

## Referee Instructions for Submission of Letters of Recommendation

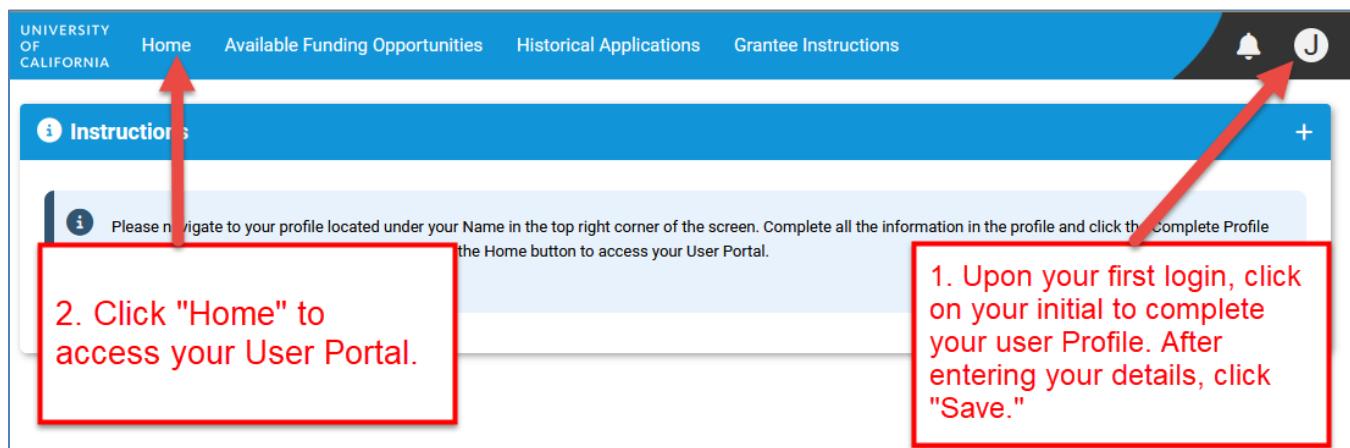
Required letters of recommendation must be uploaded directly by the referee to the online application system, SmartSimple (<https://rgpogrants.ucop.edu>). The content of the letter is blinded to the applicant, and is only available to the funding organization and its designated reviewers. The applicant can view the status of the letter within their application.

The applicant should inform the referee of the application deadline and any other relevant instructions provided by the funding opportunity. Any required letter templates will be available within the SmartSimple interface for the referee to download.

Please use the following instructions to upload a letter of recommendation.

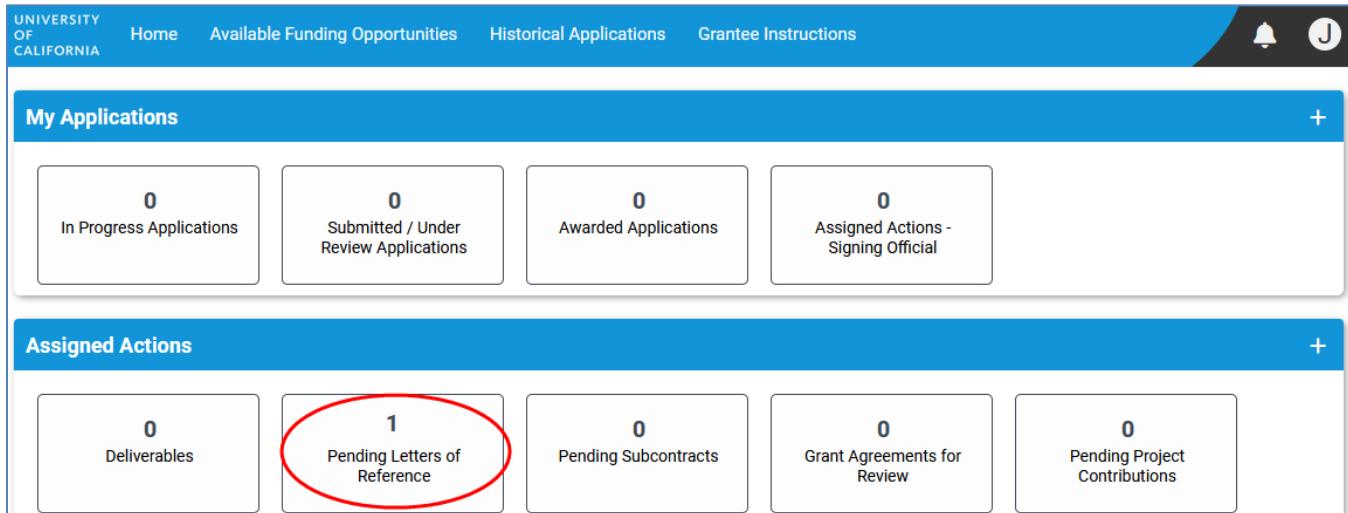
### 1. Accepting an Invitation and Accessing SmartSimple

