



UC Valley Fever Research Funding Opportunity

2019 REQUEST FOR PROPOSALS

December 5, 2018 (*all proposals must conform to this final version of this RFP*)

Overview of Funding Opportunity

The University of California (UC) is pleased to announce a research funding opportunity to better understand Valley Fever, made possible with \$3 million designated for this purpose in the California State Budget Act of 2018. The UC Valley Fever Research Funding Opportunity is intended to support meritorious, multicampus collaborative research that directly addresses any aspect of Valley Fever (coccidioidomycosis) and has the potential to make significant advances towards alleviating its impact on the people and communities of California. Proposed projects should leverage and enhance UC expertise in Valley Fever research and enhance research capacity and collaboration across UC to address Valley Fever. This competition is open to all scholarly disciplines and topics directly related to Valley Fever research, including (but not limited to) basic, clinical, epidemiological, environmental, ecological, translational, social science, and humanistic approaches. For more information on Valley Fever research gaps and promising future directions, please view our [October 2, 2018 webinar](#), or visit our [UC Research Initiatives website](#).

Responsive research proposals must be submitted by UC Principal Investigators (PIs) and involve collaboration among a minimum of three UC campuses. Proposals may also include additional collaborators from other UC research entities, such as the Division of Agriculture and Natural Resources (ANR), and the UC-affiliated national laboratories. Applicants may serve as lead PI on only one proposal, and may not participate in more than two proposals total in any capacity in this RFP. Multidisciplinary proposal teams are encouraged. To support enhancement of research capacity, inclusion of faculty across career stages (Assistant, Associate, full Professor, or equivalent academic titles) on proposal teams as appropriate to the proposed project, and meaningful student research and training opportunities, are encouraged. Applicants may leverage existing partnerships or form new collaborations. Applicants may request up to three years of funding. The number of awards will be determined by the merit, scope, and requested budgets of the submitted proposals within the limitations of the total funding available for this funding opportunity.

All proposals must conform to the requirements of the final RFP, and (where they differ) not to prior draft versions of the RFP. It is the applicant's responsibility to check the [UC Research Initiatives website](#) for any program updates or clarifications prior to submitting the full proposal.

Key Dates

RFP Release:	Wednesday, December 5, 2018
Letters of Intent (LOI) Due (required):	Thursday, January 10, 2019 at 12:00pm Pacific Time
Notification of LOI Decision:	Friday, January 18, 2019
Invited Full Proposals Due:	Thursday, February 28, 2019 at 12:00pm Pacific Time

All submission deadlines are **12:00 noon** Pacific Time (please note that this appears as 3:00 PM Eastern Time in proposalCENTRAL).

Overview of Application and Review Process

We strongly encourage all applicants to begin the online LOI and application submission process on proposal CENTRAL early to accommodate any potential delays due to technical issues. All submission deadlines are strictly enforced.

Letter of Intent Submission and Review: Applicants must submit a complete LOI using the template on the proposalCENTRAL website. LOIs will be evaluated for responsiveness to this RFP in three areas: 1) relevance to Valley Fever; 2) eligibility and completeness; and 3) compliance with program requirements. Scholarly merit and research quality will *not* be evaluated at the LOI stage. No feedback or comments will be provided on the LOI, and the program decision is binding. No application may move forward without an approved LOI.

Invitation to Submit Full Proposal: Approved LOIs will be given access to the full application on proposalCENTRAL. All proposals must be submitted in accordance with the instructions, templates and guidelines provided, and must conform to the requirements of the final version of the RFP. *It is the applicant's responsibility to check the program website for updates, clarifications, or changes prior to submitting the full proposal.*

Full Proposal Submission: Applicants should prepare their proposals in language accessible to a general scientific audience and avoid jargon. Full proposals must be submitted through the host UC campus Contracts and Grants or Sponsored Projects Office. It is the PI's responsibility to follow campus rules, procedures, and timelines for submitting a proposal and to confirm that all collaborators have obtained institutional approval, if required, from the collaborating campuses and institutions in advance of proposal submission.

