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."**

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."**

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.
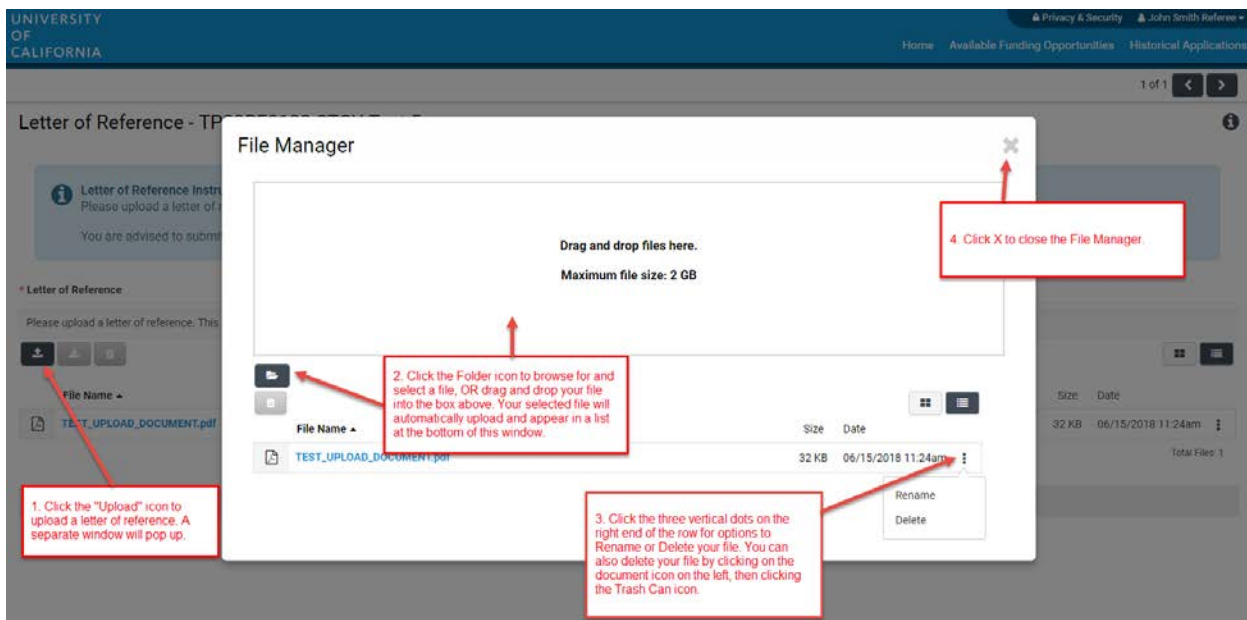

4. Upload Letter of Reference

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.
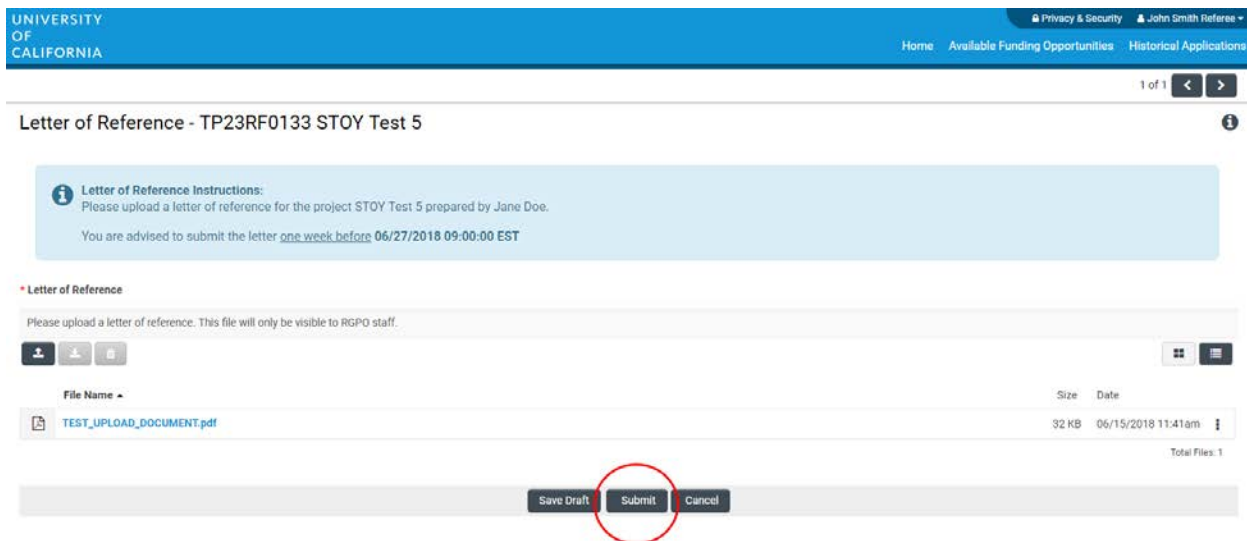
Contact Information

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.