



University of California Research Initiatives UC Multicampus-National Lab Collaborative Research Training (UC- NL CRT) Awards

Application Submission Instructions for 2022 Awards

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Proposal Submission Deadline	Thursday, August 5, 2021 at 12 pm noon PT
Notification of Review Outcome	December 15, 2021 (expected)
Award Start Date	March 1, 2022

This document provides instructions for submissions of proposals for the [UC Multicampus-National Laboratory Collaborative Research and Training \(UC-NL CRT\) Awards](#) announced on March 30, 2021. 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 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.

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.

For technical assistance with SmartSimple, email rgpogrants@ucop.edu.

Part B. Overview of Proposal Submission Process

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

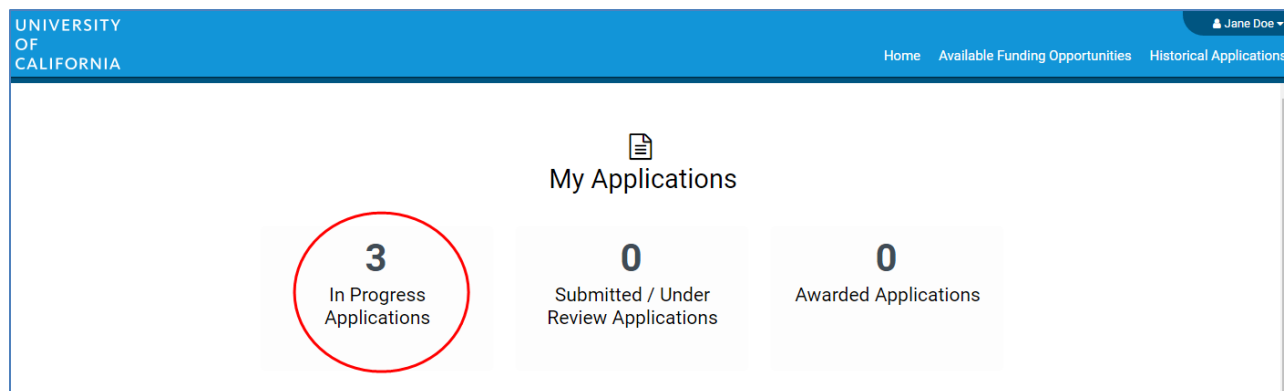
STEP 1: Log in to SmartSimple to access application materials.

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 to Full Application”** 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.

1.



UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Jane Doe

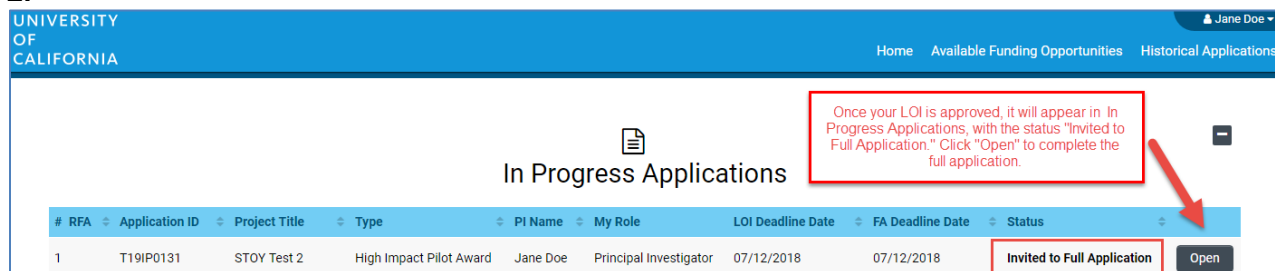
My Applications

3 In Progress Applications

0 Submitted / Under Review Applications

0 Awarded Applications

2.



UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Jane Doe

In Progress Applications

Once your LOI is approved, it will appear in In Progress Applications, with the status "Invited to Full Application." Click "Open" to complete the full application.

#	RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status
1		T19IP0131	STOY Test 2	High Impact Pilot Award	Jane Doe	Principal Investigator	07/12/2018	07/12/2018	Invited to Full Application

Open

3.

