UNIVERSITY OF CALIFORNIA

TOBACCO-RELATED DISEASE RESEARCH PROGRAM

SMARTSIMPLE SUBMISSION INSTRUCTIONS
Tobacco Policy Research Centers Award

Please review the [TRDRP 2023 Tobacco Policy](#) [Research Centers Award Call for Applications](#) carefully before applying. Submission of an electronic Letter of Intent (LOI) is required to apply.

Letter of Intent (LOI) Technical Submission Instructions

LOI Submission Deadline: December 15, 2022 at 12:00 p.m. (noon) Pacific Time.
- **LOIs will be accepted until the date and time listed above, and approved on a rolling basis.**

An LOI is required for all submissions. LOIs must be submitted in **[SmartSimple](#)** by the LOI deadline. If your LOI is approved, you will gain access to the full application materials in SmartSimple.

OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI submission must be completed (not merely initiated) by the 12:00 noon Pacific Time deadline by using the online system SmartSimple. Please note that SmartSimple displays all timestamps and deadlines in military time in the Pacific Time Zone. Please plan ahead in preparing your submission, and allow a minimum of one hour to receive confirmation of your successful submission by the deadline.

Step 1: Accessing SmartSimple: https://rgpogrants.ucop.edu

The Applicant must be the Principal Investigator of the proposal and must access SmartSimple to initiate the LOI process. For Predoc & Postdoc awards, the doctoral student is considered the Applicant Principal Investigator.

All Users Accessing SmartSimple for the First Time:

1. When accessing SmartSimple for the first time, all users should click the **"Register Here"** button under **"Principal Investigator Registration"** and follow the instructions to enter your institution, name, and contact information.
2. If you cannot find your institution, click **"Search the IRS database"** link. If your institution is listed in the IRS database, click the **"Select"** button (right arrow) to add it to the system and continue to #4. If it is not listed, please contact us to have your institution added to the system. Contact information can be found at the end of this document.
3. If you need to change the institution that your account is associated with, please contact us.
4. A user account will be created for you. You will receive an email with instructions to create a password and complete your account profile. Once you have completed this step, skip to Step 2: LOI Preparation.
5. If you see a pop-up message indicating that an account with your email address already exists, return to the main login page (https://rgpogrants.ucop.edu), and click the **"Forgot Password"** link. You will receive an email with a link and instructions to reset your password. **If you do not receive the password reset email within one hour, please contact us using the contact information at the end of this document. Make sure to check your spam or junk folder.**

Returning Users*:* Applicants who have previously registered with SmartSimple or are returning to complete an in progress submission should enter their username and password under **"Login"** and click the "**Login"** button on the SmartSimple homepage.
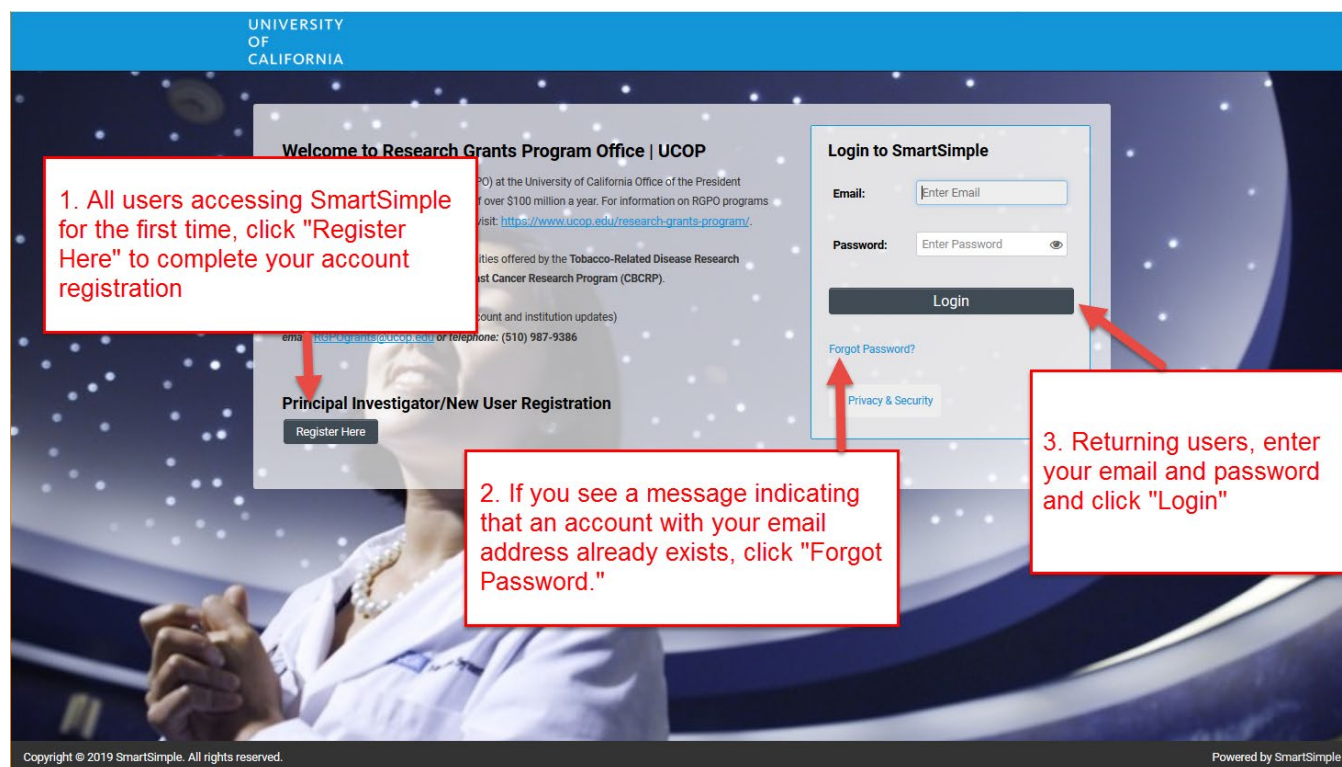
Step 2: LOI Preparation and Submission

