

UC National Laboratory Fees Research Program Collaborative Research and Training Awards

**Full Application and
SmartSimple Webinar
June 2021**

UNIVERSITY OF CALIFORNIA
RESEARCH INITIATIVES

Applicant webinar: Agenda and Topics

- CRT Research Team Structure
- CRT Budget and Contract Structure Overview
- Key Steps in SmartSimple

UC National Laboratory Fees Research Program

UC Research Initiatives

Research Grants Program Office

Programmatic questions email:

UCRI Program Officers at UCRI@ucop.edu

CRED Proposals: Leila Sievanen

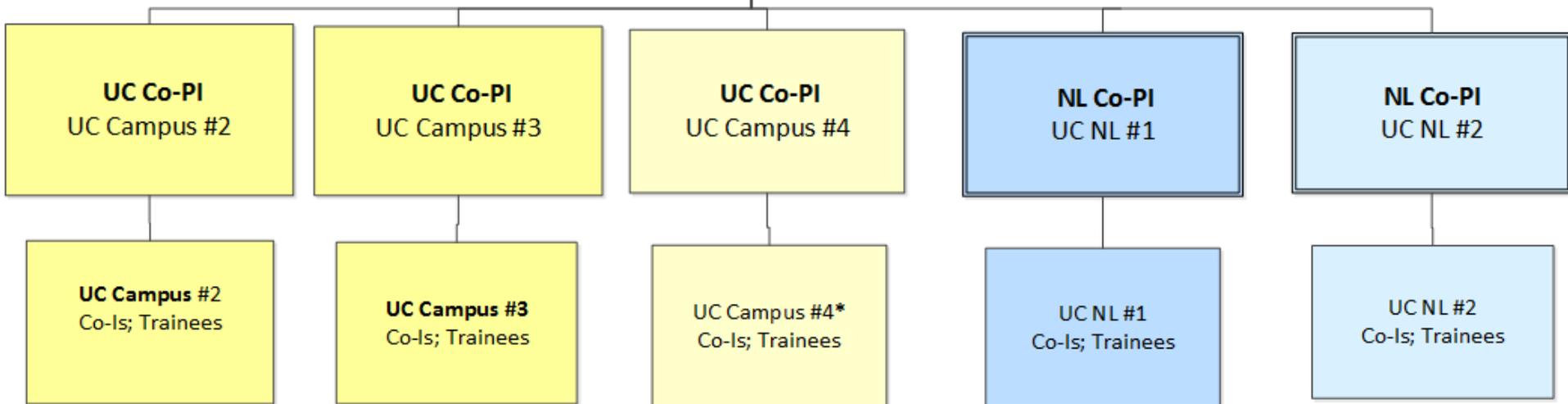
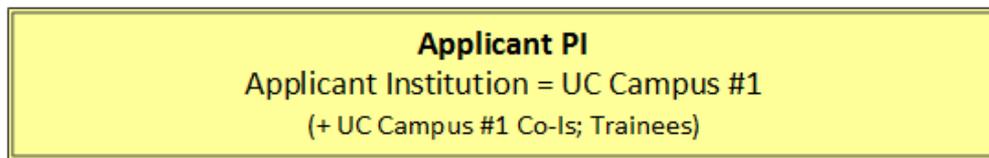
MM-HED Proposals: Nicholas Anthis
Rebecca Stanek-Rykoff

PPB Proposals : Erin Marnocha
Tyler Martz

Technical (SS) and administrative questions email:

RGPOGrants@ucop.edu

UC Multicampus-National Lab Collaborative Research & Training (CRT) Award Collaborative Research Team Structure



UC Campus (required)
UC Campus/Location (optional)
National Laboratory (required) LANL or LLNL
National Laboratory (optional) LANL; LLNL or LBNL

UC Multicampus-National Lab Collaborative Research & Training (CRT) Award

Project Personnel Table = Named Research Team Members

- > List **Applicant PI** and **each Co-PI**; Append CVs
- > Additional **Named** Key Personnel only
- > Project Personnel entries do not generate SS access.