Proposal Review and Selection: UC Research Initiatives will manage a competitive peer review; scoring and ranking of proposals will be based on the criteria and requirements outlined in this RFP. Reviewers will be selected for their subject matter and disciplinary expertise relevant to submitted proposals and will be vetted to avoid real or perceived COIs. Final funding decisions and selection are at the discretion of the office of Research and Graduate Studies (RGS) in the UC Office of the President (UCOP). Decisions may not be appealed, but declined proposals may be submitted to future funding competitions without prejudice. All awards are contingent on availability of funding.

Eligibility and Exclusions

All proposals must conform to these eligibility and exclusion requirements. Adherence to these requirements will be reviewed by the program at both the LOI and the full proposal stage. Proposals not adhering to these requirements will not be forwarded for peer review. It is the applicant's responsibility to ensure the proposal meets all eligibility criteria relevant to this Valley Fever research funding opportunity.

1. **Host Campus Eligibility:** All proposals must be submitted through the Contracts and Grants or Sponsored Projects Office of the Applicant/Lead PI's home UC campus. The host campus must be one of the ten UC campuses [Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara or Santa Cruz]. The host campus is responsible for award administration and research compliance.

2. **Multicampus/systemwide Collaborative Structure and Eligible Collaborating Sites:** Proposals must include collaborators from at least three UC campuses (the host campus plus two additional UC campuses), but may also include additional collaborating sites within the UC system. These additional sites may include: other UC campuses and any of the UC medical centers, one or more UC-affiliated national laboratories, the Division of Agriculture and Natural Resources, or other UC research entities.

Exclusions and Limitations: Proposed research collaborators from outside the UC system must identify the funding from other sources they will contribute to the project to support their participation in the proposed collaboration. Funding may not support personnel or activities at the UC Office of the President, and proposals may not include UC personnel whose primary appointment is at the UC Office of the President.

3. Eligible Investigators and Collaborators: Each proposal must identify one Lead PI who holds principal investigator (PI) status at the host campus. The Lead PI is responsible for the overall coordination and research oversight, and may serve as Lead PI on only one application in this cycle. Each collaborating campus or site must identify one (and only one) Collaborating PI (Co-PI) site lead who holds PI status at that site. The site leads are responsible for research oversight at their sites. For guidelines on UC PI status, contact your campus research office, or refer to Section 1-530 of the [UC Contracts and Grants Manual](#). Additional collaborating investigators (Co-Is) at the collaborating sites may be identified if they contribute substantively to the proposed research.

Exclusions and Limitations: An individual may participate as key personnel (including PI, Co-PI, and Co-Investigator) in no more than two proposals submitted in this competition. Academic personnel whose primary role is in university-wide, campus, or school administration above the level of Dean, or whose primary appointment is at the UC Office of the President, may not serve as PIs, co-PIs, or other key personnel on any proposal. The host campus and lead PI on the proposal may not be changed after the LOI is approved.

Allowable Costs and Budget Restrictions

1. Allowable Costs and Budget Justification: Proposal budgets may include *direct cost* expenditures that are incurred to directly support the proposed collaborative research activities only. Funding requests must be judicious and well-justified, and conform to the budget guidelines below and further detailed in the application instructions and templates.

2. Existing Support and New Activities: The intent of this opportunity is to fund collaborations and new research projects directly related to Valley Fever, and not covered by other sources of support. The full proposal will require disclosure of all other sources of support. Existing support for Valley Fever research will be considered, and no funding overlap will be allowed

3. Non-Allowable Costs and Budget Restrictions: Funding provided by this opportunity may not be used to cover patient care costs, clinical trials, patent execution costs, fundraising costs, subawards to non-UC-affiliated entities, or indirect cost recovery. For proposals that include collaboration with one or more of the three UC-managed national laboratories, the laboratory's indirect costs may be covered by matching funds from non-UC sources or through cost-sharing by the laboratories.

Funding may not be requested to provide core institutional support, or to supplement funding for existing projects already supported by other systemwide funding from UCOP. Funding to cover new operational costs likely to extend beyond the award period is not allowed.

