



# University of California Research Initiatives UC-NL In-Residence Graduate Fellowship

## Application Submission Instructions for 2021 Awards

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Proposal Submission Deadline	Thursday, September 3, 2020 at 12 pm noon PT
Notification of Review Outcome	December 8, 2020 (expected)
Award Start Date	April 1, 2021

This document provides instructions for submissions of proposals for the [UC-National Laboratory In-Residence Graduate Fellowships \(UC-NLGF\)](#) announced on April 7, 2020. 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 June 4, 2020 LOI deadline and have received an 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.

**A signature from your campus Contracts & Grants office is required and will be collected electronically. You must submit the completed application electronically to your signing official who must review and submit the application through SmartSimple by the application deadline. Some campus officials may require significant time to review and sign off on proposals. Please check with your campus official in advance and plan submission timelines accordingly.**

### Part A. Online Proposal Submission

The proposal must be submitted using SmartSimple, which can be accessed at <https://ucop.smartsimple.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.

For technical assistance with SmartSimple, email [rgpogrants@ucop.edu](mailto:rgpogrants@ucop.edu).

### Part B. Overview of Proposal Submission Process

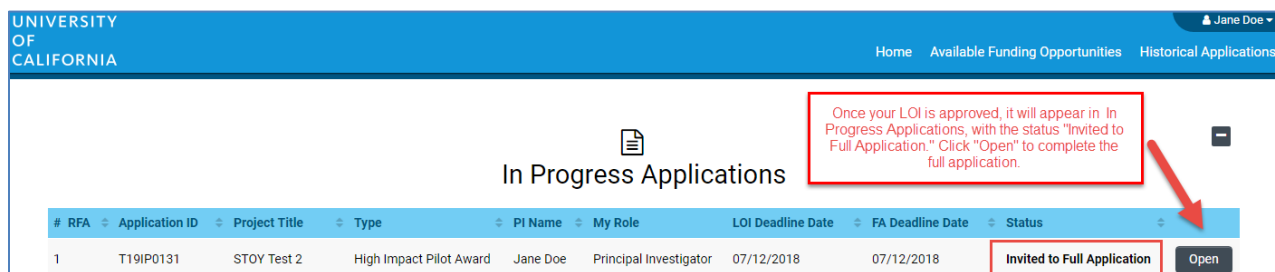
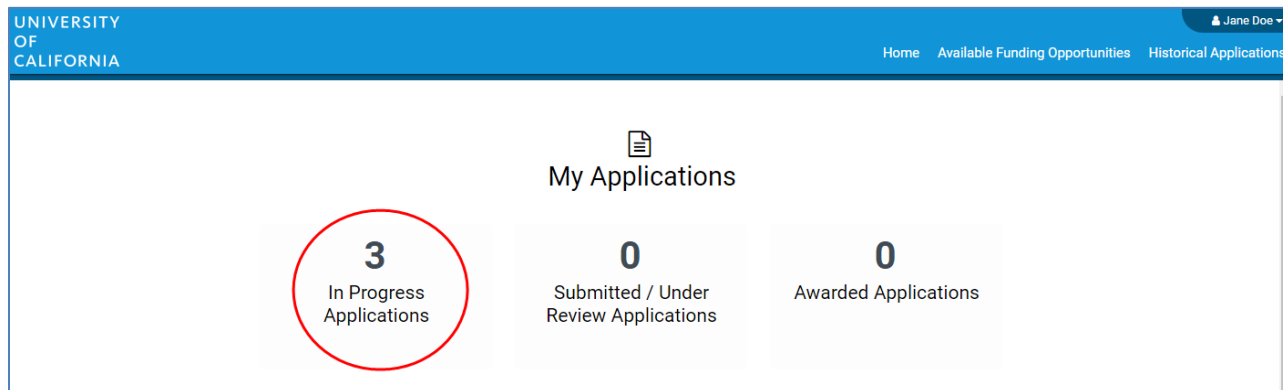
Carefully read these application instructions in their entirety before you begin.

#### STEP 1: Log in to SmartSimple to access application materials.

The applicant PI may log in to SmartSimple at <https://ucop.smartsimple.com/> to see the approved LOI. Once logged into the system:

1. Click on the **“In Progress Applications”** tile on the Home screen.
2. Go to the row corresponding to the LOI you submitted, and click **“Open.”**
3. Click the **“Continue”** button at the bottom of the screen to proceed to the full application.