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 interface includes a top navigation bar with links for Home, Available Funding Opportunities, and Historical Applications. A left sidebar contains tabs for Main, Notes, and Invite Personnel. The main content area displays application details for 'Hormones in Well Water Initiative' and a list of sections: TITLE PAGE, APPLICANT / PRINCIPAL INVESTIGATOR, PROJECT INFORMATION, PROJECT CONTACTS, BUDGET, ASSURANCES, DOCUMENTATION, and SIGNATURE PAGE. A 'Preview' button is located above these sections. Below the sections, there are input fields for Project Title, Project Duration, Proposed Project Start Date, and Proposed Project End Date. At the bottom, there are buttons for 'Save Draft', 'Withdraw', and 'Submit to Signing Official'. Three red boxes with arrows provide instructions: Box 1 points to the sidebar tabs; Box 2 points to the section headings; 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 provide access to anyone whom you wish to participate in your application preparation.
 1. To add a new user with full access to the application, click "+" and enter their name and email, and select a role.
 - **PI Assistant:** User can View/Edit/Submit the application.
 - **Co-Principal Investigator:** User can View/Edit the application. The Applicant Principal Investigator must invite each participating national lab site lead as a separate "Co-Principal Investigator" in this section. Each National Lab Co-PI must accept the invitation in order to access the application and sections unique to the National Lab Co-PI role, including the National Lab's prime budget. *Note that the UC campus co-PIs should NOT be invited in this section. UC Co-PIs will be invited to the application in the budget subcontracts; see instructions in "Application Section: Budget" on page 13. Please also review Appendix C for more information.*
 - **Co-Investigator:** User can View the application.
 2. Once you have added a user, click "**Save**" to save the user's information, then click "**Invite**" to send an invitation email to the user. The invitee will then receive instructions to access the application.
 3. Add additional users by clicking "+" and entering the users' information,

repeating for all users. Once you have added all desired users, click “**Save**” to save the information in batch, or “**Invite**” to invite all users in batch. The Status column will display the current status of the invitation. Click the “**X**” button on the far right to remove a user.

The screenshot shows the 'UNIVERSITY OF CALIFORNIA' portal with a user 'Jane Doe' logged in. The left sidebar has 'Main', 'Notes', and 'Invite Personnel' (selected). The main content area is titled 'TP23RF0133'. It contains an 'Add Personnel' instruction box, a table of personnel, and 'Save' and 'Invite' buttons. Four red callout boxes with arrows point to specific UI elements:

- 1. Click on "+" to add a new user. Enter their name, email, and select a role. (Points to the '+' button in the table.)
- 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. (Points to the 'Invite' button.)
- 3. The Status column will display the current status of the invitation. (Points to the 'Status' column header.)
- 4. Click X to remove a user. (Points to the 'X' button in the table.)

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

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 (three years).
- **Project Start Date**: The project start date is March 1, 2022.
- **Project End Date**: Please enter the project end date here. For a three-year award, the project end date is February 28, 2025.
- **Targeted Research Area**: Please indicate which one of the three targeted research areas you will be applying in:
 - Clean, Renewable Energy and Decarbonization
 - Frontiers of Mesoscale Materials and High Energy Density Science
 - Pandemic Preparedness and Biosecurity
- **Restrictions Acknowledgement**: Please answer the question regarding research funded by LFRP.
- **Concurrent MRPI and Lab Fees Funding**: Please answer the questions regarding the current funding of the PI, the UC Co-PIs, and the UC Co-Is. If “Yes” is selected on any of the questions, an additional text box will appear for you to provide more information.

- **PI and Co-PI Status:** Please answer the questions regarding the PI status of the PI and proposed Co-PIs.

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. See Appendix B for a list of focus areas.
- **Suggested Reviewers:** (Optional) UC Research Initiatives will assemble 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, email address, and affiliation of reviewers. In addition, you may identify scientific peers who you do not want to review your proposal. Click the “Enter Suggested Reviewer” button to list individuals in either category.
 - **Nominations:** In the “Notes” column, please indicate that this is a nomination.
 - **Exclusions:** You may identify scientific peers who you do not want to review your proposal. In the “Notes” column, please indicate that this is an exclusion. Such requests **MUST** include a brief explanation of the perceived conflict of interest in the “Notes” column.
 - Final determination of review assignments is at the discretion of the Program. All requests to include or exclude reviewers are confidential.

Reviewer Information

Please use the '+' button to add new rows

First Name	Last Name	Title	Institution	Email	Notes
Jane	Smith	Professor	UCLA	est@test.edu	Exclude due to COI

Save Close

1. Enter the name and affiliation of the reviewer

2. Use the Notes column to indicate if this is a recommendation or exclusion, and why.

3. Click the [+] button to add more rows (if needed)

4. Click [Save] when you are done entering information

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:** At the LOI stage, you entered the Applicant Principal Investigator of the project, and one Co-PI site lead for each collaborating campus and national lab. At the full application stage, you can update and add additional allowable personnel per the RFP. Click “**Enter Project Personnel.**” A separate window will open. Using the “+” button, enter the names and details of all allowable project personnel. Click “**Save**” to save your changes. Click “**Close**” to return to the full application.
 - **Role on Project:** For each personnel, select their role on the project from the drop-down list. See Appendix C: Project Personnel Roles for guidance and definitions of project roles.
 - **PI/Co-PI column:** This column is used to indicate the prime budget on which they appear. From the drop-down menu select the Applicant PI or National Lab Co-PI for each personnel listed. Note: The National Lab Co-PI must have accepted the Co-PI invitation (see Invite Personnel section) in order for their name to appear in this drop-down list.
- **Upload Personnel CVs/Biosketches:** Once you close the Project Personnel window and return to the 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. Please refer to the Request for Proposals for instructions on the required biosketch format. **Note: while other required attachments are uploaded in the Documentation tab, all required CVs/biosketches, including that of the Applicant PI, are uploaded here.**

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.