1. Once logged into the system, click on "**Available Funding Opportunities**" (upper right corner).
2. Find the row for the award type you are interested in, then click **"Apply."** You will then be taken to the Eligibility Check.

1. Click on "Available Funding Opportunities"

2. Locate the row of the award type for which you'd like to apply, and click "Apply."

3. Complete the Eligibility Check and click **"Submit."**
   - The Eligibility Check contains a series of questions and statements regarding applicant eligibility. You must provide an answer to acknowledge that you meet all eligibility criteria mentioned. Upon submitting a "Yes**"** response, you will be able to start the LOI process. If your answer is "No," you are not eligible to apply.

4. Review the Helpful Tips, and click **"Continue"** to begin your LOI.

5. Once in the LOI interface, you will see two options on the left sidebar: Main and Notes.
   - **Main:** Click this tab to access each section of the LOI. Detailed instructions for each section are provided below.
   - **Notes:** Click this tab to create Notes for your LOI. Click **"+"** to add a new Note. Any Notes stored here are for the applicant's reference only and will not be reviewed by RGPO staff. Please make sure to include all relevant project information in the LOI. sections under the Main tab.

6. In the "**Main**" tab, complete each section of the LOI and submit by the deadline. Please see below for detailed descriptions of each section. Note: Be sure to save your work often by clicking **"Save Draft."** You can access your LOI in later visits for additional work by selecting **"Open"** under **"In Progress Applications"** on the Home screen.

STEP BY STEP: DETAILED DESCRIPTIONS OF EACH LOI SECTION

1. Additional details for each section of the online LOI submission form are provided below. To begin the LOI, please select **Apply** *or*, if you have already started the LOI submission process and would like to update or complete your submission, click **"Open"** under **"In Progress Applications"** on the Home screen. Make sure the **"Main"** tab is selected on the left sidebar.
2. The LOI sections: **Title Page, Applicant/Principal Investigator, Project Information, Budget, and Signature Page,** can be completed in any order and in any number of sessions prior to the deadline. You can move between sections by clicking directly on the section headings. Required fields are denoted with a red asterisk (*). **Note:** Please be sure to save your work periodically or after each entry.
3. As you move through each section using the horizontal navigation bar, instructions are always available for download at the top of the page.
4. Click the **"Preview"** button at any time to view, download, or print a PDF of your LOI.

LOI Section 1: Title Page
- **Project Title:** Enter the project title here (100 characters or fewer including spaces).
- **Project Duration (Year):** Using the drop-down menu, specify the number of years for which the project will occur.
- **Project Start Date:** The project start date will be auto-filled with the award start date listed in the Call for Applications.
- **Project End Date:** Enter the project end date consistent with your selected project duration.
    o End date is July 31, 2027
- **Out-of-State:** Please indicate (Yes/No) if your proposed research involves out-of-state (outside of California) expenses. Please note TRDRP does not encourage out-of-state expenses. You will be prompted to provide a justification if you anticipate out-of-state expenses.

LOI Section 2: Applicant/Principal Investigator
Applicant/Principal Investigator information will be auto-populated from the "My Profile" section of your SmartSimple account. Please review this section for accuracy. To make changes to this information, click on your name in the upper right corner of the page, and select "My Profile." Save your changes. Return to the LOI 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.
- Please note that not all information on the Applicant/PI profile is required.
- **ORCID:** The Applicant/PI ORCID is optional for the current TRDRP cycle but will be required in future cycles. If the ORCID for the Applicant/PI is not available, consider registering for one at orcid.org.