Allowable Roles on Collaborative Research Team – Project Personnel Table

Applicant Principal Investigator

- * Coordinates submission and research activity across all partners; Submits Proposal; Assigns Co-PIs access;

Co-Principal Investigator

- * One [and only one] for each additional collaborating site (UC or UCNL)
- * May invite personnel from own institution

Co-Investigator

- * Additional **named** research and academic personnel/collaborators at a campus, national lab only
- * Contribute significant intellectual or technical expertise to the research.

Trainee

- * **Named** individuals with associated budget costs

Consultant

- * Named collaborators not affiliated with a UC campus/national lab who provide a well-defined contribution not available within the UC system.

UC Multicampus-National Lab Collaborative Research & Training (CRT) Award

Budget and Contract Structure

UCOP- Research Grants Program Office
UC National Laboratory Fees Research Program

Applicant Institution/PI – UC Campus #1
Prime Budget

NL #1 - Co-PI
Prime budget
Contract with UCOP

NL #2 - Co-PI
Prime budget
Contract with UCOP

UC MCA *may* be required by Applicant Institution/Campus

Co-PI Subcontractor
UC Campus #2
Subcontract Budget

Co-PI Subcontractor
UC Campus #3
Subcontract Budget

Co-PI Subcontractor
UC Campus #4
Subcontract Budget

Each national lab must complete a project contributions tab with any LFRP-CRT budget request

UC Campus (required)
UC Campus/Location (optional)
National Laboratory (required) – LANL or LLNL
National Laboratory (optional)

> Applicant Institution (UC Campus #1), and each National Lab, are awarded directly by UCOP-LFRP
> Institutional Sign-off required by the Applicant UC and each National Lab for proposal submission
> The total request for all locations may not exceed \$4 million over 3 years, including IDC.

UC Multicampus-National Lab Collaborative Research & Training (CRT) Award

Type of SmartSimple Access/Access Roles

SmartSimple Roles provide levels/types of access to the system to create/edit/approve proposal elements

- > SmartSimple Access is initiated by the Applicant PI
- > Co-PI for each location has edit access to own budget, and to proposal elements
- > Co-PI can invite (and provide access to) individuals from their own location

Access Roles/Types to Proposal and Budget Interface

Applicant Principal Investigator

Edit ALL proposal elements and budget
Invite; Sign; Submit to Signing Official

Co-Principal Investigator [*National Lab*]

Edit proposal; Invite OWN institution personnel
Edit OWN Prime budget; Obtain required institutional approval

Co-Principal Investigator Subcontractor

Edit proposal; Invite OWN institution personnel;
Edit OWN subcontractor budget (no institutional sign-off)

Co-Investigator

View only

PI Assistant

Added by Applicant PI or Co-PI; Access matches access of inviter from own institution.

*Recommended for C&G/Signing Official budget review and approval

**May* be provided to others assisting PI/Co-PI with completing proposal elements.

Cannot sign proposal

CRT Awards: Key Takeaways

- The Applicant PI is responsible for ensuring eligibility of all Co-PIs prior to full proposal submission.
- The Collaborative Research Team is represented on the Project Personnel Table
 - Each additional collaborating UC campus and each national lab has only one co-PI
- The Applicant UC campus and each National Lab(s) have their own prime budget
- Each additional collaborating UC campus completes a subcontract budget “under” the Applicant UC prime budget.

Accessing SmartSimple

Login to SmartSimple: <https://ucop.smartsimple.com/>

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**Returning users
login here**

Welcome to Research Grants Program Office | UCOP

The Research Grants Program Office (RGPO) oversees a broad grantmaking portfolio of over \$100 million a year to support research that is critical to California, the nation and the world. RGPO programs enhance University of California's research capacity and excellence, which helps attract top faculty, graduate students, government funding and companies to our state.

