

### **Appendix 3:**

#### **UC Valley Fever Research Funding Opportunity Instructions for Submission of Letters of Intent**

The University of California (UC) Office of the President is pleased to provide applicant instructions for submission of a Letter of Intent (LOI) to the [\*UC Valley Fever Research Funding Opportunity\*](#) announced on December 5, 2018. Submission and approval of a Letter of Intent (LOI) is required to submit a full proposal to this RFP. Once the LOI is approved, applicants will be invited to submit a full proposal. No feedback or comments will be provided on the LOI, nor the reasons for selection or non-selection. Letters of Intent must be submitted electronically **by Thursday, January 10, 2019, before 12:00 noon Pacific Time in the proposalCENTRAL system**. We encourage early submission of LOIs. Please note: LOIs will not be accepted after the deadline.

#### **OVERVIEW OF ONLINE LOI SUBMISSION PROCESS**

The LOI must be submitted using the online system, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>. Applicants may submit LOIs via the online system anytime between December 5, 2018 and January 10, 2019. The LOI submission must be **complete** by the 12:00 noon PT deadline (not merely initiated). Therefore, plan ahead in preparing your submission.

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

LOIs must identify an Applicant Principal Investigator (Applicant PI) and host campus for administering the award. The Applicant PI must have PI status at a UC campus. The Applicant PI should submit the LOI on behalf of the collaboration and is the responsible PI for the full proposal. The Applicant PI is identified in Section 4 of the LOI, as detailed below.

Each collaborating campus must identify one site lead called a Collaborating Principal Investigator (Co-PI). Co-PIs are identified in Section 6 of the LOI, as detailed below. Participation by the national laboratories and other UC research entities in the proposed activities is encouraged where it enhances the research objectives, however, these investigators may not serve as the Applicant PI, unless they have campus PI status and apply through their UC campus.

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

Applicant PIs must register as users of pC to submit an LOI and complete a proposal <https://proposalCENTRAL.altum.com/>.

**Registered Users:** Applicants who have already registered with pC should enter their user name and password under “APPLICATION LOGIN” and click the **LOGIN** button on the pC homepage.

## Welcome to proposalCENTRAL

An e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at [pcsupport@altum.com](mailto:pcsupport@altum.com)

### APPLICATION LOGIN

Username or E-mail

Password

[Forgot Your Username/Password?](#)

LOGIN

 LOGIN using ORCID

Need an account?

CREATE ONE NOW!

### PEER REVIEWER LOGIN

CLICK HERE

to access the online review

Existing users log in here

Looking for more research funding opportunities?

[Learn More -->](#)

Click here to learn how to win an Amazon Gift Card!

New users register here

**New users:** Applicants who are not registered users of pC should click the **CREATE ONE NOW!** button under “Need an account?” and follow the instructions to become a registered user. Every applicant must first select his/her institution. All UC campuses have confirmed institution profiles in pC under “Regents of the University of California.” 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.) Please complete all required sections, which are marked with an asterisk.

Please use the campus profile names listed in the table below. When selecting your institution, please look in the “Institution Status” column to ensure that you are selecting the confirmed institution profile.

Campus	pC Profile Name
UCB	The Regents of the University of California, Berkeley
UCD	The Regents of the University of California (University of California Davis)
UCI	The Regents of the University of California (Irvine)
UCLA	The Regents of the University of California, Los Angeles
UCM	The Regents of the University of California, Merced
UCR	The Regents of the University of California, Riverside (UCR)
UCSB	The Regents of the University of California, Santa Barbara
UCSC	The Regents of the University of California, Santa Cruz
UCSD	The Regents of the University of California, San Diego
UCSF	The Regents of the University of California, San Francisco (Contracts & Grants)

### Step 3: LOI Submission

- To prepare an LOI, log in to pC and select the “**Grant Opportunities**” tab, or click on the red “**Create New Proposal Button**”. Click the blue “**Filter list by GrantMaker,**” button, and scroll down the list until you see “**University of California Research Initiatives – Special Opportunities.**”

- B. On the right, click the **Apply Now** link to begin the LOI submission process. For more information about the requirements for the LOI or other RFP terms and conditions, please reference the most recent RFP document posted on the [Valley Fever website](#).

The screenshot shows the proposalCENTRAL website interface. At the top, there's a navigation bar with links like Home, Proposals, Awards, Professional Profile, Institution Profile, and Grant Opportunities. The 'Grant Opportunities' section is active, showing a list of opportunities. A red arrow points to the 'Grants Opportunities' link in the top navigation bar. Another red arrow points to the filter dropdown menu, which is set to 'University of California Research Initiatives – Special Opportunities'. A third red arrow points to the 'Apply Now' button in the 'Apply' column of the table.

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
University of California Research Initiatives – Special Opportunities	Valley Fever Research Program	1/10/2019 3:00:00 PM	2/28/2019 3:00:00 PM	Contact UCRI	Apply Now	

For technical assistance with pC, 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). pC customer support is available Monday – Friday from 8:30am – 5:00pm (ET).

## STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details on each section of the online LOI submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered LOI sections in the left hand column of the LOI page on the pC web site. To view the LOI page, please select **Apply Now**, or, if you have already started the LOI submission process and would like to make changes or complete your submission, you may select **Edit** under the “Manage Proposals” tab.

### Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-8) may be completed in any order, and do not need to be completed in one session; however, please be sure to save your work after each entry.

Project Title: Please enter the project title here. Do not exceed 60 characters. No special characters allowed.

Estimated Amount Requested: Enter the estimated total amount requested. Indicate the proposed budget in whole dollar amount. Do not use cents.

Anticipated Project Period: Select the anticipated project period (1, 2, or 3 years).

