



TOBACCO-RELATED DISEASE RESEARCH PROGRAM

Tobacco-Related Disease Research Program Referee Instructions for Submission of Letters of Recommendation

Several TRDRP funding opportunities require letters of recommendation from referees. These letters must be uploaded directly by the referee to the online application system, SmartSimple. The submitted letters are not visible to the applicant: the status of the letter is available to the applicant but the content is not. The content of the letters are available to the funding organization and its designated reviewers. Applicants for Predoctoral Fellowship, Postdoctoral Fellowship, and Mackay California-Pacific Rim Tobacco Policy Scholar Awards are required to submit up to five letters of references.

Predoctoral Fellowship Awards:

A letter of support from the Dissertation Advisor is required. In addition, provide letters of recommendation for minimum of two (2) and a maximum of four (4) additional referees.

Postdoctoral Fellowship Awards:

A letter of support from the Mentor/Research Advisor is required. In addition, provide letters of recommendation for minimum of two (2) and a maximum of four (4) additional referees.

Mackay California-Pacific Rim Tobacco Policy Scholar Awards:

A letter of support from each Mentor/Research Advisor is required. In addition, provide letters of recommendation for minimum of two (2) and a maximum of four (4) additional referees.

Below are instructions on how a referee should upload a letter of recommendation to the application.

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 registration page where you will enter your Institution and Contact Information. Once you have entered your details, click **“Submit.”**
- You will see a Collaboration Invitation page, where you should select **“Accept”** or **“Decline.”**
- If you accept, you will see the Collaboration Accepted page. Check your email for instructions for creating a password and logging into your account at <https://ucop.smartsimple.com>.
- On your first login, you must complete your Profile by clicking on your name in the upper right corner of the screen. Save your profile details, and then click **“Home.”**

UNIVERSITY OF CALIFORNIA

Privacy & Security John Smith Referee

Home Available Funding Opportunities Historical Applications

2. Click "Home" to access your Applicant Portal and Assigned Actions.

1. On your first login, click on your name to complete your user Profile. When you have entered your details, click "Save."

Instructions

Please navigate to your profile located under your Name in the top right corner of the screen. Complete all the information in the profile and click the Complete Profile button to save your changes. Once complete use the Home button to access your Applicant Portal.

2. Home Screen and Assigned Actions

Once logged in to <https://ucop.smartsimple.com>, you will see the Home screen that shows the status of Applications and Assigned Actions in your account. As a Referee, look for **“Assigned Actions”** in the middle of the page, and click **“Assigned Actions.”**

The screenshot shows the University of California Smartsimple Home Screen. The top navigation bar includes the University of California logo, a Privacy & Security link, and the user name 'John Smith Referee'. The main content area is divided into three sections: 'My Applications' with three cards for 'In Progress Applications' (0), 'Submitted / Under Review Applications' (0), and 'Awarded Applications' (0); 'Assigned Actions' with two cards for 'Assigned Actions' (1, circled in red) and 'Assigned Actions - Signing Official' (0); and 'My Subcontracts' with one card for 'Assigned Actions - Subcontracts' (0).

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.