The SmartSimple Grants Management System is now accepting letters of intent (LOIs) and applications for the Tobacco-Related Disease Research Program (TRDRP). For information regarding the 2019 call for applications, please visit TRDRP's website at www.trdrp.org

Principal Investigator Registration

Register Here

Login to SmartSimple

Email:

Password:

Enter Password

Login

[Forgot Password?](#)

[Privacy & Security](#)

**First-time users
register here**

Applicant PI Administrative Action Items

- Open the Full Application
- Invite the co-PI from the National Lab to the Application
- Invite Assistant to help with application preparation (if necessary)
- Initiate Budget for applicant campus
- Create subcontracts for each additional UC campus
- Invite each UC co-PI to their subcontract

- *(when complete)* Submit to campus Signing Official

From Approved LOI to Full Application

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Jane Doe

1

3 In Progress Applications

My Applications

0 Submitted / Under Review Applications

0 Awarded Applications

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Privacy & Security Jane Doe

In Progress Applications

# RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status
1	T29IR0228	STOY Test 2	High Impact Research Project	Jane Doe	Principal Investigator	08/16/2018	09/27/2018	Invited to Full Application <input type="button" value="Open"/>

1. Click on “In Progress Applications.”
2. Locate the row for your submitted **Lab Fees CRT 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

Main

Notes

L22CR4382 RGPOTest CRT STOY3

Call for Application Details
Name: LFRP 2022 Collaborative Research and Training Awards
Deadline: 08/05/2021 12:00:00

Templates and Instructions:

[UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf](#)
912.8 KB - 03/30/2021 9:23AM

Total Files: 1

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET SIGNATURE PAGE

Application ID: L22CR4382

* Project Title: RGPOTest CRT STOY3

82 characters left

* Project Duration (year): 3

Continue to Full Application

3

NEXT

3. Click on the “Continue to Full Application” button at the bottom of the screen to access the Full Application materials.

Application Submission

Instructions can be downloaded from the top of every page.

Preview button generates PDF of application (including budget and all uploaded attachments)

Complete each section of the application.

Total Files: 1

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

Download templates and upload required attachments in the Documentation section.

Save Draft

Withdraw

Submit to Signing Official

NEXT

Full Application: Inviting Personnel

1. In the Full Application, click on "Invite Personnel" in the left sidebar.

Call for Application Detail
Name: RGPOTest CRCC C
Type: Faculty Seed Grants
Deadline: 04/02/2020 12:00:00

Templates and Instructions:

[2020CRCC-LOinstrux-20181212.pdf](#)
240.2 KB - 10/29/2019 2:30pm

Total Files: 1

Preview

< TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET ASSURANCES >

1. Click on "Invite Personnel"

Full Application: Inviting Personnel

C21CR1535 RGPOTest CRCC v1

Add Personnel
Please input basic contact information First Name, Last Name, and Email. The Status column is triggered allowing the invited contact to accept or decline the invitation. The Status column is triggered allowing the invited contact to accept or decline the invitation. The Status column is triggered allowing the invited contact to accept or decline the invitation. The Status column is triggered allowing the invited contact to accept or decline the invitation. Once accepted personnel will be granted access (Roles and access are defined below).

PI Assistant: User can View/Edit/Submit the application.

Prefix	First Name	Last Name	Email	Role	Status
+					

Save Invite

2. Click the plus button to add the provide access to the following roles on the SmartSimple application:

- **Co-Principal Investigator:** *Required for National Lab co-PIs*; Edit access to full application, generates their own prime-level budget
- **PI Assistant:** can edit and submit a completed application
- **Co-Investigator:** View only

3. Enter the individual's name and email address.

4. Repeat as needed.

5. Click 'Invite' to send out invitation emails.

Budget tab

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Logs 3 of 49

Main L22CR4363 RGPOtest Full CRT Testing

Call for Application Details
Name: LFRP 2022 Collaborative Research and Training Awards
Deadline: 08/05/2021 12:00:00

Templates and Instructions:
UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf
912.8 KB - 03/30/2021 9:23AM

Preview

APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSURANCES

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
Open	Jane Doe - University of California, Davis	\$904,900	\$78,200	\$983,100
Open	John Smith - Lawrence Livermore National Laboratory	\$45,000	\$0	\$45,000
Total		\$949,900	\$78,200	\$1,028,100

< BACK NEXT >

Save Draft Withdraw Submit to Signing Official

1. Click the BUDGET tab to move to the budget section of the application

2. Click the Open button to access and edit the budget

The Prime Budgets (accessed from BUDGET tab) are used to enter the budget and Institution Contacts for the host campus and the national lab.