You must click the blue **Save** button to proceed to the other sections.

### Section 2: Download Templates and Instructions

This section includes downloadable LOI submission.

### Section 3: Enable Other Users to Access this Proposal

This section allows applicants to designate others, for example a Collaborating Investigator, to access their profile or proposal(s) to assist with proposal writing or submission.

### Section 4: Applicant/PI

This section requires the identification of the Applicant PI. Please be sure to scroll down and answer all questions about the participation of the Applicant PI in other proposals in this competition cycle.

## **Section 5: Applicant Institution**

*See information about how to select your Applicant Institution under the section “Step 2: Applicant Registration with pC” above.*

## **Section 6: Site Lead - Each Collaborating Campus/Institution**

Provide contact information for the lead Collaborating Principal Investigator from each participating site. For each lead collaborating PI entry, you must provide the full ranked title the person assumes at his/her institution. (e.g. Assistant Professor, Associate Professor, vs. Professor). List only one site lead per participating site – do not include other collaborating investigators or other grant personnel.

## **Section 7: Abstract, Relevance, & Campuses**

**Abstract:** In the text box, briefly describe the proposed project in non-scientific terms that could be understood by a general audience. This abstract should summarize the primary activities, scholarly contributions, expected outcomes, and benefits to California and beyond. This summary description is limited to 2,500 characters including spaces (approximately 400 words). Information must be entered as text only (scientific notations, special characters, fonts, and other rich-text formatting cannot be saved or displayed. The text will automatically wrap: Carriage returns should be used for the start of a new paragraph but should NOT be used at the end of each line.) The summary is non-confidential, and may be published or circulated by the program.

**Valley Fever Relevance:** Please briefly describe the relevance of the proposed research to Valley Fever. This response is limited to 700 characters (approximately 100 words).

**Thematic Area:** Please select up to 2 thematic areas that describe your proposal, if any of the following are applicable. This selection will only be used for administrative planning, and is not a comprehensive list of eligible topics. Please note a response is optional.

- 01 Agriculture / Biotechnology
- 02 California Studies
- 03 Climate Studies / Climate Change
- 04 Cultural Studies / Ethnic Studies
- 05 Data Systems
- 06 Development Studies / Regional Economies
- 07 Disparities Research
- 08 Education
- 09 Energy
- 10 Engineering / Technology
- 11 Food /Nutrition / Food Systems
- 12 Health Systems / Public Health
- 13 Immigration / Migration Studies
- 14 Interdisciplinary Studies
- 15 Literature / Language
- 16 Media Studies / Communication
- 17 Nanotechnology /Materials Research
- 18 Neuroscience / Cognition
- 19 Physical Sciences
- 20 Policy Studies / Government
- 21 Sustainability
- 22 Urban and Regional Planning / Built Environment / Transit
- 23 Visual / Digital / Performing Arts
- 24 Women's Studies /Gender and Sexuality
- 25 Other / Not Listed

Campus: Please select all UC campuses, laboratories, and medical centers involved in this collaboration. A response is required. Please note a minimum of 3 UC campuses (including the host campus) must be involved (Labs and other non-campus entities do not count toward this minimum requirement).

- Campus - UC Berkeley
- Campus - UC Davis
- Campus - UC Irvine
- Campus - UC Los Angeles
- Campus - UC Merced
- Campus - UC Riverside
- Campus - UC San Diego
- Campus - UC San Francisco
- Campus - UC Santa Barbara
- Campus - UC Santa Cruz
- Division of Agriculture and Natural Resources
- Lab - Lawrence Berkeley
- Lab - Lawrence Livermore
- Lab - Los Alamos
- Other UC Research Institution(s)

### **Section 8: Reviewer Recommendations**

The University of California office of Research & Graduate Studies will constitute the panels, assign reviewers, and make final determinations regarding panel composition. You may suggest qualified individuals for our consideration who could provide reviews of your full proposal without conflicts of interest. Please list the name, address, email address and telephone number of reviewers. In addition, you may identify scientific peers who you do not want to review your proposal.

All requests to include or exclude reviewers will remain confidential. To add a reviewer for inclusion/exclusion, click on the plus button to add a new entry. A pop-up box will appear for you to enter the reviewer's contact information. Under the pull-down menu, select "include" or "exclude" reviewer from review. If you choose to "exclude" a reviewer, you **MUST** type in an explanation in the text area

### **Section 9: Validate**

Section 9 enables applicants to verify that the LOI is ready for submission. The system will notify applicants of any outstanding information required to complete the submission process.

### **Section 10: Signature Page(s)**

Please note that a signed signature page is **NOT** required as part of the LOI submission. This section is made available so applicants may print or download their LOI submission. Click on the "Print Signature Pages" button to view, print, or download the completed LOI. A signed signature page will be required at the full application stage, should the LOI be approved for full application submission.

### **Section 11: Submit**

Click on the "Submit" button to submit your LOI to the program. Following the submission of an LOI to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support.

Should you have any questions regarding the content or eligibility of proposals for the RFP, please contact:

- UC Research Initiatives at [UCRI@ucop.edu](mailto:UCRI@ucop.edu) regarding program content and eligibility
- Research Grants Program Office at [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu) or by phone at 510-987-9386 regarding application and pre/post-award procedures.

For the most up-to-date application and review cycle information refer to the following website:

<https://www.ucop.edu/research-initiatives/programs/initiatives-spfunds/vf-research.html>

Technical questions regarding ProposalCENTRAL submission should be directed to their customer support at 800-875-2562 or [pcsupport@altum.com](mailto:pcsupport@altum.com). Please note their hours are 8:30am – 5pm ET/ 5:30am – 2pm PT.