Proposals to purchase equipment or other research infrastructure located at only one or two campuses must include a comprehensive description of how the equipment or infrastructure will enhance research capacity and competitiveness across the UC system, be made accessible throughout UC, and be made available to a minimum of three campuses. Funding for equipment purchases or resources for which access is limited to only one or two campuses will not be considered.

Proposal Components

The Letter of Intent

LOI instructions are available [online in proposalCENTRAL](#) and attached in Appendix 3 of this document.

The LOI includes the following required information:

1. Proposal title, total estimated budget, and requested award term
2. Lead PI name, title, and departmental and campus affiliation
3. Host campus (the UC campus affiliation of the Lead PI)
4. Names, departments, and UC campus or institutional affiliation for each co-PI/site lead (exactly one per collaborating site)

5. Abstract summarizing the key activities and contributions of the proposed research and collaboration, and its relevance to leading to a better understanding of Valley Fever. The abstract should be appropriate for a general scholarly audience and avoid disciplinary jargon or technical language specific to a single field. (2500 characters, or approximately 400 words)
6. Brief description of the relevance of the proposed research to Valley Fever. (700 characters, or approximately 100 words)

Full Proposal Scope and Content

This section outlines the required proposal elements. Applicants invited to submit a full proposal are required to review the detailed application instructions and use the templates provided for their full proposal submission. Proposals that do not use the templates provided, or do not conform to the total allowable page limits or components, will not be forwarded for review.

1. Abstract/Project Summary (textbox; 2500 characters): Summarize the key activities and contributions of the proposed research and collaboration, and its relevance to Valley Fever. The abstract should be appropriate for a general scholarly audience and avoid disciplinary jargon or technical language specific to a single field.
2. Proposed Research Activities (5 pages, including tables and figures): Identify the specific aims, research activities, outcomes and scholarly contributions of the proposed research, including the innovative and collaborative components that will advance scholarship. Specifically describe the relevance of the research to addressing Valley Fever (coccidioidomycosis), and the potential to make significant advances toward alleviating Valley Fever's negative impacts on the health of Californians.
3. Research Benefits to California and UC (1 page): Describe how the proposed activities leverage and enhance UC expertise in Valley Fever research and will lead to outcomes likely to alleviate the negative impact of *coccidioides* and coccidioidomycosis in California. Outline the specific mechanisms and approaches that will ensure that the activities and outcomes of the collaboration have a multi-campus and/or UC systemwide benefit and impact. Where appropriate to the research scope, describe outreach and collaboration with community organizations and/or state agencies that will benefit from the research, or contribute to enhancing research impact.
4. Career Development and Mentorship in Valley Fever Research (2 pages): Describe the collaborative research and training aspects of the proposal that support Valley Fever capacity building and career development in relation to: 1) project leadership, team composition, and mentorship across career stages (e.g., graduate students, postdoctoral fellows, professorial ranks); 2) approaches to team science and researcher engagement across the campuses and collaborating partner institutions; and 3) meaningful engagement of graduate and undergraduate student research engagement, and opportunities that support graduate student degree progress.
5. Timeframe, Milestones and Evaluation Metrics (up to 1 page): Identify the research timeline, benchmarks, and milestones, and justify how the proposed time period and requested budget will enable the project to meet its research objectives to make a significant impact in the field. Identify specific evaluation approaches and outcome metrics, and include a description of the methods that will be used to evaluate the research and plan future research directions. Include a description of how the program will position the research team for success in seeking extramural funding to support an ongoing program in Valley Fever if such funds are available.

Items #2 – 5 above may not exceed a total of 9 pages, and must utilize the template provided in the application materials.

6. Literature Cited (2-page maximum): Identify the literature cited in the research narrative and proposed activities.
7. Itemized Budget Template and Justification: Provide a detailed budget, by project year, completed on the Excel template. Funding may be requested for up to 3 years. In addition, provide a budget justification, not to exceed two pages, describing the significant project expenditures. The total budget requested in the budget template must match the total budget requested in the proposal cover sheet. If these figures do not match, the lower figure will be used to determine the maximum award. See Allowable Costs above, and the detailed instructions in the templates provided.