Note: the National Lab budget will appear once the National Lab Co-PI accepts their invitation.

The BUDGET tab is also where you will create subcontracts for other UC campuses.

Budget tab - Editing the prime budget

Faculty Seed Grants Application » Budget

↑ Back to Application



Budget Instructions:

Please open the budget and carefully read the limits set on the ca numbers.

INSTITUTION CONTACTS

BUDGET SUMMARY

BUDGET DETAILS

Please click the Edit Budget button below to enter your budget information

✎ Edit Budget

RGPO Test Becky PI2 - MERCY HOUSING CALIFORNIA

Budget Summary

TOTAL BUDGET

\$0

\$0

← BACK

Save Draft

Budget Complete

Do not click “Budget Complete” until you have entered all the necessary budget figures, justification notes, and subcontracts – clicking this button will lock your budget and you will not be able to make additional edits.



Budget tab - Subcontracts

Budget - M21PL2144 RGPOTEST Demo



UC Multicampus Research Award Application » **Budget**

↑ Back to Application

Budget Instructions:

- Designate your Institution Contacts. Note: Neither the PI nor the PI Assistant may be listed as the Institution Signing Official.
- Enter your Budget. Carefully read the limits set on the call for applications. If limits are exceeded, respond to the system alert and adjust the numbers.
- Clicking "Budget Complete" will lock your budget.

INSTITUTION CONTACTS BUDGET SUMMARY BUDGET DETAILS **SUBCONTRACT BUDGET DETAILS**

If a subcontractor budget is required please click the Add New Subcontractor Budget budget below to generate a new budget record. Once complete use the Open button below to start entering your subcontractor budget info

Add New Subcontractor Budget

Action	Subcontractor	Subcontractor Institution	Subcontract Total	Subcontract Budget Status
Open			\$0	Draft

Save Draft

Budget Complete

Each campus site with a budget will need a separate subcontract. After clicking "Add New Subcontract Budget", click the "Open" button that appears.

Budget tab - Subcontracts

Applicant PI *must* create a subcontract budget for each UC campus Co-PI, and invite the Co-PI to the subcontract.

The screenshot shows the 'Subcontract Budget' page for 'UC Multicampus Research'. The page includes a navigation menu on the left with 'Main' and 'Invitations'. The main content area has a 'Subcontract Budget Instructions' section and a 'Subcontractor Information' section. The 'Subcontractor Information' section contains a text input for 'Subcontractor Name' and a dropdown for 'Subcontractor Institution Lookup'. Below this are radio buttons for 'UC' and 'Non UC'. At the bottom are buttons for 'Save Draft', 'Budget Complete', 'Request Subcontractor Completion', and 'Cancel'. Two red callout boxes provide instructions: one points to the 'Invitations' menu item, and another points to the 'Subcontractor Name' and 'Subcontractor Institution Lookup' fields.

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Main

Invitations

Subcontract Budget

UC Multicampus Research

Back to Budget

1. Enter the Subcontractor name. Start typing their Institution (e.g. "University of California") into lookup box and select from auto-complete options

2. Click on "Invitations" to invite a subcontractor to fill out the subcontract

Subcontract Budget Instructions:
Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and to adjust the numbers.

Subcontractor Information

* Subcontractor Name:

Subcontractor Institution Lookup:

Yes

et Details

UC

Non UC

Save Draft Budget Complete Request Subcontractor Completion Cancel

Budget tab - Subcontracts

Applicant PI *must* invite each campus Co-PI to their subcontract

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Privacy & Security RGPOTest Becky PI2

Home Available Funding Opportunities Historical Applications

Logs

Main

Invitations

Subcontract Budget - M21PL2144 RGPOTEST Demo

Add Personnel
Please input basic contact information First Name Last Name Email Role Status
accept or decline the invitation. The Status column indicates whether the contact to
access (Roles and access are defined below).