LOI Section 3: Project Information: Research Area and Keywords
- **Lay Abstract:** Provide a concise summary of your project in non-scientific terms that would be understood by a lay audience. The description should be no more than 2400 characters in length (approximately 350 words) to avoid truncation.
- **Specific Aims:** Describe the specific aims of your project (2400 character maximum).
- **Tobacco-relatedness:** Indicate (Yes/No) whether your project is focused on tobacco-related research. If yes, describe how your project is advancing tobacco-related science, practice, or public policy for California.
- **TRDRP Research Priority:** All applications must address one or more of the program's nine research priorities. Select **up to three** of TRDRP's Research Priorities that best fit your research using the multi-select list:
    1. *Social and behavioral prevention and treatment*
    2. *Cancer prevention, treatment and biology*

3. *Cardiovascular and cerebrovascular diseases*
4. *Environmental exposure and toxicology*
5. *Neuroscience of nicotine addiction and treatment*
6. *Oral diseases and dental health*
7. *Pulmonary biology and lung diseases*
8. *State and local tobacco control policy research*
9. *Other tobacco-related health effects*

A full description of TRDRP's research priorities, including examples of areas in which research is needed, is provided in the 2023 Policy Centers Call for Applications.

- **CSO Research Type(s) and Sub-Type(s):** Select the CSO Types and corresponding Sub-Type(s) that best represent your project.
- **Subject Area(s):** Select the subject area(s).
- **Focus Area(s):** Start typing your project's focus area and the system will populate options. Please see Appendix B of this document for a full list of available focus areas.

LOI Section 4: Budget
- **Amount Requested:** Enter the estimated total amount requested (direct cost) for each project period. Click **"Save Draft,"** and the system will calculate the total amount requested. This amount is an estimate only and is not binding. If your LOI is approved, you may adjust the amount(s) in the full application stage. Hint: You must first select the project "duration" on the Title Page in order for the system to display the budget line(s) per project period.

LOI Section 5: Signature Page
All applicants must certify that the statements provided in the LOI are true, complete, and accurate to the best of the applicant's knowledge. The applicant is aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. The applicant agrees 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 Signature: Check the box to certify the information in your LOI.**
- **Signee:** Type your full name into the field.
- **Date:** Type the date on which you have signed the LOI.

Review your LOI: Preview button
Click the **"Preview"** button to view, download, or print a PDF of your LOI submission.

Submit your LOI
Click the "**Submit LOI**" button to submit your LOI to the program. If you decide not to submit the LOI and no longer want to be considered for this funding opportunity, you may wish to withdraw your LOI. Clicking on **"Withdraw"** will completely remove the LOI record from your account. In lieu of "Withdraw" you can choose not to submit a completed LOI.

Confirming Status of Your Submitted LOI

Following the submission of an LOI to SmartSimple, applicants will receive an email confirming receipt of the application. 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 contact information provided at the end of this document. You can also confirm the status of your LOI submission by going to your SmartSimple home page, under the **"Home"** link in the upper right corner and clicking on **"Submitted/Under Review Applications."**

LOI Approvals:

You will have access to prepare a full application when you receive a separate email notification indicating that your LOI has been approved by TRDRP. Upon receipt of the approval email, access to the full application materials will be available under **"In Progress Applications"** on the Home screen.

Go to the row corresponding to the LOI you submitted, and click **"Open."**

Once opened, on the Main page, download the *Submission Instructions and Award Details* document and the templates (from the Documentation tab), and review the application web pages. Carefully read the instructions in their entirety before you begin.

Full Application Technical Submission Instructions (From Approved LOI to Full Application)

Application Submission Deadline:
February 23, 2023 at 12:00 p.m. (noon) Pacific Time

This document provides an overview of the application process using the online system SmartSimple: https://rgpogrants.ucop.edu.

Please consult with your local C&G office for campus submission requirements, and allow enough time to meet submission deadlines. **Note:** **Signatures will be collected electronically. You will submit the application electronically to your signing official who must review and submit the application through SmartSimple by the application deadline. Please plan submission timelines accordingly.**

Part A. Online Proposal Submission

The proposal must be submitted using the online system SmartSimple, which can be accessed at https://rgpogrants.ucop.edu. **The application submission must be completed (not merely initiated) by the 12:00 noon Pacific Time deadline by using the online system SmartSimple.** Please note that SmartSimple displays all timestamps and deadlines in military time in the Pacific Time Zone. Watches and clocks on computers and office telephones are often not correct. Please plan ahead in preparing your submission, and allow a minimum of one hour to receive confirmation of your successful submission by the deadline.

For technical assistance with SmartSimple, please contact us using the contact information provided at the end of this document.