Once opened, on the Main page, download the templates and review the tabs of the application.



**STEP 2: Preparation of proposal and required templates.** The application consists of two types of forms: 1) the data forms to be completed online directly in the SmartSimple interface, and 2) the application templates to be downloaded from SmartSimple, then completed and uploaded to SmartSimple. **Note: the required CVs/biosketches must be uploaded to the system in the Project Personnel table, and cannot be uploaded in the Documentation tab with the other templates.** Please see Part C of this document for detailed information regarding application sections and components.

**STEP 3: Electronic Submission to Signing Official.** 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 to your institution’s signing official. Click the **“Submit to Signing Official”** button. This will generate an email notification to your signing official to log in, review the application, and submit or send back to you for further revision.

After the proposal is submitted by the signing official, an automatic email confirming the electronic submission of the proposal will be sent to the applicant and the signing official.

You may generate a PDF copy of the full proposal at any time by clicking the **“Preview”** button that appears at the top of each section of the application.

## Part C: Detailed Description of Each Application Section

Instructions for how to complete all forms are below. *We recommend that you first download and complete the templates from the Documentation section, then proceed to complete the online data forms.*

Complete the online data forms in SmartSimple as described below. Please be sure to **save your work after each entry**. To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. For security, if your session is idle (i.e. if you don't press "**Save Draft**" or click on a link to move to another page) for an extended period of time, you will be automatically logged off and any unsaved data will be lost.

**Responses entered at the LOI stage will be automatically entered in the proposal stage. Please review all of the pre-populated information, make updates or changes as necessary, and click "Save Draft" after making changes.**

The screenshot shows the SmartSimple application interface for the University of California. The top navigation bar includes 'Home', 'Available Funding Opportunities', and 'Historical Applications'. The left sidebar contains 'Main', 'Notes', and 'Invite Personnel' tabs. The main content area displays application details for 'Hormones in Well Water Initiative' with a deadline of 12/05/2019 12:00:00. Below this, there are sections for 'Templates and Instructions' and a 'Preview' button. A horizontal menu at the bottom of the main content area includes 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'PROJECT CONTACTS', 'BUDGET', 'ASSURANCES', 'DOCUMENTATION', and 'SIGNATURE PAGE'. The 'PROJECT INFORMATION' section is expanded, showing fields for 'Project Title' (RGPOTest - CBCRP Water), 'Project Duration (year)', 'Proposed Project Start Date', and 'Proposed Project End Date'. At the bottom of the form, there are buttons for 'Save Draft', 'Withdraw', and 'Submit to Signing Official'. Three red callout boxes with arrows point to specific elements: Box 1 points to the sidebar tabs; Box 2 points to the horizontal menu; Box 3 points to the 'Save Draft' button.

1. After opening the full application, you will automatically be taken to the application sections on the Main tab. Use the left sidebar to switch between the Main, Notes, and Invite Personnel tabs.

2. In the Main tab, click the headings to access each section of the application.

3. Click "Save Draft" often to save your work.

Click "Preview" at any time to view, download, or print a PDF of your application.

In addition to the Main and Notes tabs on the top left sidebar, you will see the **Invite Personnel** tab.

- **Invite Personnel:** This section enables you to invite your dissertation advisor to submit a blind letter of recommendation as part of your application, which is required.
  1. To add a new user, click "+" and enter their name and email, and select the role "Referee".
  2. Once you have added a user, click "Save," then click "Invite" to send an email to the user with instructions on submitting the letter.

UNIVERSITY OF CALIFORNIA

Jane Doe

Home Available Funding Opportunities Historical Applications

Main

Notes

Invite Personnel

TP23RF0133

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

**Co-Investigator:** User can View/Edit the application.  
**PI Assistant:** User can View/Edit/Submit the application.  
**Referee:** User can submit a blind letter of reference.

First Name	Last Name	Email	Role	Status
Co-Investigator	1	coinvest1@ucla.edu	Co-Investigator	Invited
PI Assistant	1	Plassist1@ucla.edu	PI Assistant	Draft

1. Click on "+" to add a new user. Enter their name, email, and select a role.

2. Click "Invite" to send an email to the user inviting him/her to follow a link to access the application, OR, Click "Save" to save the added user's information and invite them later.