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	Jane	Smith	test@test.edu	Subcontractor	Draft

+ →

Save Invite

1. Click on "+" button to add a new row

2. Enter subcontractor name and email, and select a Subcontractor in Role drop-down

3. Click "Invite" to send invitation

Select the role **Co-PI Subcontractor** for the campus co-PI.

Note that the co-PI can then use this functionality to invite someone else (e.g. an assistant) to fill out the subcontract.

Budget tab - Subcontracts

Applicant PI *must* invite each campus Co-PI to their subcontract

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Home Available Funding Opportunities Historical Applications

Privacy & Security RGPO

Logs

Main

Invitations

Subcontract Budget - M21PL2144 RGPOTEST Demo

UC Multicampus Research Award Application » Budget » Subcontract Budget

Back to Budget

Subcontract Budget Instructions: read the limits set on the call for applications. If exceeded, system will alert and use

Subcontractor Information

* Subcontractor Name: Jane Smith

Subcontractor Institution Lookup: University of California, Davis

Other Institution: Yes

Subcontract Budget Details

* Subcontract Type: UC Non UC

Save Draft Budget Complete Request Subcontractor Completion Cancel

4. Click "Main" to return to subcontract from "Invitations" screen.

5. Click "Request Subcontractor Completion" button

You *must* return to Main tab of subcontract and click “Request Subcontractor Completion” button for subcontractor to access subcontract.

Create a separate subcontract and repeat this process for each UC campus.

UC Co-PI Administrative Action Items

- Access Subcontract Budget
- Invite Assistant to fill out subcontract (if necessary)
- Add named Co-Is/Trainees from own institution to Project Personnel table (if applicable)
- Access Main Application

Subcontracts

UC co-PI: log into SmartSimple and *first* access subcontract

The screenshot shows the University of California SmartSimple dashboard. The top navigation bar includes the University of California logo on the left and links for Privacy & Security, RGPO Test Chidi Subcontr, Home, Available Funding Opportunities, and Historical on the right. The main content area is divided into two sections: 'My Applications' and 'Assigned Actions'. The 'My Applications' section contains four tiles: 'In Progress Applications' (0), 'Submitted / Under Review Applications' (0), 'Awarded Applications' (0), and 'Assigned Actions - Signing Official' (0). The 'Assigned Actions' section contains four tiles: 'Deliverables' (0), 'Pending Letters of Reference' (0), 'Pending Subcontracts' (1), and 'Grant Agreements for Review' (0). The 'Pending Subcontracts' tile is circled in red.

My Applications			
0	0	0	0
In Progress Applications	Submitted / Under Review Applications	Awarded Applications	Assigned Actions - Signing Official

Assigned Actions			
0	0	1	0
Deliverables	Pending Letters of Reference	Pending Subcontracts	Grant Agreements for Review

Click on “Pending Subcontracts” tile to access the subcontract.

Subcontracts

UNIVERSITY OF CALIFORNIA

Privacy & Security RGP0test Becky Subcontractor

Home Available Funding Opportunities Historical Applications

Logs 1 of 6

Main

Invitations

More...

Subcontract Budget - L22CR4345 RGP0test LFCRT Demo

Collaborative Research and Training (CRT) Application » Budget » **Subcontract Budget**

Subcontract Budget Instructions:
Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.

JUMP TO

- Subcontractor Information
- Subcontract Budget Details

Subcontractor Information

* Subcontractor Name: UC Davis Co-PI

Subcontractor Institution Lookup: University of California, Davis

Other Institution: Yes

Subcontract Budget

* Subcontractor Type: UC Non UC

Please click the Edit Subcontractor Budget button below to enter your budget information.

Edit Subcontract Budget

UC Davis Co-PI - University of California, Davis

Subcontractor Budget Summary

Save Draft Subcontract Budget Complete

Click "Edit Subcontract Budget" to enter budget figures.

Click "Save Draft" to save progress.

Click "Subcontract Budget Complete" when all figures and justifications are complete.

Click on "Edit Subcontract Budget" to edit budget figures and justifications.

Do not click Subcontract Budget Complete until all figures and justifications are final.