Part B. Overview of Proposal Submission Process

Prior to beginning your full application, your Letter of Intent (LOI) must be approved. Access to application forms will not be available to applicants until their LOI is approved. Upon LOI approval an email notification will be sent to the Applicant Principal Investigator (applicant), who will be able to log in to SmartSimple to begin the full application process.

The following provides a brief overview of the application process. Detailed instructions are available in Part C of this document.

Step 1: Access SmartSimple: https://rgpogrants.ucop.edu to create and submit a Letter of Intent (LOI) by the LOI deadline. This step should have been completed.

Step 2: Upon receipt of LOI approval, log in to SmartSimple to prepare and submit the full application. The applicant who submitted the LOI may log in to SmartSimple at https://rgpogrants.ucop.edu to see the approval status of the LOI. Once logged into the system:
1. By default you are on the **My Applications** Home screen. The page displays a count of all of your in progress, submitted, or awarded LOIs or applications.

2. Click on **"In Progress Applications."** Find the row for the LOI in which you received a notification email. Confirm approval of your LOI under the "Status" column, which should read "Invited to Full Application."
3. Click **"Open"** on the far right.

4. You will have a chance to review and edit the information you submitted in your LOI by clicking through the LOI section headings. Once you have reviewed, click **"Continue to Full Application"** to move to the full application interface.
5. Complete each section of the application and submit by the deadline. Please see below for detailed descriptions of each section. At any time, you may save your work and access the application in later visits by clicking **"Open"** under **"In Progress Applications"** on the Home screen.

STEP 3: 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. Please see Part C of this document for detailed information regarding application sections and components.

We recommend that you first download all instructions and templates, complete the online data forms, complete all necessary templates and upload all required files, then proceed to finish the proposal submission process.

STEP 4: 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. **Note: The signing official must submit the application prior to the application deadline. Please plan submission timelines accordingly. A user who is designated as both Principal Investigator and Signing Official will not be able to submit the application.**

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 reasons, if your session is idle (i.e. if you don't press **"Save"** 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 full application stage. Please review all of the pre-populated information, make updates or changes as necessary, and save the form(s).

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 or submission. This section is optional unless required by the award type; please skip this section if you do not need to enable access to others.
  1. To add a new user, click **"+"** and enter their name and email, and select a role.
     - **Co-Investigator:** User can View/Edit the application.
     - **PI Assistant:** User can View/Edit/Submit the application.
  2. Once you have added a user, click **"Save"** to save the user's information, and/or click **"Invite"** to send an invitation email to the user. The invitee will receive an email invitation from the system with 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 following instructions correspond to the sequence of Proposal Sections that appear horizontally from left to right in the application in SmartSimple. 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 prior to the deadline. 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.

Note about record being locked: 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. You will not be able to access the application until the first user closes their session.

Application Section 1: Title Page

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

- **Project Title:** Enter the project title here (100 characters or fewer including spaces).
- **Project Duration (Year):** Using the drop-down menu, specify the number of years for which the project will occur.
- **Project Start Date:** The project start date will be auto-filled with the award start date listed in the Call for Applications.
- **Project End Date:** Enter the project end date consistent with your selected project duration.
  - End date is July 31, 2027
- **Out-of-State:** Please indicate (Yes/No) if your proposed research involves out-of-state (outside of California) expenses. Please note TRDRP does not encourage out-of-state expenses. You will be prompted to provide a justification if you anticipate out-of-state expenses.

Application Section 2: 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.

- Please note that not all information on the Applicant/PI profile is required.
- ORCID: The Applicant/PI ORCID is optional for the current TRDRP cycle but will be required in future cycles. If the ORCID for the Applicant/PI is not available, consider registering for one at orcid.org.

Application Section 3: Project Information

Responses entered at the LOI stage will be automatically entered in the full application stage. Please review all of the pre-populated information, make updates or changes as necessary, and save the form(s).

- **Lay Abstract:** Provide a concise summary of your project in non-scientific terms that would be understood by a lay audience. The description should be no more than 2400 characters in length (approximately 350 words) to avoid truncation.
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- **Specific Aims:** Describe the specific aims of your project (2400 character maximum).
- **Tobacco-relatedness:** Indicate (Yes/No) whether your project is focused on tobacco-related research. If yes, describe how your project is advancing tobacco-related science, practice, or public policy for California.
- **TRDRP Research Priority:** All applications must address one or more of the program's nine research priorities. Select **up to three** of TRDRP's Research Priorities that best fit your research using the multi-select list:
    1. *Social and behavioral prevention and treatment*
    2. *Cancer prevention, treatment and biology*
    3. *Cardiovascular and cerebrovascular diseases*
    4. *Environmental exposure and toxicology*
    5. *Neuroscience of nicotine addiction and treatment*
    6. *Oral diseases and dental health*
    7. *Pulmonary biology and lung diseases*
    8. *State and local tobacco control policy research*
    9. Other tobacco-related health effects

A full description of TRDRP's research priorities, including examples of areas in which research is needed, is provided in the 2023 Policy Centers Call for Applications.

