UCRI@ucop.edu.

**Presenters:**
Program Officer, UCRI – Jessica Wu
RGPO Contracts & Grants – Rebecca Stanek-Rykoff
UC Cancer Research Coordinating Committee Faculty Seed Grants

- Topics must be directly relevant to cancer
- Single PI, 1-year awards
- Up to $75,000 maximum
- 2 Categories: Regular and New Assistant Professor
- Award Start Date: October 1, 2020
- Funded through endowments to the UC earmarked for cancer research and the California Cancer Research Voluntary Tax Contribution Fund
Who Can Apply

Regular (REG) and New Assistant Professor (NAP)

- 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, 2020 – September 30, 2021)
- Applicants cannot receive funding for 2 consecutive years

NAP specific

- PI must have effective initial UC appointment date between October 1, 2015 and October 1, 2018
- Can revise and resubmit in consecutive years if not funded

REG specific

- Can resubmit an unsuccessful proposal only once in any 2 year period

Please carefully review the RFP and FAQs
## Key Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Letters of Intent Due</td>
<td>Wednesday, January 29, 2020</td>
</tr>
<tr>
<td>(Required)</td>
<td>12:00 Noon PT</td>
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<tr>
<td>LOI Notification</td>
<td>By Monday, February 10, 2020</td>
</tr>
<tr>
<td>Full Proposals Due</td>
<td>Thursday, April 2, 2020</td>
</tr>
<tr>
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<td>12:00 Noon PT</td>
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</tbody>
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*All application materials must be submitted through SmartSimple*
LOI Tips

• **Start early** to become familiar with SmartSimple

• Detailed **instructions** are provided on the website and in SmartSimple

• **Submit early**: No late LOIs will be accepted
  
  12:00 Noon PT **Wednesday, January 29, 2020**
LOI Selection Process

LOIs reviewed for

- Eligibility
- Completeness and adherence to eligibility requirements

Notification in February

- Applicants with approved LOIs will have access to the full application materials in SmartSimple
- LOIs must reasonably represent the intended project scope and topic. Any modifications in the full proposal must comply with program eligibility requirements.
Full Proposal Tips

• Start early
• Use templates provided
• Detailed **application instructions** will be posted on the website and 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
Accessing SmartSimple
Login to SmartSimple: https://ucop.smartsimple.com/

Returning users login here

First-time users register here
Creating an Account on SmartSimple
https://ucop.smartsimple.com

Enter your institution and complete your applicant contact information.

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

Click "Submit LOI" to submit the LOI.

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

Download instructions

("Save Draft" frequently; review & edit as needed.)
From Approved LOI to Full Application

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.
Application Submission

Complete each section of the application.

Instructions can be downloaded from the top of every page.

Download templates and upload required attachments in the Documentation section.
1. In the Full Application, click on "Invite Personnel" in the left sidebar.

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.
Click the Budget tab

Click “Open” to start entering information

Total Project Costs

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner - Institution</th>
<th>Total DC</th>
<th>Total IDC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Jane Doe 2 - MERCY HOUSING CALIFORNIA</td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
</tbody>
</table>

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, click “Can’t find Signing Official.” Then click “Add Signing Official” and complete the form.
Do not click “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.
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.
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
  1.516 KB - 07/18/2018 6:32pm

TOTAL FILES: 1

Submit to Signing Official
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 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 (Best method)
Phone: 510-987-9386
I still have questions…

1. Ask them **today**
2. Read the FAQs
4. Check website for **updates**: We may update program announcements or the FAQ document
5. For programmatic questions, email us at [UCRI@ucop.edu](mailto:UCRI@ucop.edu)
6. Ask for guidance from your **campus Research Office**