Inviting an Assistant to Fill Out Subcontract

The screenshot shows the University of California system interface. The top navigation bar includes the University of California logo, a user profile for 'RGPOtest Becky Subcontractor', and links for 'Home', 'Available Funding Opportunities', and 'Historical Applications'. A 'Logs' dropdown is visible on the left. The main content area is titled 'Subcontract Budget - L22CR4345 RGPOtest LFCRT Demo'. A red arrow points to the 'Invitations' link in the left sidebar. A red box highlights the text: 'Click "Invitations" to access the invitation interface.' The main content area displays 'Subcontractor Information' and 'Subcontract Budget Details' sections. The 'Subcontractor Information' section includes fields for 'Subcontractor Name' (UC Davis Co-PI), 'Subcontractor Institution' (University of California, Davis), and 'Other Institution' (Yes/No). The 'Subcontract Budget Details' section includes a 'Subcontract Type' field with radio buttons for 'UC' (selected) and 'Non UC'. A button labeled 'Edit Subcontract Budget' is visible. At the bottom, there are 'Save Draft' and 'Subcontract Budget Complete' buttons.

UNIVERSITY OF CALIFORNIA

Privacy & Security RGPOtest Becky Subcontractor

Home Available Funding Opportunities Historical Applications

Logs

1 of 6

Main

Subcontract Budget - L22CR4345 RGPOtest LFCRT Demo

Collaborative Research and Training (CRT) Application » Budget » Subcontract Budget

Click "Invitations" to access the invitation interface.

Subcontractor Information

* Subcontractor Name: UC Davis Co-PI

Subcontractor Institution: University of California, Davis

Other Institution: Yes

Subcontract Budget Details

* Subcontract Type: UC Non UC

Please click the Edit Subcontractor Budget button below to enter your budget information.

Edit Subcontract Budget

UC Davis Co-PI - University of California, Davis

Subcontractor Budget Summary

Save Draft Subcontract Budget Complete

The Co-PI can invite someone to fill out the subcontract on their behalf. *This individual will NOT have access to the full application.*

Inviting an Assistant to Complete Subcontract

UNIVERSITY OF CALIFORNIA

Privacy & Security RGP0test Becky Subcontractor

Home Available Funding Opportunities Historical Appli

Logs

1 of 6

Main

Invitations

More...

22CR4345 RGP0test LFCRT Demo

Add Personnel

Please input basic contact information First Name, Last Name, Email, and Role. Upon clicking "Invite" an invitation email is triggered allowing the invited contact to accept or decline the invitation. After clicking "Invite", **you must return to the main Subcontract page and click the "Request Subcontractor Completion" button.**

The Status column will display the current status of the invitation. Once accepted personnel will be granted access to this subcontract (Roles and access are defined below).

Co-PI Subcontractor: User can View/Edit/Complete the subcontract. User can View/Edit sections of the main app
Subcontractor Assistant:User can View/Edit/Complete the subcontract.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text" value="Ms"/>	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="test@test.edu"/>	<input type="text" value="Subcontractor Assistant"/>	<input type="text" value="Draft"/>

+ →

Save Invite

1 Click + to add a new row

2 Enter the user's name and email address, and select role "Subcontractor Assistant"

3 Click "Save" to save progress, and "Invite" to send invitation email

4 Click "Main" to return to subcontract for one last step.

In the invitation interface, select the role **Subcontractor Assistant**, and then click "Invite".

Co-PI Access to Application

UC co-PI: *after* the subcontract has been opened, the UC co-PI has access to the full application.

The screenshot shows the SmartSimple application dashboard. The top navigation bar includes 'UNIVERSITY', 'Privacy & Security', and 'RGPOTest Chidi Subcontractor'. The main content area is divided into two sections: 'My Applications' and 'Assigned Actions'. The 'My Applications' section has four cards: 'In Progress Applications' (1), 'Submitted / Under Review Applications' (0), 'Awarded Applications' (0), and 'Assigned Actions - Signing Official' (0). The 'Assigned Actions' section has four cards: 'Deliverables' (0), 'Pending Letters of Reference' (0), 'Pending Subcontracts' (1), and 'Grant Agreements for Review' (0). Red callout boxes and arrows highlight the 'Home' link in the navigation bar, the 'In Progress Applications' card, and the 'Pending Subcontracts' card.

