

UNIVERSITY OF CALIFORNIA RESEARCH INITIATIVES

University of California Research Initiatives UC Valley Fever Research Funding Opportunity Application Instructions

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| Proposal Submission Deadline | Thursday, February 28, 2019, at 12 pm noon PT (3 pm ET as shown in proposalCENTRAL) |
| Award Start Date | July 1, 2019 |

This document provides application instructions for submissions of proposals for the [UC Valley Fever Research Funding Opportunity](#) announced on December 5, 2018. Please review the RFP carefully before applying. **Letters of Intent (LOIs) are required for this application cycle. To access the application materials, you must have submitted an LOI prior to the January 10, 2019 LOI deadline and have received an LOI approval notification.** Prior to submitting the full application, please review all of the information submitted in the LOI and make updates or changes as needed.

Signatures of the applicant PI and the Contracts and Grants official from the PI's campus are required on the Signature Page of the proposal. PIs are responsible for ensuring that all relevant research policies and budget requirements are complete and accurate. It is the applicant PI's responsibility to follow campus rules for submitting a proposal and confirming that any and all additional campus approvals are obtained prior to submission. Once completed in ink (electronic signatures will not be accepted), the signature page must be uploaded and submitted as part of the full proposal via proposalCENTRAL. Some campus officials may require more time to review and sign off on proposals. Please check with your campus official in advance to ensure that you have sufficient time to complete the proposal, obtain the necessary signatures, and submit all materials via proposalCENTRAL prior to the submission deadline on February 28, 2019 at 12pm noon PT.

Part A. Online Proposal Submission

The proposal must be submitted using the online system proposalCENTRAL, which can be accessed at <https://proposalCENTRAL.altum.com/>. The proposal must be **completed and submitted by the 12:00 noon deadline** (and not merely initiated). Therefore, plan ahead in preparing your submission. Allow at least two hours to receive confirmation of your successful submission by the deadline. If you do not receive this confirmation, you may contact proposalCENTRAL technical support.

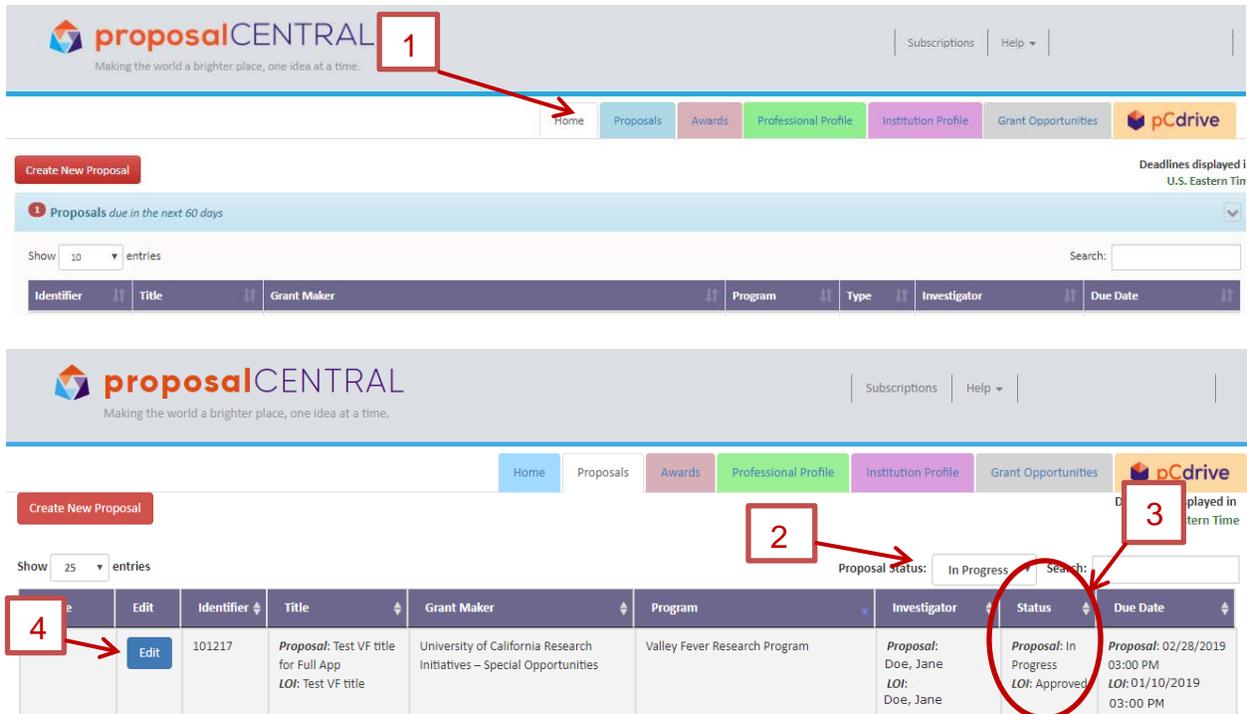
For technical assistance with proposalCENTRAL, email pcsupport@altum.com or call 800-875-2562. ProposalCENTRAL customer support is available Monday – Friday from 5:30am – 2:00pm PT.