8. **Attachments:** Allowable attachments include the following applicable materials: a) curriculum vitae (CV) for the PI and Co-PIs (site-leads), including disclosure of all current or anticipated concurrent sources of support; and b) identification of any human subjects (IRB), animal use (IACUC), or toxic substance issues and the approach to compliance (1-page template). *Note:* CVs for Co-Investigators and other Key Personnel who contribute substantively to the research should be included only if they will be funded directly by the award.

Note: Do not include letters of support or proposal endorsements. If data, infrastructure, or facilities that require approval will be used in the research, you may attach (optional) statements of commitment to provide access to those data or facilities.

Review and Selection Criteria

Reviewers will assess the criteria below in the scoring and ranking of all proposals.

1. **Research Excellence and Innovation:** Highest quality research that creates or strengthens UC's research capabilities to advance Valley Fever scholarship, training, and knowledge. Excellence also includes likelihood of impact and feasibility of achieving the goals and outcomes in the award period. Innovation may be demonstrated by interdisciplinary or multidisciplinary scholarship at the cutting edge of two or more fields, or proposed theoretical or applied breakthroughs in important areas of scholarship or innovative technology pertinent to Valley Fever research.

2. **Relevance to and Impact on Valley Fever:** Assessment of the likelihood research will make a significant contribution to understanding and addressing Valley Fever in California as a result of this grant award. Benefits and impact may include the potential for the proposed activities or research outcomes to inform policy; identify novel solutions to prevention, diagnosis or treatment; improve occupational or public health; and/or involve impacted communities in the research benefits.

3. **Contribution to enhancing UC research capacity in any aspect of Valley Fever:** Evaluation of the impact and benefits of the proposed collaboration will consider the quality and extent of:

- Genuine engagement and interaction of faculty, researchers, and graduate and undergraduate students from three or more campuses to enhance systemwide collaboration to address Valley Fever;
- Participation, where appropriate, of collaborators from the UC medical centers, the UC-affiliated national laboratories, UC agricultural research stations, UC natural reserves, and other UC research entities;
- Interdisciplinary or multidisciplinary collaboration that stimulates systemwide creative processes, and provides access to the best available resources, infrastructure or facilities;
- Opportunities to build or improve research infrastructure across UC to address Valley Fever.

4. **Quality of Student Engagement and Training:** Assessment of the extent and quality of meaningful engagement by graduate or professional students in innovative research and cutting-edge scholarship, as demonstrated by graduate student support, participation in key research activities and opportunities that advance them toward their degree and successful professional careers. Assessment of the proposed involvement of undergraduate students in research, internships, community outreach, or other project activities that enhance education and other project outcomes.

Additional Considerations: The following four additional factors will be considered in evaluating proposals:

- a) Appropriateness of the proposed budget to achieve proposal aims in the award period, and efficient use of funds;
- b) Sufficient campus commitment and administrative capacity to support the proposed activities;
- c) Other sources of support, and plans to secure extramural support, if available, to sustain the research effort;
- d) Issues or concerns related to human subjects, animal use, or toxic substances.

Funding decisions will result from a competitive peer review of submitted proposals. Final funding decisions and selection are at the discretion of the office of Research and Graduate Studies (RGS) in the UC Office of the President. Decisions may not be appealed, but declined proposals may be submitted to future funding competitions without prejudice.

Research Program Oversight and Contacts

The UC Valley Fever Funding Opportunity is administered by UC Research Initiatives (UCRI) in the Research Grants Program Office at the UC Office of the President. This opportunity is among several offered by [UCRI](#).

Awards are contingent on availability of funding, and compliance with all research and reporting requirements. Funded proposals must report annual progress and fiscal expenditures. Funded proposals will be assigned to a UCRI program officer who will serve as the primary program contact.