3. The Status column will display the current status of the invitation.

4. Click X to remove a user.

The following instructions correspond to the sequence of Proposal Sections that appear from left to right in the application. The application sections: **Title Page, Applicant/Principal Investigator, Project Information, Project Contacts, Budget, Assurances, Documentation, and Signature Page**, can be completed in any order and in any number of sessions. You can move between sections by clicking directly on the section headings. Required fields are denoted with a red asterisk (\*). Please be sure to save your work after each entry.

### Application Section: Title Page

Please review all of the pre-populated information on this page, and make updates or changes as necessary.

- **Project Title:** Please enter the project title here (100 characters or fewer including spaces).
- **Project Duration (Year):** Using the drop-down menu, select the duration of the project (two or three years).
- **Project Start Date:** The project start date is April 1, 2021.
- **Project End Date:** Please enter the project end date here, based on the number of years requested and ending on March 31.
- **Proposed In-Residence Lab Location:** Please indicate Lawrence Livermore National Lab or Los Alamos National Lab.
- **Resubmission:** Select Yes or No to specify whether this application is a Resubmission.
  - **If Yes:** Enter the year and title of the previous submission
- **Graduate School and Candidacy Status:** Please answer the questions regarding your academic status:
  - Are you a full-time student enrolled in a doctoral program at one of the 10 UC campuses? (Yes/No)
  - Have you advanced to candidacy? (Yes/No)
  - What is the date of your advancement to candidacy (confirmed or anticipated)? (enter a date in the text box)
- **Are you willing to commit to be in-residence at the proposed lab location for at least 6 months each year of the fellowship?** (Yes/No)

- **At this time, do you anticipate that you will receive any concurrent research or fellowship funding during the Fellowship term?** (Yes/No; providing additional details if you select Yes.)

### **Application Section: Applicant/Principal Investigator**

Applicant/Principal Investigator information will be auto-populated from the “My Profile” section of your SmartSimple account. Please review this information for accuracy. To make changes to this information, click on your name in the upper right corner of the page, and select “**My Profile.**” Update your information and save your changes. Return to the full application by selecting “**Open**” under “**In Progress Applications**” on the Home screen. You can also go directly to the “My Profile” page in your account to make changes at any time.

### **Application Section: Project Information**

- **Lay Abstract:** In the textbox provided, concisely summarize the proposed project. This abstract is limited to 2,400 characters including spaces (approximately 350 words) and should be written in a manner that is appropriate for a general scholarly audience. 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 abstract is non-confidential, and may be published or circulated by the Program. An abstract is required.
- **Subject Area(s):** Select the subject area(s).
- **Focus Area(s):** Start typing a character and choose your project’s focus area(s) from the drop-down menu.

### **Application Section: Project Contacts**

- **Institution Contacts:** This is a read-only display of the Institution Contacts you enter on the Budget tab. You do not need to enter any institution contacts here.
- **Project Personnel:** You **MUST** add all project personnel, including yourself as the Applicant Principal Investigator. Click “**Enter Project Personnel.**” A separate window will open. Using the “+” button, enter the names and details of all project personnel. Click “**Save**” to save your changes. Click “**Close**” to return to the full application.
  - **Role on Project:** For each person, select their role on the project from the drop-down list. See Appendix B: Project Personnel Roles for additional guidelines on project roles.
  - **PI/Co-PI column:** Disregard this column.
  - **Upload Personnel CVs/Biosketches:** Once you close the Project Personnel window and return to Project Contacts tab, you will see a display of your Personnel. Each row in the table will now have an **Upload** button. Click the **Upload** button to upload the CV/biosketch of the person named in the first row, and repeat for each individual in the table. Then click “**Save Draft**” to display a link to the biosketch that you uploaded. Biosketches are required for the Applicant Principal Investigator, the Dissertation Advisor, and the Lab Mentor.

1. Click "Enter Project Personnel" to open a new window that will allow you to enter all Personnel involved in your project.

2. Once you have entered all Personnel, click "Close" to return to the Project Contacts page on the application to see a display of all Project Personnel.

3. Click "Upload" to upload the biosketch of the listed individual. Repeat the upload process for each row in the Project Personnel table.