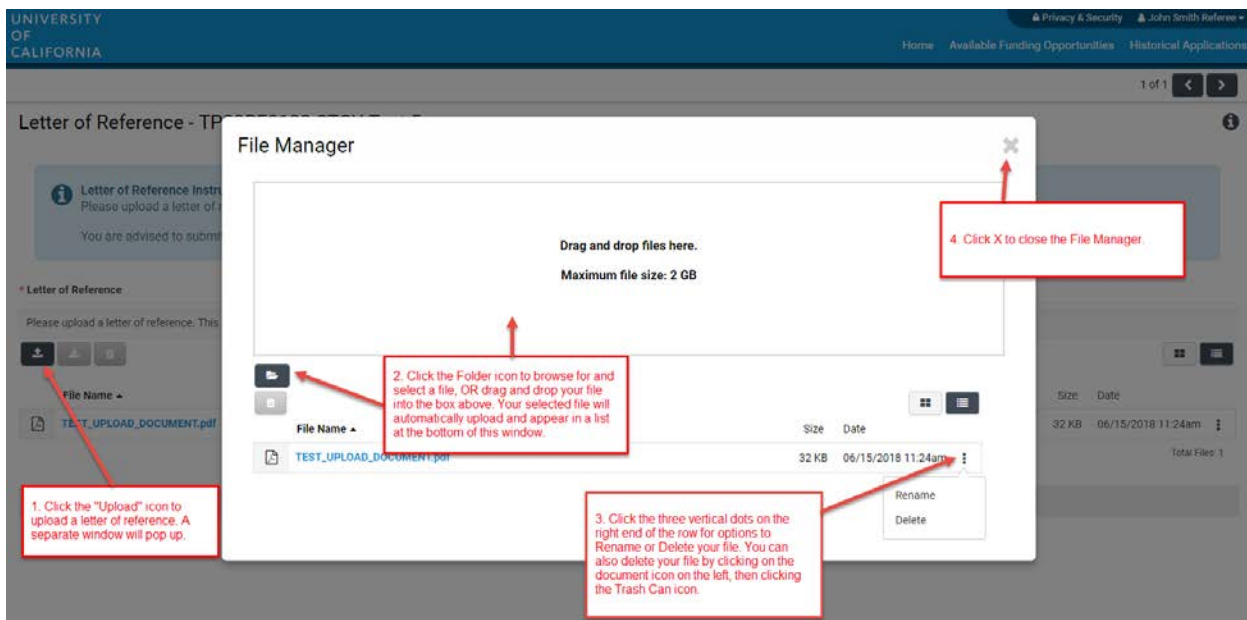
The screenshot shows the University of California Smartsimple Assigned Actions page. A table lists one application:

#	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	Open

A red box highlights the 'Open' button with a callout: "Find the project for which you have been invited to submit a letter of reference, and click 'Open.'"

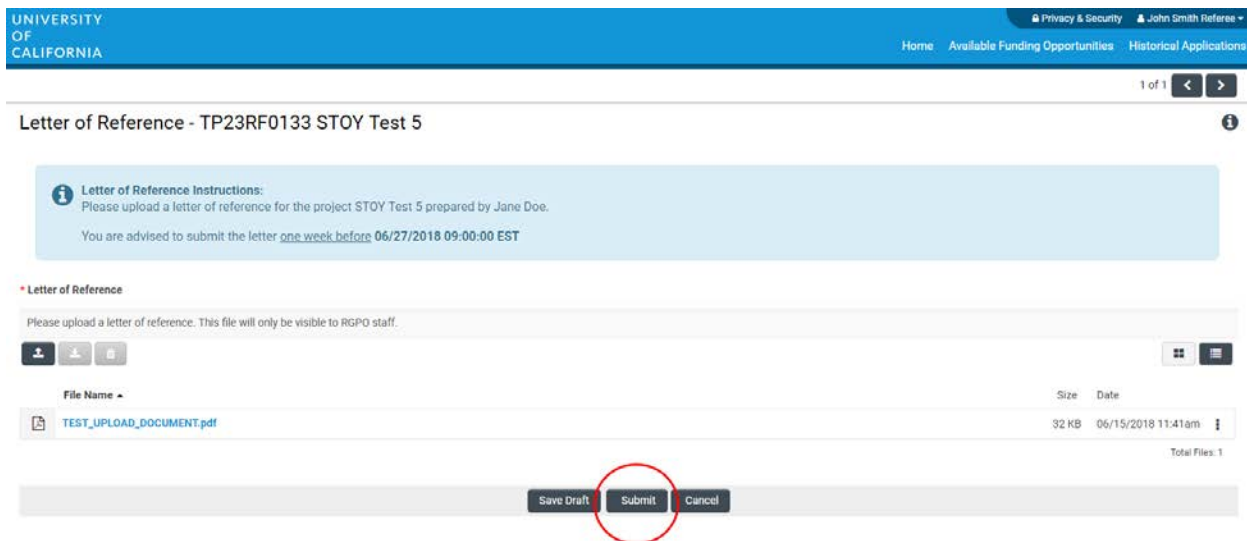
4. Upload Letter of Reference

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.



5. 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.



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

510-987-9386

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