- The applicant will invite you (the Referee) to submit a letter of reference in support of their application. You will receive an email from SmartSimple with a link to accept the invitation.
- When you click the link, you will be taken to a Collaboration Invitation page, where you should select “Accept” or “Decline.”
- If you accept, you will see the Collaboration Accepted screen. If you are a new user to SmartSimple, check your email for instructions for creating a password and logging into your account at <https://rgpogrants.ucop.edu>.
- On the registration page, you will enter your Institution and Contact Information. Once you have entered your details, click “Submit.”  
**NOTE: If you cannot locate your institution on the registration page or if you are from an institution outside the U.S., select “Referee Institution” as your institution, and continue with registration and submission of your letter of reference. Contact [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu) to have your institution updated.**
- On your first login, complete your Profile by clicking on your name in the upper right corner of the screen. Save your profile details, and then click “Home.”



## 2. Home Screen and Assigned Actions

Once logged in to <https://rgpogrants.ucop.edu>, you will see the Home screen that shows the status of Applications and Assigned Actions in your account. As a Referee, click on “**Pending Letters of Reference.**”

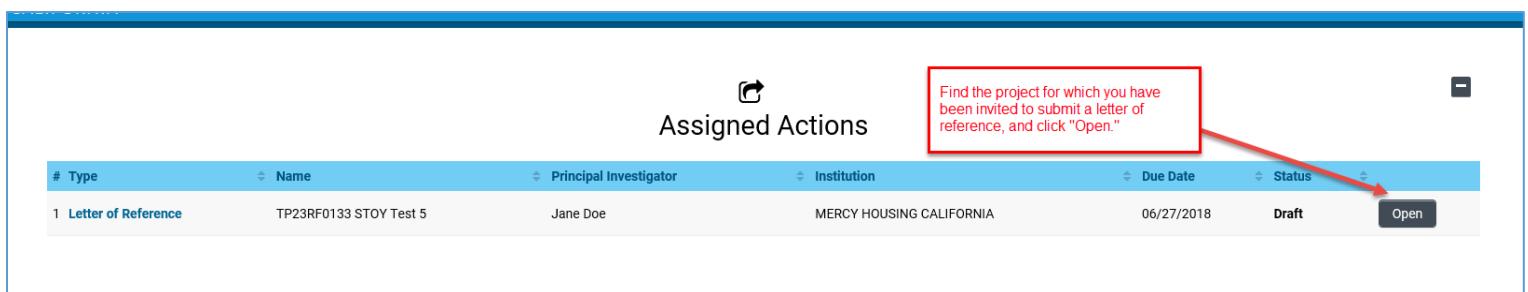


The screenshot shows the RGP Home screen with the following sections:

- My Applications** (blue header):
  - 0 In Progress Applications
  - 0 Submitted / Under Review Applications
  - 0 Awarded Applications
  - 0 Assigned Actions - Signing Official
- Assigned Actions** (blue header):
  - 0 Deliverables
  - 1 Pending Letters of Reference (circled in red)
  - 0 Pending Subcontracts
  - 0 Grant Agreements for Review
  - 0 Pending Project Contributions

## 3. Open the Application

Find the project for which you are invited to submit a letter. Click “**Open**” to access the Letter of Reference interface.