4. Click "Save Draft" at the bottom of the page to refresh the page and see the link to the uploaded biosketch.

Last Name	First Name	Email Address	Degrees	Title	Department	Institution	Role on Project	Institution Type	PI/Co-PI	Upload Biosketch	Biosketch
RGPOTest	Becky PI2	rebecca.stanek+pi2@gmail.com	PhD	Staff	RGPO	UCOP	Applicant Principal Investigator	Academic/Research Institution	RGPOTest Becky PI2	<input type="button" value="Upload"/>	<a href="#">Biosketch.pdf</a>

## Application Section: Budget

Click "Open" to begin this section.

1. Click the **Budget** tab to move to the budget section of the application.

2. Click "Open" to start entering your budget information.

Call for Application Details  
 Name: CBCRP 2020 - Innovative, Developmental, and Exploratory Award  
 Type: Innovative, Developmental, and Exploratory Award  
 Deadline: 03/05/2020 12:00:00

Templates and Instructions:  
[CBCRP\\_Submission\\_Instructions\\_by\\_Award\\_Type.pdf](#)  
 8/27/2019 12:49pm

APPLICANT / PRINCIPAL INVESTIGATOR    PROJECT INFORMATION    PROJECT CONTACTS    **BUDGET**    ASSI >

Action	Owner - Institution	Total DC	Total IDC	Total
<input type="button" value="Open"/>	Jane Doe 2 - MERCY HOUSING CALIFORNIA	\$141,750	\$42,225	\$183,975
<b>Total</b>		<b>\$141,750</b>	<b>\$42,225</b>	<b>\$183,975</b>

< BACK    NEXT >

This section contains three sub-tabs: **Institution Contacts**, **Budget Summary**, and **Budget Details**

# Budget - C21CR2030 RGPO Applications

Faculty Seed Grants Application

Click "Back to Application" to return to the main application interface

↑ Back to Application

**Budget Instructions:**

Enter Institution Contacts

View budget details that have been entered into the budget

INSTITUTION CONTACTS   BUDGET SUMMARY   BUDGET DETAILS

\* **Signing Official**

This should identify the individual who is authorized to act for the Applicant Organization, and who will assume the obligations 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 to TRDRP 1

Search and select

\* **Contracts and Grants Contact**

This should identify the individual in the Applicant Organization and who will serve as the liaison to the grantor on contracts and grants.

Search and select

Can't find the contact you're looking for?

Can't find Signing Official

Can't find Fiscal Contact

Can't find Contracts and Grants Contact

Save Draft   Budget Complete

Enter figures into your budget and view your Budget Summary

Do NOT click "Budget Complete" until you have entered all the required institution contacts, budget figures, and justification notes - clicking this button will lock the entire Budget tab

- **Institution Contacts:** Three contact types are required for every application:
  - **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 grantor's regulations.
    - When all online forms and downloaded templates have been completed and uploaded to SmartSimple, the application will be ready to be electronically submitted to your institution's signing official.
    - **Your institution's signing official will receive an email notification to log in, review, and electronically submit the application.**



- **Contracts and Grants Official:** This should identify the individual in the Applicant Organization's Contracts and Grants Office, or comparable unit, who will administer the grant for the institution should an award be made, and who will serve as the liaison to the grantor on official grant administrative issues.
- **Fiscal Contact:** This should identify the individual at the Applicant Organization who will serve as the authorized fiscal officer to the grantor for official grant accounting issues.

To add these individuals as contacts of your application, start typing the official's name in the appropriate field and select a contact that populates. If you cannot find the contact name in the populated list, answer the question "Can't find the contact you're looking for?" If applicable, click the radio button next to "**Can't find Signing Official.**" Then click "**Add Signing Official.**" A pop-up window will open where you can enter the signing official's full name and email. The contact's name should now appear in the drop down menu of the role to which the contact was added. Repeat this process to add a Fiscal Contact and Contracts and Grants Contact as necessary. **Do not use generic emails such as** ContractsandGrants@myinstitution.edu.