Project Personnel

Enter Project Personnel

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	<div style="background-color: #333; color: white; padding: 2px 10px; border-radius: 3px; cursor: pointer;">Upload</div>	Biosketch.pdf

Application Section: Budget

A prime budget will be listed for the Applicant PI and for each National Lab Co-PI. All other participating UC campuses will have their budget listed as a subcontract to the Applicant PI's prime budget. **The Applicant PI and each National Lab Co-PI must follow the below instructions to complete their own Budget.** Note: Each National Lab Co-PI must have accepted the Co-PI invitation (see Invite Personnel section) in order for their unique budget to display on the Budget tab.

Click **“Open”** to begin this section.

UNIVERSITY OF CALIFORNIA

Privacy & Security RGPOtest Becky PI2

Home Available Funding Opportunities Historical Applications

Logs 3 of 49

Main

Notes

Invite Personnel

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

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

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

This section contains several sub-tabs: **Institution Contacts, Budget Summary, Budget Details, Subcontract Budget Details, and Project Contributions**

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications Open Calls (Testing)

Budget - L22CR4285 PROPOSED BUDGET

Collaborative Research and

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

Back to Application

Budget Instructions:

- Designate your Institution Contact
- Enter your Budget. Carefully read the instructions. If limits are exceeded, resubmit.

Enter Institution Contacts

View budget details that have been entered into the budget

Enter Project Contributions as applicable

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 grantor's regulations.

Search and select

Enter figures into your budget and view your Budget Summary

Enter subcontract budget(s) as applicable

* **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.

Search and select

* **Contracts and Grants Contact**

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.

Search and select

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

Save Draft Budget Complete

NEXT >

- **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. Note: A user who is designated as both Principal Investigator and Signing Official will not be able to 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 in 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.

- **Budget Summary**

1. To complete your budget for the applicant institution or the national lab(s), 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 D 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, subcontracts, 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 E) for help in unlocking a budget.**

The screenshot shows the 'Budget - B26TR1168 RGPOTEST - CBCRP Trans ST4' page. The 'Budget Instructions' section states: 'Please open the budget and carefully read the instructions. A user is required to adjust the numbers.' The 'BUDGET SUMMARY' tab is selected. A red arrow points from the 'Edit Budget' button to a callout box that says: '1. Click "Edit Budget." A separate window will open for you to enter your budget figures and justification.' Below the 'Edit Budget' button, the user 'Jane Doe 1 - MERCY HOUSING CALIFORNIA' is listed. The 'Budget Summary' table is displayed with columns for Year 1, Year 2, and Total. A red arrow points from the 'Save Draft' button to a callout box that says: '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.'

	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
TOTAL PROJECT COSTS (Prime + Subcontracts)	\$370,000	\$220,000	\$590,000

- 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 **Personnel Costs**. 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, indicating the costs to be incurred **at the applicant institution/national lab only**. Please refer to the Request for Proposals for details on allowable and non-allowable costs, as well as **Appendix D** of these instructions.
 - **Student Tuition and Fees, Graduate Student Stipends**
 - **Other Project Expenses**
 - **Equipment**
 - **Travel Expenses**
 - **Service Contracts and Consultants**
 - **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 the budget justification relevant to that particular category. There is no character limit on the budget justification, though the expectation is that the justification is concise.
- **Subcontractor Budget(s):**
 - For each *collaborating UC campus*, a separate subcontract must be provided. To generate a UC campus subcontract, the Applicant PI should click the **“Subcontract Budget Details”** heading, then **“Add New Subcontractor Budget,”** then **“Open”** to enter subcontract budget information.
 - Enter the UC campus co-PI’s name and institution information. The subcontractor Co-PI is the Co-PI for that campus or UC site/location. When using the lookup table to enter the campus, be sure to search for the campus using the full “University of California” name.
 - To invite the UC campus co-PI to their subcontract, click on “Invitations” in the left side-bar, and use the invitation interface (same as “Invite Personnel” in main application) to invite the co-PI with the role of **Co-PI Subcontractor**.
 - After inviting the co-PI to fill out the subcontract, return to the “Main” tab of the subcontract and click **“Request Subcontractor Completion”** to email the subcontractor instructions to log in and complete their own budget.
 - After following the emailed instructions, the Co-PI Subcontractor can access their subcontract budget using the Pending Subcontracts tile on the Home screen. Click “Open” to begin entering subcontract budget figures using the same instructions listed above.
 - The Co-PI Subcontractor can access the main application through the In Progress Applications tile on the Home screen. Note: The Co-PI Subcontractor must open the subcontract budget at least one time in order to initiate access to the main application.
 - Please see [full instructions for the Co-PI Subcontractor](#) for step-by-step instructions.
- Once you have entered all the necessary budget figures and notes, and all the subcontracts are complete, click **“Budget Complete.”**
- Click **“Back to Budget”** to return to the prime budget.