- **CSO Research Type(s) and Sub-Type(s):** Please select the CSO Type(s) and corresponding Sub-Type(s) that best represent your project.
- **Subject Area(s):** Select the subject area(s).
- **Focus Area(s):** Start typing your project's focus area and the system will populate options. Please see Appendix B of this document for a full list of available focus areas.

- **Research Demographics:** Click **"Enter Research Demographics."** A separate window will open. Enter numerical digits in the applicable fields to indicate the race and sexual orientation of your research participants, organized by gender. Totals will calculate at the end of each demographic section. Click **"Save"** to save your changes. Click **"Close"** to return to the full application. A summary of the research demographics that you entered will populate.

Research Demographics

Please complete all the information below

Research Participants(Race - Gender)Plan

1. Enter the race of your research participants by indicating the number of male, female, and transgender individuals in each race catagory. Note:When you "Save," blank fields will auto-populate with zeros.

	Male	Female	Transgender	Total
African American/Black	3	1	0	4
American Indian	0	0	0	0
Alaska Native	0	0	0	0
Asian American	0	4	0	4
Pacifica Islander		0	0	0
Latino/Hisapnic		0	0	0
White		3	1	6
Multi-Racial		1	0	1
Unknown		0	0	0
Total	5	9		15

2. Enter the sexual orientation of your research participants by indicating the number of male, female, and transgender individuals in each orientation category.

Research Participants (Sexual Orientation - Gender) Plan

3. Click "Save" to save your work. Blank fields will auto-populate with zeros.

Click "Clear" to clear the contents of all fields in this form.

Click "Close" to return to the application.

	Male	Female		tal
Bisexual	0	0		0
Gay	1	0		1
Lesbian	0	3		3
Straight/Heterosexual	6	3		9
Unknown	0	2	0	2
Total	7	8	0	15

Save   Clear   Close

- **Milestones and Timetable:** Click **"Enter Milestones."** A separate window will open. Click **"+"** to add a row and enter a milestone. Repeat for additional milestones. Use the **"Up"** and **"Down"** arrows at the right of each row to arrange your milestones in chronological order. Click **"X"** to remove a row. Click **"Save"** to save your changes. Click **"Close"** to return to the full application. A summary of the milestones that you entered will populate.

- **Suggested Reviewers:** If you would like to suggest one or more individuals to review applications submitted in this cycle, click **"Enter Suggested Reviewers."** A separate window will open. Click **"+"** to add a row, and enter the suggested reviewer's name, title, institution, email, and any notes you may want to share. Repeat to add additional suggested reviewers. Click **"Save"** to save your changes. Click **"Close"** to return to the full application. This section is optional and is not required.
    - TRDRP will constitute the panels, assign reviewers, and make final determinations regarding panel composition. You may suggest qualified individuals in institutions outside of California for our consideration who could provide reviews of your proposal without conflicts of interest. Please list the name, address, email address and telephone number of reviewers. All reviewer recommendations will remain confidential.

Reviewer Information

Please use the '+' button add new rows

First Name	Last Name	Title	Institution	Email	Notes	
Albert	Einstein	Professor	NYU	einstein@nyu.	e=mc^2	✖

[+]

1. Click "+" to add a new row. Enter the suggested reviewer's name, title, institution, email, and any notes you would like to share. Repeat for all reviewers you would like to suggest.

2. Click "Save" to save your list of reviewers.

Click "Close" to return to the application.

[Save] [Close]

Application Section 4: 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 as specified in Appendix C of this document. Only certain roles are allowed on certain award types.
  Click **"Enter Project Personnel."** A separate window will open. Using the **"+"** button, enter the names and details of all project personnel. Add rows until you have added all project personnel. Click **"Save"** to save your changes. Click **"Close"** to return to the full application. Please see Appendix C for Project Personnel definitions and guidelines.
  - **Role on Project:** For each personnel, select their role on the project from the drop-down list.
  - **PI/Co-PI column**: For single PI awards, please select the Principal Investigator on the project from the drop down menu in this column.
  - **Upload Personnel Biosketches**: Once you close the Project Personnel window and return to Project Contacts tab, you will see a display of your Personnel. Click the **Upload** button to upload the biosketch of the person named in the first row, and the biosketch upload process for each Personnel listed. Then click "**Save Draft**" to display a link to the biosketch that you uploaded.

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, return to the Institution Contacts page on the application to see a display of all Project Personnel.

3. Click "Upload" to upload the biosketch of the person named in the first row. Repeat the biosketch upload process for each Personnel row.