- **Budget Summary**

1. To complete your application budget, go to the "Budget Summary" tab within the main Budget tab. A complete detailed budget must be submitted as part of a full application. Click "**Save Draft**" to save your progress on the application before entering the budget information. Refer to the RFP for information and Appendix C for Cost and Expense Guidelines.
2. Under the Budget Summary heading, click "**Edit Budget.**" A separate window will open. **Do not click "Budget Complete" until you have entered all the required institution contacts, budget figures and justification notes – clicking this button will lock the entire Budget tab and you will not be able to make additional edits. Do not click "Budget Complete" until you are ready to submit your application to your signing official. Please see Technical Tips and Warnings (Appendix D) for help in unlocking a budget.**



## Budget - B26TR1168 RGPOTEST - CBCRP Trans ST4

Translational Research Award Application » Budget

[↑ Back to Application](#)

## Budget Instructions:

Please open the budget and carefully read

1. Click "Edit Budget." A separate window will open for you to enter your budget figures and justification.

and user is required to adjust the numbers.

INSTITUTION CONTACTS

BUDGET SUMMARY

PROJECT CONTRIBUTIONS

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

[Edit Budget](#)

## Jane Doe 1 - MERCY HOUSING CALIFORNIA

## Budget Summary

	Year 1	Year 2	Total
Personnel Costs	\$300,000		
Student Tuition Fees, Graduate Student Stipends	\$0		
Other Project Expenses	\$20,000		
Equipment	\$50,000		
Travel Expenses	\$0		
Service Contracts and Consultants	\$0		
Prime Budget Direct Costs	\$370,000		
Prime Budget Modified Total Direct Costs (MTDC)	\$320,000		
Allowable Modified Total Direct Costs (MTDC) on Subcontracts	\$0		
Prime Budget Indirect Costs (IDC) Total	\$0		
Prime Budget Total	\$370,000		
Subcontracts Itemized			
Subcontract Summary			
Subcontracts Direct Costs	\$0		
Subcontracts Indirect Costs (IDC) Total	\$0		
Subcontracts Total	\$0	\$0	\$0
<b>TOTAL PROJECT COSTS (Prime + Subcontracts)</b>	<b>\$370,000</b>	<b>\$220,000</b>	<b>\$590,000</b>

Click "Save Draft" to save your progress on the application.

DO NOT click "Budget Complete" until you have entered all required contacts, budget figures, and justification notes. Clicking this button will lock all sections of the Budget tab and you will not be able to make additional edits.

[← BACK](#)[Save Draft](#)[Budget Complete](#)

- The top of this window will list a Budget Summary by category. As you enter data on the page below it and click **"Save"**, these tallies will update.
- Scroll down to **Student Tuition Fees, Graduate Student Stipends**. Click **"+"** to add a new line item and indicate the dollar amount by each year requested. The Total will calculate at the end of the row. Provide a clear justification for each entry. When you click **"Save,"** the expense will populate in the Budget Summary at the top of this screen.
- Repeat this process for each of the remaining budget categories. Please refer to the Request for Proposals for details on allowable and non-allowable costs, as well as **Appendix C** of these instructions.
  - **Travel Expenses**
  - **Indirect Costs / Facilities & Administrative (F&A) Costs**

## Budget Detail Justification



The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click "+" to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise. See the Call instructions for specific budget limits and instructions.

	Year 1	Total
Personnel Costs	\$44,000	\$44,000
Student Tuition Fees, Graduate Student Stipends	\$0	\$0
Other Project Expenses	\$1,000	\$1,000
Equipment	\$0	\$0
Travel Expenses	\$0	\$0
	\$0	\$0
	\$45,000	\$45,000
	\$44,000	\$44,000

1. Click "+" to add a new Personnel expense line and indicate the dollar amount requested. Enter justification notes. Repeat for each Personnel expense line in your budget.

2. Repeat the process described in Step 1 for all remaining budget categories.

3. When you click "Save", the Total expenses entered in each category will populate in the Budget Summary at the top of this screen.

Click "Clear" to clear the contents of your budget.

Click "Close" to return to the Budget Summary and the other sections of the application

Personnel Costs (Salary and Fringe)

Salaries and Fringe Benefits

Postdoc Salary



For each person supported by this grant, describe their contribution to the project.