Please direct questions to the following contacts:

For questions related to program priorities or scope of proposals, contact program officers Tyler Martz (Tyler.Martz@ucop.edu) or Jessica Wu (Jessica.Wu@ucop.edu), or send general program inquiries to UCRI@ucop.edu.

For administrative questions regarding the application process, contact RGPOGrants@ucop.edu

For technical questions related to use of proposalCENTRAL, email pcsupport@altum.com or call 800-875-2562 (Toll-free U.S. and Canada) Technical support for online submission is available through proposalCENTRAL (Monday – Friday 8:00 AM – 5:00 PM Eastern Time. Please note that from California you must call between 5:00 AM and 2:00 PM).

Attachments

Appendix 1: Frequently Asked Questions

Provides additional guidance and examples for applicants

Appendix 2: Other RGPO Policies and Pre-Award Requirements

Provides compliance guidelines that will be required of all proposals nominated for funding

Appendix 3: Instructions for Submission of Letters of Intent

Provides detailed steps for LOI preparation and submission

Updated Program Announcements, FAQs and RFP clarifications (if any), will be posted on the UCRI website. To ensure proposals meet all program requirements, PIs and their collaborators are strongly encouraged to check the website for any program updates prior to full proposal submission:

<http://ucop.edu/research-initiatives/>

Appendix 1:
UC Valley Fever Research Funding Opportunity
Frequently Asked Questions (FAQs)
Version Dated: December 5, 2018

Please refer to the 2019 Request for Proposals (RFP) for program requirements.

This is a supplement to the 2019 Valley Fever Research Funding Opportunity RFP, and is intended to provide additional guidance to applicants. Based on questions we receive, it may be updated periodically. Applicants are responsible for checking the UC Research Initiatives ([UCRI](http://ucricri.org)) website for updates.

How to Apply:

All application materials must be submitted online via [proposalCENTRAL](http://proposalcentral.altum.com). To begin, on the proposalCENTRAL home page (<https://proposalcentral.altum.com/default.asp>), log in to your account (or create one if you are a new user), click “Create New Proposal”, and then click “Apply Now” for “University of California Research Initiatives – Special Opportunities.” **Applicants are required to submit an LOI as the first step in the application process.** The full proposal materials are available only after approval of the LOI. Additional instructions regarding LOI submission are available in Appendix 3 of the RFP dated December 5, 2018.

Required Letters of Intent (LOIs) are due Thursday, January 10, 2019 at 12:00 noon Pacific Time

Full Proposals are due Thursday, February 28, 2019 at 12:00 noon Pacific Time

(Please note that deadlines appear as 3:00 PM Eastern Time in proposalCENTRAL)

Eligibility and Collaborative Structure

1. Who can submit a proposal for this funding opportunity?

Aside from the exceptions noted below, any academic appointee who holds Principal Investigator (PI) status at one of the 10 UC campuses [Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara or Santa Cruz] is eligible to submit a proposal on behalf of the collaborative team. For guidelines on PI status, contact your UC campus Office of Research, or refer to Section 1-530 of the [UC Contracts and Grants Manual](#).

Exceptions: Academic personnel whose primary role is in university-wide, campus, or school administration above the level of Dean are not eligible to serve as PIs, Co-PIs, or other grant Key Personnel. Personnel at the UC Office of the President may not apply for this funding opportunity.

2. How many collaborators are required for a proposal?

Each proposal must have a minimum of three collaborators, each from a different UC campus. In addition to participation from the three campuses, proposals may include additional collaborators from the same or other UC campuses, or from other systemwide research entities. Examples of other systemwide collaborators include researchers from any of the UC-affiliated national laboratories, the Division of Agriculture and Natural Resources (ANR) or agricultural research stations, any of the five UC medical centers, or other UC research entities. Each collaborating site must identify one and only one Co-PI (site lead) with PI status at their home institution. Additional collaborators who make significant contributions to the research may be identified as Co-Investigators, or another appropriate project title.