Part B. Overview of Proposal Submission Process

STEP 1: Log in to proposalCENTRAL to access application materials. Upon LOI approval, an email notification was sent to the applicant PI.

The applicant PI who submitted the original LOI may log in to proposalCENTRAL at <https://proposalCENTRAL.altum.com/> to see the approval status of the LOI. Once logged into the system:

- 1) Click the blue “Proposals” Tab
- 2) Select Proposal Status “In Progress” from the drop-down menu.
- 3) Locate the relevant LOI submitted to the Valley Fever Research Program and view the “Status” column. Applicants who are invited to submit a full proposal will see “Proposal: In Progress, LOI: Approved.”
- 4) Click “Edit” to access the application materials and to begin working on the full proposal.



STEP 2: Preparation of proposal and required templates. The application consists of two types of forms: a) the data forms to be completed online and b) the application templates to be downloaded from proposalCENTRAL then completed and uploaded to proposalCENTRAL. Please see Section C of this document for detailed information regarding application sections and components.

We recommend that you first download and complete the templates then proceed to complete the online data forms and proposal submission process.

STEP 3: Electronic Submission. Once all of the online data forms are completed and all of the required proposal templates and documents are completed and uploaded, the proposal is ready for electronic submission. After the system validates that your proposal is free of errors, submit the proposal by clicking the “Submit” button on the Submit page.

After the proposal is submitted, an automatic email confirming the electronic submission of the proposal will be sent to the applicant PI.

Applicants may generate a PDF copy of the full proposal by selecting “Print Signature Pages with Attachments” from the Print Signature Pages section.

Part C. Application Sections & Components

Online Data Forms: proposalCENTRAL

Complete the online data forms in proposalCENTRAL as described below. Please be sure to **save your work after each entry.** 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 25 minutes, you will be automatically logged off and any unsaved data will be lost.

The following instructions correspond to the sequence of Proposal Sections in the left hand column of the application in proposalCENTRAL.

Section 1: Title Page

The information entered at the LOI stage will be automatically entered in the proposal Title Page. **Please review all of the information on this page, make updates or changes as necessary, and save the form.** This step must be completed before you can continue. You must click on "**Save**" in order to click on "**Next**" to proceed to the next section.

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

Budget: Enter the "Total Amount Requested" in whole dollar amount. Do not use cents. Please ensure the "Total Amount Requested" on this page matches the "Total Direct Costs" amount on the Budget Summary.

Anticipated Project Period: Select one, two, or three years.

Section 2: Download Templates & Instructions

This page includes the instructions and the proposal form templates that must be completed and uploaded to proposalCENTRAL. The templates can be downloaded in any order and do not need to be downloaded in a single session. Details about each individual template are available in Part D of this document.