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Budget - T19IP0138 test

High Impact Pilot Award Application » Budget

Back to Application

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

1. Click “Subcontract Budget Details.”

BUDGET SUMMARY BUDGET DETAILS SUBCONTRACT BUDGET DETAILS

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

2. Click “Add New Subcontractor Budget.” Use this button to add each additional subcontractor budget.

Action	Subcontractor	Subcontractor Institution	Subcontract Total	Subcontract Budget Status
Open	Stanley Applebee	University of San Francisco	\$5,850	Draft

3. Click “Open” to complete the subcontractor budget.

Save Draft Budget Complete

Logs ▾

Main

Invitations

Subcontract Budget - M21PL2144 RGPOTEST Demo

▼ Subcontractor Information

* Subcontractor Name: Jane Smith

Subcontractor Institution
Lookup: University of California, DavisOther Institution: ☐ Yes

▼ Subcontract Budget Details

* Subcontract Type: ☐ UC
☐ Non UC

Please click the Edit Subcontractor Budget button below to

[Edit Subcontract Budget](#)Jane Smith - University of California, Davis

Subcontractor Budget Summary

Subcontractor Budget Details

Personnel Costs (Salary and Fringe)
Student Tuition & Fees, Graduate Student Stipend
Other Project Expenses
Equipment
Travel Expenses
Service Contracts and Consultants
Indirect Costs/ Facilities & Administrative (F&A) CostsClick "Save Draft"
frequently

Save Draft

Budget Complete

Request Subcontractor Completion

Cancel

1. Enter the
subcontractor's name and
institution information2. Select the subcontract
type3. Click "Edit Subcontract
Budget" if you will enter
subcontract info yourself,
OR move to step 4.5. Click "Request Subcontractor
Completion" if you are inviting someone else
to edit. Click "Budget Complete" when the
subcontract is completed.4. Click
"Invitations" to
invite someone
else to edit the
subcontract; then
click "Request
Subcontractor
Completion"
button

- **Project Contributions:** Each collaborating national lab must complete the Project Contributions tab in their own prime budget to indicate the commitments made by the lab. Refer to Appendix D for more details on project contributions.
 - Click **"Add Project Contributions"** to generate a new record. Once the page has refreshed, click the **"Open"** button, then **"Edit Project Contributions"**. A separate window will open.
 - Enter contributions by category and project year.
 - Enter a Contributions Description. One textbox is available below the table to explain the specific contributions of the collaborating institution to the proposed project.
 - Click **"Save"** often. Click **"Close"** to return to the Project Contributions summary.
 - Once you have entered all the necessary contributions and notes, click **"Table Complete"** to lock the table.
 - Click **"Back to Budget"** to return to the prime budget.

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 is required to be a Principal Investigator or Project Manager.
- Enter your Budget. Carefully read the limits set on the call for application.
- Clicking "Budget Complete" will lock your budget.

1. Click the **Project Contributions** tab in the budget.

2. Click the **"Add Project Contributions"** button.

3. Click **"Open"** to enter contribution information.

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

If new Project Contributions table is required, click the "Add Project Contributions" button below to start entering your Project Contributions. Once the page has refreshed, you will be able to enter contributions below to generate a new record.

[Add Project Contributions](#)

Action	Project Contributions Institution	Project Contributions Total	Project Contribution
Open			Draft

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

Project Contributions - L22CR4394 RGPOTest Project Personnel Demo

[↑ Back to Budget](#)

Project Contributions Instructions:
Click "Edit Project Contributions" to enter all applicable contributions.

1. Start typing the institution name in the text box and select the institution.

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

* Institution Name:

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

[Edit Project Contributions](#)

2. Click **"Edit Project Contributions"** and enter data in the pop-up window.

Los Alamos National Laboratory

Project Contributions

	Year1	Year2	Year3	Total
Leveraged Personnel (Salary and Fringe Benefits)	\$10,000	\$10,000	\$10,000	\$30,000
Equipment or Facilities Use (Time and Materials)	\$0			\$0
Space Assigned/Attributed to the Project	\$0			\$0
Data Access and Computing Time	\$5,000	\$5,000		\$10,000
Meetings and Conferences				\$0
Travel - Project Related				\$0
Other Direct Project Expenditures				\$0
Indirect Costs				\$0
Total	\$15,000	\$15,000	\$15,000	\$45,000

3. Data will display in this table after entered and saved in the pop-up window.

4. Click **"Save Draft"** to continue working, and **"Table Complete"** once all contributions have been entered.

Contribution Description
Personnel X will contribute a, b, and c. Computing time on cluster Y will work on deliverable Z.

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

• **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 E) 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 are Word 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.

Refer to Appendix A for a list of documentation/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

Co-PI Signature Documents

Prior to submitting to the Applicant PI’s Signing Official, each National Lab Co-Principal Investigator is required to download and complete the Signature Page for Non-Submitting Institutions, obtain the required signatures, and upload a scanned copy.