3. Can I participate in more than one proposal?

An individual can serve as Lead PI on only one application. As long as their participation makes a meaningful contribution to a proposed project, researchers may participate in up to two total proposals this competition in any capacity. However, in the event an individual is included in more than one funded proposal, his/her combined funded effort on the proposals may be subject to reduction at the discretion of the funding program.

4. Are researchers from Lawrence Berkeley National Lab, Lawrence Livermore National Lab, or Los Alamos National Lab eligible to apply?

The Lead PI must have PI status at one of the ten UC campuses. Researchers from any of the three UC-affiliated national labs may apply as a Lead PI only if they have PI status at a UC campus and apply through that UC campus. UC national lab scientists who do not have PI status at a UC campus may serve as Co-PIs or Co-Investigators (see question 2). Please note that this award will not include indirect cost recovery. Lab indirect costs may be covered by matching funds from non-UC sources or through cost-sharing by the labs.

5. I am a Cooperative Extension Advisor with the Division of Agriculture and Natural Resources. How can I participate in this collaborative research opportunity?

Cooperative Extension Advisors should collaborate with a Cooperative Extension Specialist associated with any of the 10 campuses, or with other faculty on any of the 10 campuses who can serve as the Lead PI for the proposal.

6. Can non-UC researchers collaborate on a proposal for this competition?

The intent of this funding opportunity is to catalyze UC multicampus and systemwide collaboration and to leverage the distributed excellence of the UC system. UC PIs must lead the collaborations, and should find experts across the UC system with whom to collaborate. In rare cases, if technical expertise, resources, or facilities are unavailable at any UC campus or UC-managed national laboratory, the PI may request funds for a subcontract to obtain specific services or expertise from outside UC. This request must be accompanied by an explanation about why the expertise or facilities cannot be identified within UC. If research collaborators from outside the UC system are proposed as Co-Investigators, the application must identify the funding from other sources they will contribute to the project to support their participation in the proposed collaboration.

7. Can we submit a proposal with a lead PI who is located at a different campus than the proposed host campus?

The host campus is the location from which the proposal is submitted, and where the award is administered. Typically the host campus for the collaboration is the Lead PI's home campus. Exceptions to this organizational model are rare. Requests for exceptions must have the concurrence of the Vice Chancellors for Research from both the proposed host campus and Lead PI's home campus. Justification for an alternate structure must be provided in the LOI and approved in advance of the full application submission. Collaborations requesting an exception must describe and justify their alternate model, indicate their means of logistical support, describe plans to ensure appropriate oversight for the project and, where applicable, document support from relevant campuses. In the event the host campus is not the Lead PI's home campus, the proposal must be submitted by the campus where the award will be administered, and this campus will be designated the host campus.

Proposal Submission and Application Guidelines

8. Does the Letter of Intent need to be submitted through the campus Sponsored Projects or Contracts & Grants Office?

No. Unlike full proposals, LOIs do not need to be submitted through the C&G/SPO. A signature from an institutional signing official is not required for LOI submission. However, upon approval of an LOI, the proposal Lead PI must notify his/her campus C&G/SPO of the intent to submit a full proposal, and must comply with all local campus guidelines and timelines for submitting a proposal.

9. We missed the deadline to submit a LOI; can we still submit a full proposal without the LOI?

No. Unfortunately, we are unable to accept LOIs after the deadline, and only applicants who are invited to submit a proposal based on their LOI may proceed to the full proposal stage.

10. My LOI was accepted, and our team received an invitation to submit a full proposal. Is the LOI binding or can we make changes?

The LOI must fairly present your proposed collaboration and activities, research topic and approximate total budget, and full proposals should fall within the scope of the original LOI. Updates, refinements and adjustments may be made to the proposed scope, abstract, and activities when the full proposal is submitted, and additional collaborators or campuses may be added. Once the LOI is approved, the host campus and Lead

PI cannot be changed in the full proposal. Note: Compliance with the eligibility criteria will be reviewed again at the full proposal stage, and only eligible proposals will be forwarded for review. Eligible proposals that diverge significantly in scope, direction or budget requested from the approved LOI may be less competitive for funding.

11. Do we need to submit a letter of support from the host campus Vice Chancellor for Research (VCR) as part of the application?