Click "In Progress Applications" to access the main application content

Click "Home" to access the home screen in SmartSimple

Click "Pending Subcontracts" to access the subcontract

Section	Item	Count
My Applications	In Progress Applications	1
	Submitted / Under Review Applications	0
	Awarded Applications	0
	Assigned Actions - Signing Official	0
Assigned Actions	Deliverables	0
	Pending Letters of Reference	0
	Pending Subcontracts	1
	Grant Agreements for Review	0

National Lab Co-PI Administrative Action Items

- National Lab Budget
- National Lab Project Contributions
- Invite Assistant (if necessary) to complete national lab budget
- Add named Co-Is/Trainees from own institution to Project Personnel table (if applicable)
- Signature Page for Non-Submitting Institutions

Budget tab

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Logs 3 of 49

Main L22CR4363 RGPOtest Full CRT Testing

Call for Application Details
Name: LFRP 2022 Collaborative Research and Training Awards
Deadline: 08/05/2021 12:00:00

Templates and Instructions:
UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf
912.8 KB - 03/30/2021 9:23AM

Preview

APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSURANCES

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
Open	Jane Doe - University of California, Davis	\$904,900	\$78,200	\$983,100
Open	John Smith - Lawrence Livermore National Laboratory	\$45,000	\$0	\$45,000
Total		\$949,900	\$78,200	\$1,028,100

< BACK NEXT >

Save Draft Withdraw Submit to Signing Official

1. Click the BUDGET tab to move to the budget section of the application

2. Click the Open button to access and edit the budget

The Prime Budgets (accessed from BUDGET tab) are used to enter the budget and Institution Contacts for the host campus and the national lab.

Note: the National Lab co-PI has access to the application and their budget after accepting the email invitation

The BUDGET tab is also where the National Lab enters their Project Contributions

Budget tab - Editing the prime budget

Faculty Seed Grants Application » Budget

 Back to Application



Budget Instructions:

Please open the budget and carefully read the limits set on the call for 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

Save Draft

Budget Complete

Do not click “Budget Complete” until you have entered all the necessary budget figures, justification notes – clicking this button will lock your budget and you will not be able to make additional edits.



Project Contributions

Budget - L22CR4394 RGPOTest Project Personnel Demo

Collaborative Research and Training (CRT) Application » **Budget**

↑ Back to Application

Budget Instructions:

- Designate your Institution Contacts. Note: Neither the PI nor the PI Assistant may be listed as the Institution Signing Official.
- Enter your Budget. Carefully read the limits set on the call for applications. If limits are exceeded, respond to the system alert and adjust your budget.
- Clicking "Budget Complete" will lock your budget.

All participating National Labs must enter Project Contributions

INSTITUTION CONTACTS BUDGET SUMMARY BUDGET DETAILS SUBCONTRACT BUDGET DETAILS **PROJECT CONTRIBUTIONS**

* 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 conditions for any grant, including the applicable grantor regulations.

Search and select 

* Fiscal Contact

This should identify the individual at the Applicant Organization who will serve as the authorized fiscal officer for official grant accounting issues.

Search and select 

NEXT >

Save Draft

Budget Complete

All participating National Labs are required to fill out the Project Contributions tab. This can be accessed from the Budget tab.

Project Contributions

Budget - L22CR4394 RGPOTest Project Personnel Demo



Collaborative Research and Training (CRT) Application » **Budget**

↑ Back to Application



Budget Instructions:

- Designate your Institution Contacts. Note: Neither the PI nor the PI Assistant may be listed as the Institution Signing Official.
- Enter your Budget. Carefully read the limits set on the call for applications. If limits are exceeded, respond to the system alert and adjust the numbers.
- Clicking "Budget Complete" will lock your budget.

INSTITUTION CONTACTS

BUDGET SUMMARY

DETAILS

PROJECT CONTRIBUTIONS

If new Project Contributions table is required please click on the Add Project Contributions button to start entering your Project Contribution information.