4. Click "Save Draft" to display a link to the biosketch that you uploaded.

⊟ Project Personnel

[👥 Enter Project Personnel]

Last Name	First Name	Email Address	Degrees	Title	Department	Institution	Role on Project	% Effort	Institution Type	Out-of-State Effort?	PI / Co-Pi	Upload Biosketch	Biosketch
Hello	Hi	hi@hello.com	MD	Physician	Oncology	UC San Diego	Collaborator	10	Academic/Research Institution	No	Jane Doe 2	[Upload]	Biosketch_on_Project_Personnel_Test_Upload.pdf

Application Section 5: Budget

Click "**Open**" to begin this section. The Applicant PI will complete their Budget using the instructions below.

If other users require access to enter budget information, the Applicant PI should invite them in the role of "PI Assistant" using the Invite Personnel instructions listed earlier in this document. The PI and the PI Assistant must be registered in SmartSimple under the same institution in order for the PI Assistant to access the budget.

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 accessing or unlocking a budget.

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

- **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 applicable 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 the signing official entered here.
    - **Your institution's signing official will receive an email notification to log in, review, and electronically submit the application. Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines accordingly. 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 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.

- **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 with a full application. Subcontractor budgets can be created as required. Click **"Save Draft"** to save your progress on the application before entering the budget information. Refer to the Call for Applications for Cost and Expense Guidelines.

2. Under the Budget Summary heading, click **"Edit Budget."** A separate window will open.

- Scroll down to **Personnel Costs (Salary and Fringe)**. Click **"+"** to add a new Personnel expense and indicate the dollar amount by each year requested. The Total will calculate at the end of the row. Enter justification notes. When you click **"Save,"** the expense will populate in the Budget Summary at the top of this screen. Repeat this step for each Personnel expense in your budget.
- Repeat this process for each of the remaining budget categories (available budget categories may differ by award type).
  - **Student Tuition Fees, Graduate Student Stipends**
  - **Other Project Expenses**
  - **Equipment**
  - **Travel Expenses**
  - **Service Contracts and Consultants**
  - **Indirect Costs/Facility Administrative (FA) Costs**
    - Please note you must manually calculate and enter the Indirect Costs based on your Modified Total Direct Costs (MTDC). Refer to the Call for Applications for details on indirect costs.

- **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):**
  - A separate budget must be provided per subcontract. If applicable, click the **"Subcontract Budget Details"** heading, then **"Add New Subcontractor Budget,"** then **"Open"** to enter subcontract budget information.
  - If the applicant PI is entering the subcontract budget data, click **"Edit Subcontract Budget"** to complete the subcontract budget using the same instructions you used to complete the application's project budget (listed above).

- *If the subcontractor will complete their own subcontract budget*, click on "Invitations" in the left side-bar, and use the invitation interface (same as "Invite Personnel" in main application) to invite the subcontractor with the role of Subcontractor.
- After inviting the subcontractor 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.
- Once you have entered all the necessary budget figures and notes, click **"Budget Complete."** You can revise the subcontractor budget by clicking **"Revise Budget."**
- Click **"Back to Budget"** to return the Applicant Organization budget.

Subcontract Budget - T19IP0138 test

High Impact Pilot Award Application » Budget » **Subcontract Budget**

↑ Back to Budget

6. Click "Back to Budget" to return to the main Budget section.

ℹ **Budget Limits:**
The per year maximum is: $50,000.00
The total maximum is: $30,000.00

1. Enter the subcontractor's name and institution information

■ Subcontractor Information

* Subcontractor Name: Stanley Applebee

* Subcontractor Institution: University of San Francisco

* Subcontractor Institution Address: 123 USF Dons Way San Francisco, CA 93203

■ Subcontract Budget Details

2. Select the Subcontract Type.

* Subcontract Type: ○ UC
◉ Non UC

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

☑ Edit Subcontractor Budget

3. Click "Edit Subcontract Budget" to enter subcontract budget information.

Budget Summary

Personnel Costs (Salary and Fringe)

Student Tuition & Fees,Graduate Student Stipends

4. If you would like to invite the subcontractor to complete the subcontract budget, start typing a subcontractor name into the field.

If no results are displayed, use "Add Subcontractor to enter the user's information.

Click "Request Subcontractor Completion" to email the subcontractor instructions to log in and complete the subcontract budget.

Other Project Expenses

Equipment

Travel Expenses

Service Contracts and Consultants

Indirect Costs/ Facility Administrative (F&A)Costs

Click "Delete" to remove this subcontract budget.

■ Assign External Subcontractor

Start typing a subcontractor name in the field below. If no res...

5. Click "Save Draft" to save your work. Once you have entered all the necessary budget figures and notes, click "Subcontractor Budget Complete." You can revise the subcontractor budget by clicking "Revise Budget."