B26AB1305 RGPOTest - CBCRP CRC-Pilot ST0Y1

Preview

R PROJECT INFORMATION PROJECT 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)**

*** Date**

*** CoPI Institution Signature Documents**

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

[< BACK](#)

Save Draft Withdraw ☒ Submit to Signing Official

Each Co-PI (not including the submitting Applicant PI) must download and complete the Signature Page for Non-Submitting Institutions, obtain signatures in ink, and upload a scanned copy.

Applicant PI Signature

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 of 7

Main T19IP0131 ST0Y Test 21

Notes (1)
Invite Personnel

Full Application RFP Details
Name: RGPO TEST - TRDRP 2019A High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 07/12/2018 18:30:00

Templates and Instructions:
RFP_Templates_and_Instructions_-_High_Impact_Pilot.PDF
215 KB - 05/11/2018 7:55pm
Total Files: 1

Signing Official Comments
Please revise

Preview

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

Application ID: T19IP0131

* Project Title: ST0Y Test 21

* Project Start Date: 04/07/2019

* Project End Date: 06/07/2021

* Project Duration (year): 2

* Is this a re-submission?
☐ Yes
☒ No

Please indicate if this is a resubmission of a prior application. A resubmission is an unfunded application that is revised and resubmitted to respond to the critiques under the currently reviewed grant cycle. Please note that TRDRP will accept only a single resubmission of the same or very similar project from the last two cycles, regardless of change in application title.

* Does your proposed research involve out-of-state (outside of California) expenses?
Yes = The proposed budget includes out-of-state expenses
No = The proposed budget does NOT include out-of-state expenses
☐ Yes
☒ No

Save Draft Withdraw 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 regarding program content and eligibility
- Research Grants Program Office at 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 documents to be submitted as part of your application.

Form Name	Required	Notes
Research Plan	Required; Word template provided.	14 pages max (up to 12 page research plan and 2 page literature cited). Upload PDF in “documentation” tab.
Research Compliance: Human Subject, Animal Use, or Biohazards	Required; Word template provided.	1 page max. Upload PDF in “documentation tab”.
Laboratory Letter of Commitment	Required from each participating national lab; No template provided. Letter must commit to providing the contributions outlined in the project contributions tab, if awarded.	Upload PDF in “documentation” tab.
Curriculum Vitae (CV)	Required; No template provided. Other support (disclosure of all current or anticipated sources of research funds) should be appended to the CV. See Appendix C for roles and CV/biosketch requirements.	2 pages max, not including other support. Upload PDFs in “Project Personnel” table.

Appendix B: Focus Areas

These responses are collected for RGPO-wide data purposes. Please select the areas that most closely match your research.

Animal Sciences	Electronics and Electronics Manufacturing	Nanotechnology
Anthropology	Energy	Networking and Internet Technologies
Art and Art Practice	Energy Policy	Neuroscience
Astronomy and Astrophysics	Engineering	New Nicotine Products
Atmospheric Science	Engineering – Chemical	Nicotine Dependence
Behavioral Sciences	Engineering – Civil	Nuclear Sciences
Biochemistry	Engineering – Electrical	Opportunistic Infections
Bioengineering and Biotechnology	Engineering – Mechanical	Pathogenesis
Biofuels	Engineering – Nuclear	Patient Safety Research
Biology	Environmental Sciences	Physics
Biology- Molecular/Cell	Epidemiology	Planetary and Space Science
Biophysics	Etiology	Plant Science
Cancer – Breast	Evaluation Research	Plasma Physics
Cancer – Lung	Gender and Women's Studies	Policy
Cancer – Other	Genomics/proteomics	Political Science
Cancer Detection Methods	Geography	Prevention
Cardiovascular Disease	Geology	Prognosis
Chemistry	Health and Wellness	Psychology
Climate Studies and Climate Change	Healthcare Services and Systems	Pulmonary Diseases
Communications	History	Race and Ethnicity
Community Engaged Research	HIV/AIDS	Security Studies
Community-based Participatory Research	Humanities	Sexuality Studies
Computer Science	Imaging	Socioeconomic Status
Cosmology	Immigration	Sociology
Criminology and Incarceration	Immunology	Solar Energy
Cultural Studies	Information Technology	Statistics
Demography	International and Area Studies	Stem Cell Biology
Developmental Biology	Interventions	Theoretical Physics
Digital Media	Languages and Linguistics	Therapeutics/Treatment
Disease Transmission	Marine and Oceanic Sciences	Tobacco Use
Disparities and Social Inequality	Materials Science and New Materials	Tobacco Use Cessation
Earth Science and Geophysics	Mathematics and Computational Sciences	Toxicology
Economics	Microelectronics	Vaccine Development
Education	Molecular Biology	

Appendix C: Project Personnel Roles – Definitions, Guidelines, Biosketch Requirements, and SmartSimple Access

The collaborative project must include at least three UC campuses and at least one national laboratory (Los Alamos National Laboratory or Lawrence Livermore National Laboratory).