Justification

Save Clear Close

- **Budget Justification:**
  - A textbox is available under each budget category to provide any additional explanation. This is optional, and you may leave this blank for all budget categories.
- **Overall Budget Completion:**
  - When you have finished filling out your entire budget, click "Save," then "Close."
  - You can view the budget figures you entered by clicking the "Budget Summary" and "Budget Details" headings. You can click "Edit Budget" to make updates or changes to these budget sections.
  - If you would like to work on other sections of the application and return to the Budget later, click "Save Draft," then "Back to Application."
  - Once you have entered all the necessary budget figures and notes, click "Budget Complete." **Note: Clicking "Budget Complete" will lock the entire Budget section and you will not be able to make additional edits. Please**

**see *Technical Tips and Warnings (Appendix D)* for help in unlocking a budget.**

## **Application Section: Organization Assurances**

Answer the Yes/No questions regarding the usage of vertebrate animals, human subjects, biohazards, and DEA substances.

If you answered “Yes” to any of the questions, indicate the assurance status for each type of usage:

- Under Animal Use, click “**Enter IACUC Details.**” A new window will open.
  - Click “+” to add a new row.
  - As applicable, enter the approval and expiration dates, and assurance number. Click “**Save,**” then “**Close.**”
  - Click “**Upload**” to upload assurance documentation.
  - Repeat for all Animal Use assurances.
- Repeat the steps above for Human Subjects (click “**Enter IRB Details**”), Biohazard (click “**Enter Biohazard Details**”), and DEA Controlled Substance (click “**Enter DEA Substance Details**”), as applicable. Some responses may prompt additional questions that you must complete.

## **Application Section: Documentation: Proposal Templates**

Proposal Templates are Word or Excel documents available in this section. To complete the templates, download them, save them, and enter the requested information. Once complete, convert them to PDF, then upload the PDF files to the proposal using the upload button under the appropriate document heading.

**Refer to Appendix A for a list of documentations/templates.** 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.*

## **Application Section: Signature Page**

Once all online and downloaded templates have been completed and uploaded to SmartSimple, the application is ready to be submitted to your institution’s signing official. You must click “**Submit to Signing Official**” to complete this step.

Your institution’s signing official will receive an email notification to log in, review, and either submit the application, or send the application back to the Applicant PI for revision. Signing Official instructions can be found [here](#). **Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines accordingly.**

- If the signing official’s submission was successful, a confirmation message will appear on the screen and a confirmation email will be sent to the Applicant PI. The email confirmation typically arrives within a few minutes (the length of time may be greater near the submission deadline). If you do not receive the SmartSimple confirmation email within an hour of your submission, please contact us using the information at the end of this document. You can also confirm the status of your application submission by going to the Home screen, and clicking on “**Submitted/Under Review Applications.**”
- If the signing official sends the application back to you for further revision, you will receive an email notification. When you next log in and open your application, you will

see any comments made by the signing official at the top of the application interface. Update the application as needed. **Note:** Regardless of which sections you have updated, you will need to reconfirm your budget by clicking on the Budget section and then **"Budget Complete."** Once you have made the necessary updates to your application, click **"Submit to Signing Official."**

1. If the signing official sends the application back to you for revisions, the next time you access the application, you will see any comments made by the signing official directly above the application section headings. Review the comments and click the section headings to update your application.

2. Regardless of which sections you have updated, you will need to reconfirm your budget by clicking on the Budget section heading and then "Budget Complete."

3. Once you have made the necessary application updates, click "Submit to Signing Official."

## Contact Information

Should you have any questions regarding your application, please contact:

- UC Research Initiatives at [UCRI@ucop.edu](mailto:UCRI@ucop.edu) regarding program content and eligibility
- Research Grants Program Office at [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu) regarding SmartSimple support and 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/lab-fees/index.html>

## Appendix A: Application Upload Requirements

Below is a list of all required and optional documents that may be submitted as part of your application. The “Requirement” column indicates whether a document is required, conditional or optional. The “Notes” column indicates any special instructions and whether a template is provided.

<b>Form Name</b>	<b>Required</b>	<b>Notes</b>
Research Proposal	Required; Word template provided.	6 pages max (5 page research plan and 1 page literature cited). Upload PDF.
Mentorship and Training Plan	Required; Word template provided.	2 pages max. Upload PDF.
Applicant’s Academic Transcript	Required. No template provided.	Non-official transcript is acceptable. Upload PDF.
Applicant’s Curriculum Vitae (CV)	Required. No template provided.	3 pages max. Upload PDF in “Project Personnel” table
Lab Mentor’s Curriculum Vitae (CV)	Required. No template provided.	3 pages max. Upload PDF in “Project Personnel” table
Letter from Academic Advisor (blind)	Required; Word template provided. Uploaded directly by academic advisor. This document is not visible to applicant.	Letter from the applicant’s academic advisor nominating the applicant for the fellowship, providing concurrence and approval of the proposed research, and indicating when the student advanced or will advance to candidacy. Letter must be signed (ink signature only) and scanned to convert to PDF. This letter must be uploaded directly by your academic advisor in SmartSimple. Follow instructions on page 3 for the Invite Personnel section.