Subcontractor: _____

Register Subcontractor: 👤 Add Subcontractor

Save Draft | Subcontract Budget Complete | Request Subcontractor Completion | Delete

- **Overall Budget Completion:**
  - When you have finished filling out your entire budget, click **"Save,"** then **"Close."**
  - You can easily 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 6: 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 should complete.

Application Section 7: Documentation: Proposal Templates

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

Refer to Appendix A of this document for a list of documentations/templates and their requirements by award type. Additional instructions and guidance are located on top of each template and in the Call for Applications.

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

Application Section 8: Signature Page

Once all online and downloaded templates have been completed and uploaded to SmartSimple, the application is ready to be signed and submitted to your institution's signing official. The Applicant PI must sign and date the submission.

- **Applicant Signature:** Check the box to certify the information in your application.
- **Signee:** Type your full name into the field.
- **Date:** Type the current date on which you are submitting the application.
- Click **"Save Draft."**
- Click **"Submit to Signing Official."**

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. Refer to the Signing Official Instructions. **Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines accordingly. A user who is designated as both Principal Investigator and Signing Official will not be able to submit the application.**

- 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 contact 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."**

○ Main
📄 Notes (1)
📅 Invite Personnel

T19IP0131 STOY Test 21   ❶ ❐

ℹ️ **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

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.

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: STOY Test 21   ❓
* Project Start Date: 04/07/2019 📅 ❓
* Project End Date: 06/07/2021 📅 ❓
* Project Duration (year): [2   ▾]

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."

* **Is this a re-submission?**

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.

○ Yes
⊙ No

* **Does your proposed research involve out-of-state (outside of California) expenses?**

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

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]

Appendix A: TRDRP 2023 Proposal Form Upload Requirements

Tobacco Policy Research Centers Award:

Form Name & Template Availability	Notes & Page Limits	Tobacco Policy Research Centers Award
Program Plan Upload - Word template provided	- Upload single PDF. - Page Limit: 15 plus literature cited.	Required
Biosketch - Use template provided - Required for Applicant PI, and other administrative roles	- Each biosketch is limited to 5 pages. - **Upload each biosketch in individual PDF** - Label the file with the person's name and role, e.g. "Doe, Jane – Co-Investigator"	Required (upload to Project Contacts tab)
Letter of Commitment - No template provided. - Refer to Letter of Commitment Instructions.	- Page limit 2. - Upload single PDF.	Required
Facilities - Word template provided	- Page limit: 1 per template - One template for the PI plus one extra template per each subcontract involved. - Upload single PDF.	Required
Human Subjects Accrual Word template provided	- No Page limit. - Upload PDF.	Required
Vertebrate Animals Word template provided	- No Page limit. - Upload PDF.	Required
Appendix List & Attachments - Word template provided	- For all: Page limit: 30 including cover list. - Upload one single PDF file.	Optional

Appendix B: Focus Areas

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, and Biosketch Requirements

The Research Grants Program Office uses NIH definitions for allowable roles in the project personnel:

- **Applicant Principal Investigator:** The Principal Investigator (PI) serves as the proposal applicant, and is the recipient of the award. He/she serves as the project's main research and administrative contact, and is responsible for providing progress, fiscal and other reports to the Program office. See the call for applications for eligibility requirements.
    - Note: there is only one applicant who serves at the PI; there is no such role as Co-Principal Investigator or Co-PI (except for partnered awards).
    - A **Biographical Sketch** must be provided for the Applicant Principal Investigator.
    - University of California Investigators who do not have PI status at the University must submit evidence of a waiver of UC PI status in the Appendix. This does not apply to fellowships.

- *Co-Principal Investigator: Not allowed for Policy Centers Award. Only for partnered award types which allow multiple PIs, Co-Principal Investigators (Co-PIs) serve as an equal proposal applicant, and is the recipient of a separate award for the proposed project. He/she serves as the main research and administrative contact for his/her institution, and is responsible for providing progress, fiscal and other reports to the Program office. See the call for applications for eligibility requirements.*
    - *Refer to the program's call for applications for the description of partnered mechanisms which allow a Co-Principal Investigator or Co-PI.*
    - *A **Biographical Sketch** must be provided for the Co-Principal Investigator.*
    - *University of California Investigators who do not have PI status at the University must submit evidence of a waiver of UC PI status in the Appendix. This does not apply to fellowships.*

- **Co-Investigator(s):** Co-investigators (Co-Is) are defined as individuals with independent responsibility for the design, conduct and reporting of research, whether or not their salaries are included in the Budget request. Typically, these individuals have doctoral or other professional degrees, although individuals with master's or baccalaureate degrees should be included if their involvement meets the definition of co-investigator.
    - A **Biographical Sketch** must be provided for each co-investigator listed.
    - A Co-Investigator as part of a subcontract from a University of California campus must have UC PI status.
        - University of California Investigators who do not have PI status at the University must submit evidence of a waiver of UC PI status in the Appendix.

