University of California
Cancer Research Coordinating Committee (CRCC)

Application Process for 2025-26 Awards

December 2024
January 2025

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AGENDA

Funding opportunity

- Brief program overview
- Eligibility criteria
- Budget guidelines
- Key deadlines

How to apply

- Orientation to SmartSimple

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RESEARCH GRANTS PROGRAM OFFICE

Programmatic questions should be directed to
UCRI@ucop.edu

Presenters:
- Betty Guo   Program Officer, Lead for CRCC
- Laurie Stevens   Lead, RGPO Contracts & Grants

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UC CANCER RESEARCH COORDINATING COMMITTEE FACULTY SEED GRANTS

- Topics must be directly relevant to cancer, including its origins, prevention and cure

- Any discipline

- Applications in disciplines outside of basic and clinical/translational science are welcome (e.g., public health, nursing, community-based research)

- Clinical trials not allowed

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UC CANCER RESEARCH COORDINATING COMMITTEE FACULTY SEED GRANTS

- Single PI, 1-year awards

- Up to $85,000 maximum; $10,000 diversity & disparities traineeship supplement

- 2 Categories: New Assistant Professor (NAP) and Regular (REG)

- Award Start Date: *October 1, 2025*

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UC CANCER RESEARCH COORDINATING COMMITTEE FACULTY SEED GRANTS

Funded through:

- Endowments to the UC earmarked for cancer research
- California Cancer Research Voluntary Tax Contribution Fund

To support:

- Research on causes, detection, prevention of cancer
- Expand community-based education on cancer
- Prevention and awareness activities for communities disproportionately at risk or afflicted by cancer

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WHO CAN APPLY?

New Assistant Professor (NAP) and Regular (REG)

- Academic Senate member

- Employed minimum 50% time on UC-administered payrolls at a UC campus

- May not have >$350,000 (direct costs) in research support for award period (*October 1, 2025 – September 30, 2026*)

  - See FAQs #9 & #10

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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

  - In either category, must have initial UC appointment date by October 1, 2023 or earlier

  - NAP applicants must have effective initial UC appointment date between October 1, 2020 and October 1, 2023

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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 <u>resubmit</u> an unsuccessful proposal only once

- Resubmission must occur no later than two years after original submission

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Please carefully review the RFP and FAQs

PROPOSAL ELIGIBILITY

NAP-specific

- May apply every year
- May propose *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

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Please carefully review the RFP and FAQs

BUDGET GUIDELINES

No IDC

Allowable Costs

- Support for graduate students, postdocs and other trainees
- Supplies and other expenses
- Project-related travel for data collection

Non-allowable Costs

- Faculty PI or co-I salary
- Patient care costs
- Conference or meeting travel

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Not a comprehensive list

Carefully review RFP, FAQs & Appendix 3

KEY DATES

Letters of Intent Due *(Required)*	Thursday, **January 23, 2025** 12:00 pm Noon PT
LOI Notification	By Wednesday, February 12, 2025
Full Proposals Due	Thursday, **April 3, 2025** 12:00 pm Noon PT
Notification of Review Outcome	Thursday, August 5, 2025 (expected)

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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 within scope of funded parent project
  - Funding primarily for trainee(s)
- Runs concurrent with parent award; applications due 4-6 weeks after award notification

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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 23, 2025

Please refer to instructions in RFP and Appendix 4

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LOI SELECTION PROCESS

LOIs reviewed for

- PI eligibility
- Completeness and adherence to proposal eligibility requirements

LOIs NOT reviewed for

- Scientific content
- Feasibility of project within budget guidelines

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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

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FULL PROPOSAL TIPS

- 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

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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

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Accessing SmartSimple

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

Creating an Account on SmartSimple
https://rgpogrants.ucop.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."**

Institution Information

> **Instructions**
> Please start typing the name of your institution. A dropdown list will appear, in order to select your institution. If the name does not exist, search the IRS database.

* Institution Name

Contact Information

* Email

* First Name

* Last Name

* Address

* City

* Country
United States

* State / Province
--- Select One ---

* Zip / Postal Code

* Telephone Number

I'm not a robot
reCAPTCHA
Privacy - Terms

Submit

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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 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.)

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Privacy & Security   Jane Doe

nding Opportunities   Historical Applications

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

Accessing Your Draft LOI
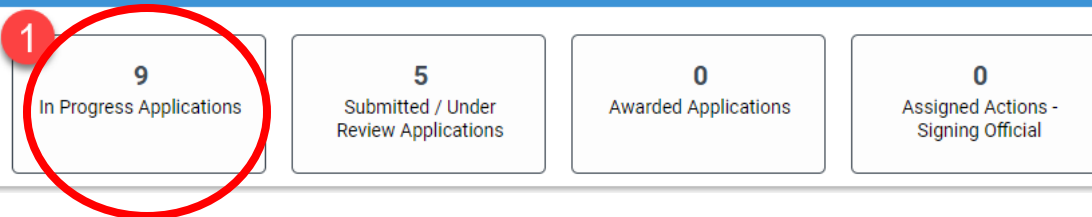

1. Click the "Home" link in the upper-right hand corner of the screen

   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, 2025

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

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.

Type: Hormones in Well Water Initiative
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 🗓 ❓

NEXT ▶

Download templates and upload required attachments in the Documentation section.

Save Draft   ⭘ Withdraw   ☑ Submit to Signing Official

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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.

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Budget tab

Templates and Instructions:

_Award_Type.pdf

Click the Budget tab

Click "Open" to start entering information

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

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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   ∨] ❷

* 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   ∨] ❷

* 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   ∨] ❷

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

ℹ **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.

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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

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Submit to Signing Official

I still have questions…

1. Ask them **today**

2. Review the materials in the **RFP** and 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. Ask for guidance from your **campus Research Office**

6. **Contact us** as questions arise

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Contact Information

For SmartSimple support:

Research Grants Program Office

RGPOGrants@ucop.edu

For programmatic questions:

University of California Research Initiatives (UCRI)

UCRI@ucop.edu

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Thank you

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