Personnel designations on the project personnel table must adhere to Table 1 below. Only those roles listed should accompany named individuals on the grant.

Because of the award structure, the SmartSimple access and budget structure requires a separate process for providing access and completing budgets. Please follow Table 2 below to provide proper access.

TABLE 1. PROJECT PERSONNEL TABLE ROLES

Role on Project	Definition	CV/Biosketch Required?
Applicant Principal Investigator	<i>Each project must have one, and only one, Applicant PI. The Applicant PI submits the proposal on behalf of the collaboration, and must be located at the applicant UC campus. S/he is responsible for the overall conduct of the research, for submitting progress and other reports, and for coordinating the research activities among the project partners.</i>	Yes
Co-Principal Investigator	Co-PIs serve as the site leads for each collaborating UC campus/location or national lab. Each collaborating institution must have <u>one, and only one</u> Co-PI. The Co-PI is responsible for research activities and fiscal oversight at his or her institution.	Yes
Co-Investigator	Co-Investigators are additional research collaborators at a campus, national lab, or other collaborating institution who contribute in a significant manner to the research. Co-Investigators may be UC faculty, research scientists, or other academic appointees who make intellectual contributions to the research.	Yes
Trainee	Named trainees may be post-doctoral fellows who will devote significant effort to the project, or other named graduate students participating in a significant manner in the research as part of a degree program or formal fellowship. Do not include unnamed Trainees in the personnel table.	No
Consultant	Consultants are project participants who are not affiliated with a UC campus or UC national lab who provide a well-defined and restricted service <i>not otherwise available within the UC system</i> . Provide the names and organizational affiliations of all consultants.	No

A role must be selected for each individual named in the project personnel table. Other roles which may appear as options in SmartSimple should not be used for CRT awards.

Only identified (named) individuals who contribute meaningfully to the research should be listed here as key personnel. Do not include faculty who will not play a substantive role in the research conduct, and do not list as-yet unidentified post-docs or graduate students.

Note that all required CVs/biosketches are uploaded directly to the project personnel table.

LFRP allows the following access to the CRT application and budget (prime and/or subcontract) in SmartSimple. Please be sure to invite individuals to work on the application with the correct access roles. These individuals are added in either the “Invite Personnel” section of the application or the “Invitations” section of a subcontract. Note that the access role may differ from the project personnel role listed in the table above.

TABLE 2. SMARTSIMPLE ACCESS ROLES

SmartSimple Access Role	Application Access	Budget Access	Project Personnel Roles
Applicant Principal Investigator	Edit; Invite; Sign; Submit to Signing Official	Edit access to all prime budgets and subcontracts	Applicant PI
Co-Principal Investigator	Edit; Invite Co-PIs are invited in the “Invite Personnel” section of the application. Upon invitation a prime-level budget is created for the Co-PI’s national lab.	Edit access to own National Lab prime budget	Co-PI [from the National Lab(s)]
Co-Principal Investigator Subcontractor	Edit; Invite Co-PI subcontractors are invited within the budget interface as subcontract under the Applicant PI’s prime budget.	Edit access to own campus subcontract	Co-PI [from the UC campuses]
Co-Investigator	View	View	Co-I or Trainees without edit access.
PI Assistant	Matches that of the PI or Co-PI who invited them provided they are from the same institution. <i>(Exception: PI Assistants cannot sign the application).</i>	Matches that of the PI or co-PI who invited them, provided they are from the same institution.	None. This access role is for individuals assisting with application preparation or submission. <i>Recommended for Signing Officials and other C&G/SPO staff.</i>
Signing Official	View; Approval/Submission to RGPO; Return to PI Signing Officials are added to the application on the Budget tab; in this role they do not have access to the application until it has been “Submitted to Signing Official”	View	Signing Official of UC Applicant Institution, listed on the “Institutional Contacts” table.

Appendix D: Cost and Expense Guidelines

Project costs are entered directly into the SmartSimple interface. Each budget line has an accompanying text box to provide a brief justification or cost calculation for the requested budget line item. All proposed expenditures must be consistent with the activities described in the proposal narrative and the allowable costs and guidelines described below. NOTE: Only costs that will be incurred and expended by the institution submitting that budget should be included for that institution.

Allowable Costs:

1) Personnel Costs (Salary and Fringe)

Personnel costs for research or project management effort that directly supports the research activities related to this award are allowed with the following provisions.

UC faculty who make significant contributions to the project may charge summer salary of no more than 1 month ("1/9th") in a given project year, and no more than 6 weeks total over the award period, or 1 course "buy-out" per faculty member during the award period, but not both. Course "buy-out" is allowable only with written concurrence of Department Chair or Dean. Faculty or researchers whose salary support derives primarily from extramural support may charge a percentage of their approved appointment to this award for an amount not to exceed 20% of their appointment.