- **Trainee(s)** are defined as undergraduate students, graduate students, and most postdoctoral researchers who do not meet the definition of Principal Investigator or Co-Investigator. Use "TBN-1, TBN-2…" for trainees or staff to be hired at a later date.
    - Do not provide Biographical Sketch for trainees.

- **Dissertation Advisor(s)** are senior investigator(s) responsible for guiding the applicant's dissertation research. This role serves as the mentor for the predoctoral applicant.
    - Predoctoral applications require at least one dissertation advisor, and may have limited or no other project personnel involved.
    - The dissertation advisor must provide a blinded letter of recommendation through the **Letters of Recommendation** section (select Mentor Referee) on SmartSimple. Refer to the application instructions for additional details.
    - A **Biographical Sketch** must be provided for the dissertation advisor.
    - A percentage % effort is not required from the dissertation advisor.

- **Research Mentor/Advisor(s)** are senior investigator(s) responsible for guiding your postdoctoral research. This role serves as the mentor for the post-doctoral applicant.
    - Postdoctoral Fellowship requires at least one research advisor, and may have limited other personnel involved.
    - The research advisor must provide a blinded letter of recommendation through the **Letters of Recommendation** section (select Mentor Referee) on SmartSimple. Refer to the application instructions for additional details.
    - A **Biographical Sketch** must be provided for the research mentor/ advisor.
    - A percentage % effort is not required from the research mentor/ advisor.

- **Advocate(s)** are individuals who provide the experience and knowledge of those affected by the disease to inform the design, conduct and reporting of the research. Advocates are associated with an advocacy organization or community pertinent to the project. *Advocates are only required for awards in the California Breast Cancer Research Program.*
    - The advocate participation in the project must be described using the **Advocacy Involvement** template and the project confirmed using the **Letter of Commitment** template.
    - All advocacy costs must be budgeted and justified in the Advocacy Expenses in the Other Project Expenses section of the budget.
    - A biographical sketch may be included for the advocate.
    - A percentage % effort is not required from the advocate.

- **Consultant(s)** are project participants who provide a well-defined and restricted service. Provide the names and organizational affiliations of all consultants, other than those involved in consortium/contractual arrangements. Include consultant physicians in connection with patient care and persons who serve on external monitoring boards or advisory committees to the project. Payment of a consultant's services, exclusive of expenses, may not exceed the consultant's normal rate or the daily maximum rate established by the University, whichever is less.
    - All consultant costs must be justified in the **Budget Justification**. It is expected that consultant services will be limited to those essential services that are unavailable at the prime institution, and that the costs will not constitute a significant portion of the proposal budget (generally 10-15% of direct costs or less).
    - A **biographical sketch** may be included only if the consultant serves in a senior research capacity.

- **Research Support Staff** are individuals providing technical services in support of the research project. Include only those roles that are directly involved in the research project. Administrative, secretarial, or other general departmental or center support staff are not considered to be directly involved in the research and should **not** be listed as research support staff.
    - Do not provide biographical sketch for research support staff.

- **Administrative Support Staff** are individuals providing administrative, secretarial, or other general departmental or center support. Administrative support staff may be included in the proposed budget per OMB Circular A21 guidelines.
    - Do not provide biographical sketch for administrative support staff.

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:**
   - 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.
   - <u>Note for UC Applicants</u>: 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.
   - 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.
   - Referees: If you have a referee who cannot locate their institution in the SmartSimple database or if they are from an institution outside the United States, they may select "Referee Institution" as their institution, and continue with registration and submission of their letter of reference. Contact RGPOgrants@ucop.edu to have their institution updated. Referee instructions can be found here.

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 assistance with this request.

5. **PI Assistant cannot access the budget even though they were added through the Invite Personnel tab**: The PI and PI Assistant must be registered under the same institution in SmartSimple in order to access the PI's budget. Contact RGPOgrants@ucop.edu for assistance with updating a user's institution.

6. **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.

7. **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.

Contact Information

For the most up-to-date application and review cycle information refer to the following website:
http://www.trdrp.org/funding-opportunities/index.html

TRDRP and RGPO: Should you have any questions regarding your LOI or application, please contact:
- The TRDRP Program Officer for your subject area regarding program content and eligibility. Contact information available at: http://www.trdrp.org/about/staff.html

- Research Grants Program Office Contracts and Grants unit at RGPOgrants@ucop.edu regarding SmartSimple technical assistance, application instructions and forms, and pre/post-award procedures.

The Tobacco-Related Disease Research Program (TRDRP) is part of the Research Grants Program Office of the University of California, Office of the President.