Section 3: Enable Other Users to Access this Proposal

This section allows applicants to designate others, for example a collaborating site lead (co-PI), to access their profile or proposal(s) to assist with proposal writing or submission.

Section 4: Applicant/PI

Applicant Profile: The Applicant PI must be identified in this section; all relevant information will automatically be populated from the Applicant PI's proposalCENTRAL profile. To update any information about the Applicant PI, click on "**Edit Professional Profile.**"

In addition to the applicant's profile, review and revise the response(s) to the following questions:

- i. Select Yes to agree to the statement "I affirm as PI that I am participating in only one proposal as lead PI this competition cycle."
- ii. Select Yes to agree to the statement "I affirm that all proposed Co-PIs (site leads) and Co-Investigators for this collaboration are participating in no more than 2 proposals this competition cycle." (See the RFP for definitions of these roles.)

Section 5: Applicant Institution & Contacts

Information regarding your institution that was entered in the LOI will be automatically entered in the proposal Applicant Institution page. At the proposal stage, you must designate a **Signing Official** and a **Fiscal Contact** for your proposal. The same individual may serve as both the Signing Official and the Fiscal Contact if that is the case for your institution.

These contacts can be added by selecting from the drop-down menu “List of Institution Officials” that the system populates based on your institution’s profile and clicking “**Add**”, or by entering the individual’s email address and clicking “**Add**.” A new window will open; enter the requested contact information and complete all the required fields marked with a red asterisk. If the person is already registered in proposalCENTRAL, some information will be automatically entered into the contact form. To save the information you entered, click the red “**Save**” button and “**Close Window**.” Once you have entered a Signing Official or Fiscal Contact, you may make changes to an existing entry by clicking on “**Edit**” or “**Remove**” in the Action column.

Section 6: Site Lead - Each Collaborating Campus/Institution

Responses entered at the LOI stage will be automatically entered in the proposal stage. Review and edit your responses as needed to provide accurate contact information for Co-PIs from each participating site. For each lead Co-PI entry, you must provide the full ranked title the person assumes at his/her institution (e.g., Assistant Professor, Associate Professor, Professor). “Effort” is not a required field on this page. List only one site lead per participating site – do not include other collaborating investigators or other grant personnel in this section.

Section 7: Abstract, Fields, & Campuses

Responses entered at the LOI stage will be automatically entered in the proposal stage. You may edit the information previously provided in the LOI.

Abstract: In the text box, briefly describe the proposed research scope and activities, scholarly contributions and expected outcomes in non-scientific terms appropriate for a general audience. 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.

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 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
- Hastings School of Law
- Lab - Lawrence Berkeley
- Lab - Lawrence Livermore
- Lab - Los Alamos
- Other UC Research Institution(s)

Section 8: Budget Summary

Applicants **MUST** download and complete the Excel template “Budget Workbook” prior to completing this form. Applicants **MUST** use the spreadsheet provided and may not create their own. Once the Budget Workbook template is complete, transfer the requested information to this proposalCENTRAL screen from the Budget Workbook tab entitled “Tab 1. BUDGET, HOST CAMPUS”. Please ensure that the information entered is exactly as it appears in the Excel Budget Workbook. Line item labels for each category on this form correspond to the labels in Tab 1 Budget, Host Campus. Note: not all budget line items from the Excel workbook are needed on the proposalCENTRAL data form (e.g., applicants only need to enter the amount corresponding to “UC to UC subagreements / transfers” and do not need to enter the breakdown of the amounts for each subagreement on the proposalCENTRAL data form).

Use the separate "**Budget Justification**" template to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the proposal narrative and the allowable costs and guidelines described in the RFP and in the

budget workbook. In-kind contributions or cost-sharing may be described in the budget justification, and should not be included in the budget.

Section 9: Organization Assurances

Answer the Yes/No questions regarding the usage of human subjects and vertebrate animals. If you answered “Yes” to any question, indicate the status of IRB and/or IACUC approval, as well as provide the approval dates, if available. Additionally, a Human Subjects, Animal Use, or Toxic Substances template must be completed and uploaded as part of the application.