Click on "Add Project Contributions".
Wait for page to refresh.

generate a new record. Once the page has refreshed use the Open button below to

Add Project Contributions

Action

Project Co

Project Contributions Total

Project Contributions Status

Open

Los Alamos N

Click "Open" to access the Project
Contributions table.

5,000

Draft

← BACK

Save Draft

Budget Complete

All participating National Labs are required to fill out the Project Contributions tab. This can be accessed from the Budget tab.

Project Contributions

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Project Contributions - L22CR4394 RGPO

Project Personnel Demo

More... [Back to Budget](#)

1 Start typing in the name of the institution, and select the institution from the drop-down search box.

2 Click "Edit Project Contributions" to enter figures and explanations in a separate pop-up window.

3 After you've saved work in the pop-up window, this table will appear.

4 Click "Save Draft" to save your work, and "Table Complete" once all figures and explanations have been added.

5 Click "Back to Budget" to return to the other budget tabs.

Contributions Instructions:
Project Contributions" to enter all applicable contributions from the collaborating institution.

Please enter the name of the institution that is providing the Project Contributions.

* Institution Name: Los Alamos National Laboratory

Please click the Edit Project Contributions button below to enter the information about the contributions.

[Edit Project Contributions](#)

Los Alamos National Laboratory

Project Contributions

	Year 1	Year 2	Year 3	Year 4
Leveraged Personnel (Salary and Fringe Benefits)	\$10,000	\$10,000	\$10,000	\$10,000
Equipment or Facilities Use (Time and Materials)	\$0	\$0	\$0	\$0
Space Assigned/Attributed to the Project	\$0	\$0	\$0	\$0
Data Access and Computing Time	\$5,000	\$5,000	\$5,000	\$5,000
Meetings and Conferences	\$0	\$0	\$0	\$0

[Save Draft](#) [Table Complete](#) [Cancel](#)

Each participating National Lab is required to fill out the Project Contributions tab. This can be accessed from the Budget tab.

National Lab Institution Signoff

Home Main L22CR4394 RGPOTest Project Personnel Demo

Notes
Invite Personnel

i Call for Application Details
Name: LFRP 2022 Collaborative Research and Training Awards
Deadline: 08/05/2021 12:00:00

Templates and Instructions:

[UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf](#)
912.8 KB - 03/30/2021 9:23AM

Total Files: 1

INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

* Co-PI Institution Signature Documents

Download the [Signature Page for Non-Submitting Institutions](#). Obtain the required electronic or ink signatures and upload a scanned copy here. A separate signed Signature Page must be uploaded for each non-submitting institution.

BACK

Save Draft

Download the Signature Page for Non-Submitting Institutions; obtain required signatures, and upload.

The participating National Lab(s) will need to sign and upload the “Signature Page for Non-Submitting Institutions”.

Submit to Signing Official

Call for Application Details
Name: TRDRP 2019A - High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 09/27/2018 12:00:00

Templates and Instructions:

 [IP_Application_Instructions.pdf](#)
1,916 KB - 07/18/2018 6:32pm

Total Files: 1

 Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION INSTITUTION CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

* Applicant Electronic Signature (Type in your full legal name)

Jane Doe

* Date

07/19/2018 

Save Draft

 Withdraw

Submit to Signing Official

The Applicant PI submits the application to the campus signing official, who then submits it to RGPO. *The signing official must submit it by the deadline; please be aware of any internal deadlines for submission.*

Final Takeaways and Tips

- The Applicant PI invites the National Lab Co-PIs on the main application
- The Applicant PI invites the UC campus Co-PIs in the subcontracts
- Do not click “Budget Complete” until all numbers and justifications are final
 - Email RGPOgrants@ucop.edu for help with unlocking a budget

I still have questions.....

1. Ask them today

2. Review the materials in the RFP, FAQs and Full Application Instructions

3. Visit our website at:

<https://www.ucop.edu/research-initiatives/programs/lab-fees/index.html>

4. Contact us as questions arise

Contact Information

For SmartSimple support:

Research Grants Program Office

RGPOGrants@ucop.edu

For programmatic questions:

**University of California Research
Initiatives (UCRI)**

UCRI@ucop.edu