No. Proposals must be submitted through the host campus's Sponsored Projects or Contracts & Grants Office, and this serves as documentation of the VCR's approval. Letters of commitment may be included in cases where the use of or access to a lab/resource/facility may be limited or require permission or concurrence from a decision-maker for that resource or facility.

12. Can Valley Fever research funds be used to support undergraduate and graduate students?

Funding may be used for graduate student researchers and to engage graduate and undergraduate students in research training, internship activities, or other educational or curricular enhancement related to the project scope and topic. Award funds may not be used for student financial aid or general education costs.

Appendix 2:

Other RGPO Policies and Pre-Award Requirements

The following relevant policies and requirements for awards made by the UCOP Research Grants Program Office (RGPO) apply to all proposals nominated for funding. These requirements are outlined in the formal “pre-funding” notification that will be sent to applicants nominated for funding by the peer review and ranking process, and this appendix may not include all pre-award requirements.

Human Subjects and Material, and Animal Subjects:

Approvals for use of human subjects and material, animals, and toxic substances are not required at the time of application. When such approvals are applicable to the research, applicants must apply to the appropriate board or committee as soon as possible in order to expedite the start of the research, and must do so within 30 days of notification that an award has been offered. Applicants may formally request an extension of this deadline if justified by specific circumstances of the research. All reasonable efforts must be made to obtain appropriate approvals in a timely fashion. Projects that do not obtain the necessary approvals in a timely manner may have their funding reduced or withdrawn.

For multicampus collaborations, if the research requires IRB approval, we encourage use of the [UC IRB Reliance Registry](#) to streamline the approval process. Please note that each study location is still responsible for obtaining other applicable ancillary approvals such as Conflict of Interest, Radiation Safety, etc. Contact your Campus IRB Reliance Coordinator for more information about the UC IRB reliance process.

Publications Acknowledgement and Open Access:

All scientific publications and other products from a RGPO-funded research project must acknowledge the funding support from UC Office of the President, with reference to the specific funding program (e.g., Valley Fever Research Funding Opportunity) and the assigned grant ID number.

RGPO is committed to disseminating research as widely as possible to promote the public benefit. All publications based on funding received from RGPO are subject to the [University’s Open Access Policy](#). To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers on the grant will deposit an electronic copy of all publications in [eScholarship](#), UC’s open access repository promptly after publication. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication.

Deposition of Equipment and Supplies at the End of the Grant

Equipment purchases made by projects funded by the research program must be made by UC campuses and are the property of the UC Regents. Special permission must be sought in advance to purchase equipment for a non-UC campus or entity. In the rare event it is approved, the disposition of the equipment must follow RGPO rules.

Other Requirements

Upon request, awardees must supply the following information or documents:

1. Verification of appointment and Principal Investigator status from an appropriate institutional official.
2. Detailed budgets and justifications for any subcontract(s), if allowed.
3. IRB, IACUC or applications or approvals pertaining to the award.
4. Resolution of any scientific overlap issues with other grants or pending applications.
5. Resolution of any proposal review panel recommendations.

All grant recipients must abide by other applicable pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting.

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

The screenshot shows the login interface with two main sections: 'APPLICATION LOGIN' and 'PEER REVIEWER LOGIN'. The 'APPLICATION LOGIN' section has fields for 'Username or E-mail' and 'Password', a 'LOGIN' button, and a 'CREATE ONE NOW!' button. The 'PEER REVIEWER LOGIN' section has a 'CLICK HERE' button. Annotations in red boxes and arrows highlight the 'CLICK HERE' button as 'Existing users log in here' and the 'CREATE ONE NOW!' button as '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

- A. 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](#).

1. Click on “Grants Opportunities”

2. Filter Grant Maker by “University of California Research Initiatives – Special Opportunities”

3. Click “Apply Now” to start LOI

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 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 regarding program content and eligibility
- Research Grants Program Office at 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. Please note their hours are 8:30am – 5pm ET/ 5:30am – 2pm PT.