National Laboratory personnel may charge a percentage of salary no more than the percentage of effort devoted to the project. Where possible, leveraged laboratory personnel effort should be included as a national lab contribution, and the personnel time charged to the CRT award is expected to be no more than 10%. In no case can national lab personnel time charged to the grant exceed 20% of their approved appointment.

Postdoctoral researchers may be included in the personnel line for effort in support of the proposed project. Postdocs who are to be hired as a result of receiving a CRT award should be included in the UC budgets only.

Student Researchers who are hired as employees and paid an hourly rate should be included in the Salaries and Fringe Benefits line. Graduate students on GSR appointments should be included under "Student Tuition, Fees, and Graduate Student Stipends." Student financial aid may not be charged to the award.

Other Project Personnel: The applicant institution/campus is expected to provide general administrative services and support for the project and may not charge the award for such services. **Administrative staff effort** that directly and specifically supports the proposed research activities may be charged as a prorated percentage of salary. Any administrative support requested must be explained and linked to specific research activities in the line item justification, and the calculation provided.

2) Student Tuition Fees, Graduate Student Stipends

GSR appointments and graduate student tuition, fees, and stipends should be included in this line item. This category is only allowable for UC campuses.

3) Other Project Expenses

Faculty and Student Research Grants: This budget line should be used only if there is a proposed allocation for competitive subawards that is explicitly articulated in the research plan. A collaboration that proposes to offer competitive subawards should allocate that budget item to the applicant institution/campus only.

Project Sponsored Conferences: Direct costs for proposed collaboration meetings, conferences, or workshops should be included on the budget for the location (campus or national lab) that incurs the costs (usually the location hosting the event). Briefly describe the type of event in the budget justification text box.

Office Rental: Rent charges are allowed only if the space is located off-campus and is required for execution of the proposed research. Only prorated allocable direct rental costs associated with the project may be charged to the award. Office rental is only allowable in UC campus budgets.

Supplies and Other Expenses: Include expected costs for supplies and other research expenses not itemized elsewhere. Supplies and other expenses must be directly and specifically required to accomplish the research activities outlined in the proposal. Publication costs for research directly resulting from activities supported by this grant are only allowable if incurred during the award period and must be open access. Pooled expenses may be allowed if: 1) the project will be directly supported by the pooled expenses, and 2) the pooled expenses have been allocated consistently over time by the campus. Briefly describe all costs in this section in the budget justification text box. Undescribed costs will not be allowed.

4) Equipment (Unit Cost over \$5K)

The requested equipment items must be inventoriable and individually cost more than \$5,000. The description and the use of the equipment must be provided in the budget justification and must be necessary for the conduct of the research described within the award period. Equipment purchases are only allowable in UC campus budgets.

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.

5) Travel Expenses

Travel reimbursements are allowable only for travel directly related to the execution of the proposed research activities and must comply with UC travel policy and state travel restrictions (AB 1887). International conference travel, and travel not directly related to the conduct of research activities in the proposal, are not allowed.

6) Service Contracts and Consultants

Include the costs of any services, use fees for equipment, specialized lab tests not available within the UC system or at one of the collaborating national laboratories, or other service contracts that are directly required to support the activities of the research project.

7) Non-Allowable Costs

Funding provided by this opportunity may not be used to cover patient care costs, clinical trials, patent execution costs, fundraising costs, or advocate expenses. Subcontracts or subawards to non-UC-affiliated entities are not allowed, except as described under "Service Contracts" (above). 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.

8) INDIRECT (F&A) COSTS

- **Indirect cost policy:**

For each collaborating site, provide the indirect cost rate. UC campuses should use their federally approved indirect cost rate. National labs should use their lowest allowable burden rates, and consult their WFO/SPO for more guidance if needed. Upon request, national lab grantees must provide verification for indirect cost calculations prior to release of funds.

- **Modified Total Direct Costs (MTDC)**

Enter the total project direct costs that are subject to indirect costs. Indirect cost rates are applied to a base consisting of salaries and wages, fringe benefits, materials and supplies, services, travel, and service subcontracts up to the first \$25,000 of the initial award period. This base is called the Modified Total Direct Cost, or MTDC base. Equipment or other capital expenditures, charges for tuition remission, rental costs of space, scholarships, fellowships, and student stipends, as well as the portion of each subgrant and subcontract in excess of the first \$25,000 are excluded from the MTDC base. Components of the MTDC base are listed in the Rate Agreement for each campus.

For calculations of Modified Indirect Cost Rates, guidance may be found in section 8-510 of the UC Contracts and Grants Manual “Modified Total Direct Cost Base for Indirect Cost Calculation” <http://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/chapter8/index.html> .