Section 10: Upload Proposal Narrative & Other Attachments

Click on this link to upload the completed proposal templates for this application. Templates may also be downloaded from this section if they were not downloaded in Section 2. Templates should be completed, **converted to PDFs** as specified in the instructions within the templates, and uploaded prior to completing the validation and submission. Refer to Part D of this document for a list of required documents.

Section 11: Reviewer Recommendations

This section is optional and is not required. The UC office of Research and 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. You may identify UC or Non-UC reviewers.

All requests to include or exclude reviewers will remain confidential. To add a reviewer for inclusion/exclusion, click on “Add 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.

Note about browser settings: A pop-up blocker or high security settings on the browser may prevent the pop-up box from showing. Please disable pop-up blockers in order to add/edit recommended reviewers. Depending on the browser settings, the pop-up box may show up as a separate browser tab.

Section 12: Validate

This section enables applicants to verify that the application is ready to submit. The system will notify applicants of any incomplete information that is required to complete the application.

Section 13: Print Signature Page

Click on the “Print Signature Pages” link to generate and print signature pages. **The applicant PI must sign the signature page, and must obtain the signature of the host campus institutional signing official and upload the “Signed Signature Page” to section 10.** On this page, the applicant can also click on the “Print Signature Pages with Attachments” link to print out the entire proposal into a single PDF document.

Section 14: Submit

Once all online and downloaded templates have been completed and uploaded, the application is ready to be submitted. Please note that the system first requires that you click on “Validate” in Section 12 to check the proposal for errors. Clicking on “Validate” only does not submit the proposal. If no errors are found, you must then 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.

Part D. Proposal Templates

Proposal Templates are Word or Excel documents available on proposalCENTRAL under both Section 2: Download Templates & Instructions and Section 10: Upload Proposal Narrative & Other Attachments. To complete templates, download them, save them and enter the requested information. Once complete, convert the templates to PDF if specified, then upload the PDF files and spreadsheets (when appropriate) to the proposal using the upload function in Section 10 in proposalCENTRAL. Be sure to select the correct Attachment Type to for each uploaded document.

Additional instructions and guidance are located on top of each template.

Note: Please make sure that your uploaded PDFs are not password protected and do not contain electronic signatures. 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:

| Form Name | Required | Notes |
|---|--|--|
| Research Proposal | Required; Word template provided. | 11 pages max. Follow instructions in the template regarding section page limits. Upload PDF. |
| Budget Workbook | Required; Excel template provided. | Use the workbook provided to generate budget. Convert to PDF. Upload BOTH the PDF file and the Excel workbook. |
| Budget Justification | Required; Word template provided. | 2 pages max – upload PDF. |
| Collaborators and Co-Investigators | Required; Word template provided. | Upload PDF. |
| Curriculum Vitae | Required for Lead PI and Co-PI/Site Leads; no template provided. | One CV or Biosketch to be uploaded separately per each principal investigator (Lead PI and co-PI/site leads). 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. There is no required CV format (NIH biosketch, NSF, and other formats are acceptable). Upload PDF. |
| Human Subjects, Animal Use, or Toxic Substances | Required; Word template provided. | 1 page max – upload PDF. |

| Form Name | Required | Notes |
|---------------------------------|--|---|
| Letter(s) of Commitment/Support | Optional; no template provided. | 3 pages max - Provide letter(s) of commitment and support identifying campus resources (if any) as appropriate to the proposal. The total number of pages of all letters must not exceed three pages. For example, you may include a one-page letter and a two-page letter, or you may provide three separate letters that are one page each. Upload PDF. |
| Signed Signature Page | Required - Applicant PI signature and host campus institution official signature required. | Print the proposalCENTRAL generated Signature Page, obtain the necessary signatures, and upload the signed signature page in PDF. |

Contact Information

Should you have any questions regarding the content or eligibility of proposals for this funding opportunity, 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: <http://ucop.edu/research-initiatives/programs/mrpi/index.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.