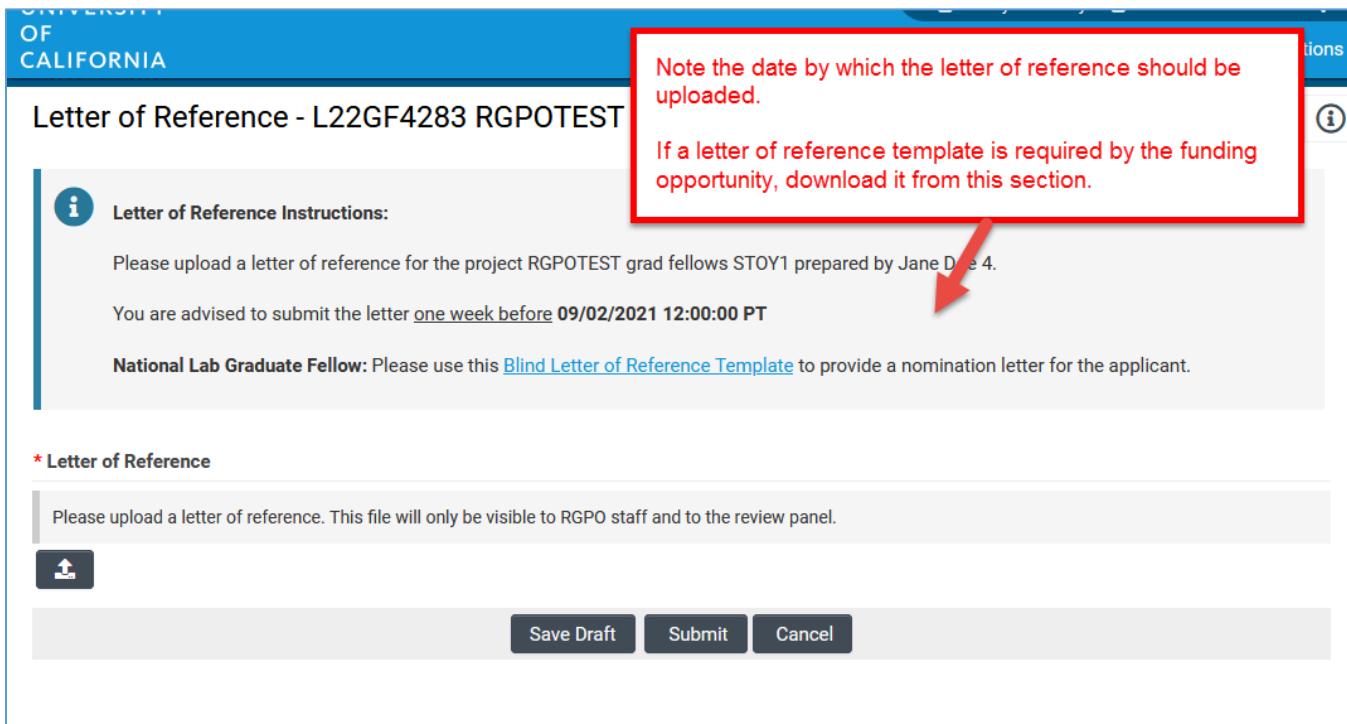
The screenshot shows the Assigned Actions interface with the following table:

#	Type	Name	Principal Investigator	Institution	Due Date	Status	
1	Letter of Reference	TP23RF0133 STOY Test 5	Jane Doe	MERCY HOUSING CALIFORNIA	06/27/2018	Draft	<b>Open</b>

A red box highlights the “Open” button in the last column of the table. A red arrow points from a callout box to the “Open” button. The callout box contains the text: “Find the project for which you have been invited to submit a letter of reference, and click “Open.””

#### 4. Review the Instructions and Prepare Your Letter

Note the deadline by which the letter of reference should be submitted. If a letter of reference template is required, it will be available for download in this section. Not all funding opportunities require a letter of reference template.



UNIVERSITY OF CALIFORNIA

Letter of Reference - L22GF4283 RGPOTEST

**Letter of Reference Instructions:**

Please upload a letter of reference for the project RGPOTEST grad fellows STOY1 prepared by Jane Doe 4.

You are advised to submit the letter one week before **09/02/2021 12:00:00 PT**

**National Lab Graduate Fellow:** Please use this [Blind Letter of Reference Template](#) to provide a nomination letter for the applicant.

**\* Letter of Reference**

Please upload a letter of reference. This file will only be visible to RGPO staff and to the review panel.

**Upload**

Save Draft    Submit    Cancel

Note the date by which the letter of reference should be uploaded.  
If a letter of reference template is required by the funding opportunity, download it from this section.

#### 5. Upload Letter of Reference

Click the “**Upload**” icon to upload your letter of reference. A File Manager window will appear. Browse for the file by clicking the **Folder** icon, or drag a file directly into the upload box. Your selected file will automatically upload and populate at the bottom of the File Manager window. Click the **three vertical dots** located next to your file’s upload timestamp to **Rename** or **Delete** a file. You can also delete by clicking on the document icon on the left side of the row and then clicking the **Trash Can** icon. When you have finished uploading your letter of reference, click **X** in the upper right corner to close the File Manager.

## Letter of Reference - TP23RF0133 STOY Test 5



## 6. Submit Your Letter of Reference

Click **“Submit”** to submit your letter of reference. If your submission was successful, a confirmation message will appear on the screen, and the Applicant PI will see the status of your letter as “Submitted” in the application interface.

The screenshot shows the 'Letter of Reference' submission screen. The 'Submit' button is circled in red.

**Letter of Reference Instructions:**  
Please upload a letter of reference for the project STOY Test 5 prepared by Jane Doe.  
You are advised to submit the letter one week before 06/27/2018 09:00:00 EST

**\* Letter of Reference**  
Please upload a letter of reference. This file will only be visible to RGPO staff.

File Name ▲

TEST\_UPLOAD\_DOCUMENT.pdf

Size Date

32 KB 06/15/2018 11:41am

Total Files: 1

Save Draft **Submit** Cancel

## Contact Information

For questions about these application instructions and forms, please contact the Research Grant Programs Office Contracts and Grants Unit at:

[RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)