9) Project Contributions

The collaborating UC national laboratories must complete the “Project Contributions” tab in the SmartSimple budget interface. In the project contributions table, itemize and explain the specific contributions each of the collaborating national labs will make to the proposed UC-NL CRT, by project year. Please include only leveraged contributions and costs that are not included in the national lab’s grant budget request to the UC National Laboratory Fees Research Program. All contributions must clearly contribute to the project activities, outcomes, and project goals as described in the research plan. Please indicate the source of funds, and type of contribution in the text field below each section, where possible and appropriate. Each participating national lab must complete this table and provide a separate itemization and description of its contributions and activities.

OTHER PRE- & POST- AWARD POLICIES

All grant recipients must abide by pre- and post-award requirements described in the Request for Proposals, Application Instructions and Guidelines, Award Notification, and other UC research policy. The [UC Contract and Grants Manual](#), the [RGPO Grants Administration Manual](#), and Research Grants Program Office staff can provide any guidance you require regarding specific rules and requirements. To request this information or ask other questions, please contact RGPOGrants@ucop.edu.

Appendix E: 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:**

- Some applicants have difficulty finding their institution in the database. Most California research institutions and universities are in the SmartSimple database, in addition to other organizations, particularly those that have applied to TRDRP or other UC programs previously.
- 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 at RGPOGrants@ucop.edu.
- If your institution does not appear to be in the SmartSimple database, use the “search the IRS database” feature or contact us to have your institution added to the system.

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 for immediate assistance with this request.

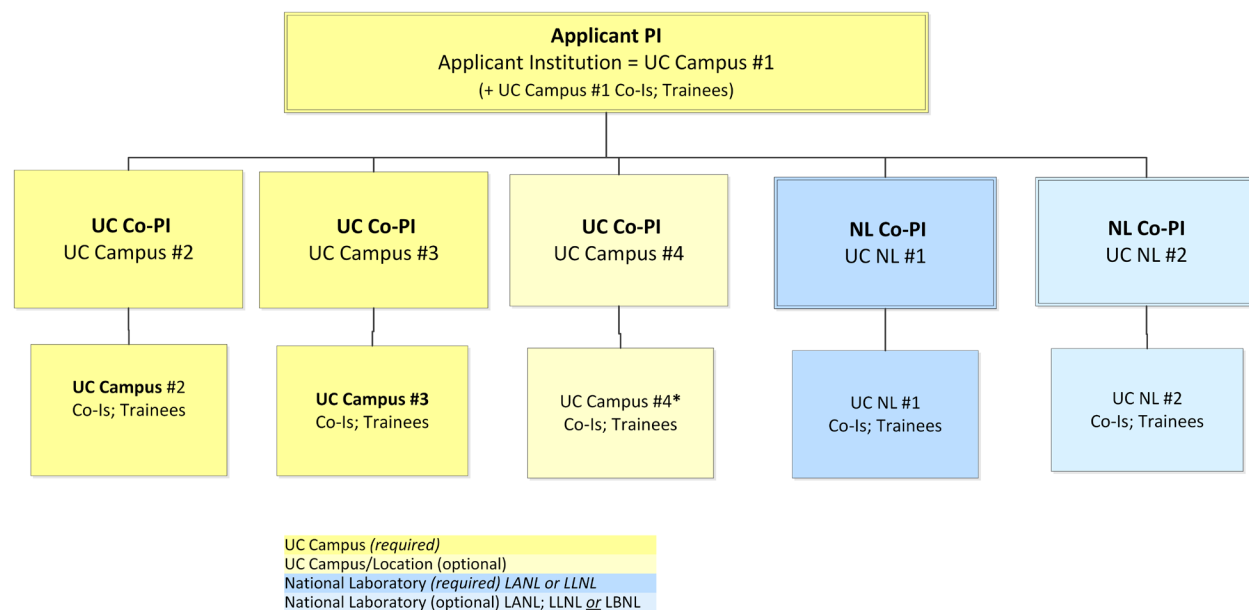
5. **Uploaded Documents Not Appearing in “Preview”:** In some instances a document uploaded to the application in the “Project Personnel” or “Documentation” does not appear in the compiled PDF when the applicant clicks “Preview”. This is usually because of an electronic signature or other issue with the document. For a PDF file, using a “print to PDF” process and uploading the resultant PDF file will resolve this issue.

6. **Submitting the application:** A user who is designated as both Principal Investigator and Signing Official will not be able to submit the application through SmartSimple. The Principal Investigator should designate a different user, who can sign on behalf of the institution, as the Signing Official in order to avoid errors.

Appendix F: Research Team and Budget Structure

The collaborative project must include at least three UC campuses and at least one national laboratory (Los Alamos National Laboratory or Lawrence Livermore National Laboratory). See Figure 1 for a diagram of the research team structure.

FIGURE 1. RESEARCH TEAM STRUCTURE AND ROLES



The UC campus of the Applicant PI contracts directly with UCOP, as does each participating national lab. The additional participating UC campus budgets are subcontracts to the UC prime budget. See Figure 2 for a diagram of the budget and contract structure.

FIGURE 2: Budget and Contract Structure