<b>Form Name</b>	<b>Required</b>	<b>Notes</b>
Letter from Lab Supervisor	Required; Word template provided. Upload by applicant.	Letter from the proposed national lab supervisor endorsing the applicant, providing concurrence to oversee the proposed research and provide laboratory space, supervision, and access to necessary resources as described in the proposal, as well as committing to the mentorship and training plan described in the proposal. Letter must be signed (ink signature only) and scanned to convert to PDF. Upload PDF.
Human Subject, Animal Use, or Toxic Substance	Required; Word template provided.	1 page max. Upload PDF.

## Appendix B: Project Personnel Roles – Definitions, Guidelines, and CV/Biosketch Requirements

The Laboratory Fees Research Programs allows the following roles on Fellowship awards.

<b>Role on Project</b>	<b>Definition</b>	<b>Biosketch Required?</b>
Applicant Principal Investigator	The Applicant Principal Investigator is the applicant student and lead investigator on the Fellowship. They execute the research project, serve as the project's main contact, and are responsible for providing progress other reports to RGPO.	Yes
Dissertation Advisor	The Dissertation Advisor is the applicant's UC advisor with responsibility for oversight of the student's academic progress and completion of the doctoral program. The Dissertation Advisor must document approval of the proposed research plan, and commit to provide collaborative supervision with the national lab Mentor.	Yes
Mentor	The Mentor is the national laboratory scientist at LLNL or LANL who will serve as the on-site supervisor and mentor for the duration of the Fellowship, and who will devote adequate time and effort to ensure the Fellow receives the support necessary to progress to degree. The Mentor must be in-residence at the lab during the Fellowship period, and may not serve concurrently as the Dissertation Advisor.	Yes

A Role on Project must be selected for each individual listed in the Project Personnel table in SmartSimple, which can be found on the Project Contacts tab of the application. Other roles which you may see as options in SmartSimple may not be used for this Fellowship.



## **Appendix C: Cost and Expense Guidelines**

**Allowable Costs:** The Fellowship provides a fixed annual award for stipends and UC tuition and fees, a travel allowance, and an indirect cost reimbursement of up to 8% (total direct cost basis). Please see the RFP for additional information. Travel may only be used for project-related purposes.

### **1) Student Tuition & Fees; Grad Student Stipends**

- Enter \$62,000 for each Fellowship year.
- Please see FAQ #12 in the RFP for additional information on the annual award.

### **2) Travel Expenses (Project Related)**

- The Fellowship provides \$5,200 total for travel across all Fellowship years.
- For each Fellowship year, enter the portion of the \$5,200 that you wish to assign to that year.

### **3) Indirect Costs**

- Enter the amount that is 8% of the sum of prior two lines for each Fellowship year.

**Non-Allowable Costs:** No additional costs are allowed beyond those listed above.

## Appendix D: Technical Tips and Warnings

Applicants may encounter validation or submission errors due to a few common issues.

### 1. **General Issues with Validation:**

- Some applicants find that the system does not validate when the process is complete. Our experience is that most often this is caused by navigation away from a page before the “save” is complete. If you navigate away from a page before the “save” is complete, the information on that page will be lost. A screen refresh occurs automatically when the save is complete, and that is visible by a screen blink.

### 2. **Issues with Institution Profile:**

- Note for UC Applicants: You will need to type in “University of California” in the search box in order to see your campus listed in the dropdown list. If you have difficulty locating the database entry for your institution, please contact us using the information provided at the end of this document.

### 3. **Record Locked Message:** The application can be accessed by one user at a time. If you are unable to edit your application, it is likely in use by another user. A message will appear at the bottom of the screen indicating that the application is currently locked to you. You will not be able to access the application until the first user closes their session.

### 4. **Unlocking a Budget:** Please contact the Research Grants Program Office Contracts and Grants unit at [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu) for immediate assistance with this request.