



# TOBACCO-RELATED DISEASE RESEARCH PROGRAM

## Tobacco-Related Disease Research Program Subcontractor Instructions for Completing Subcontract Budgets

An applicant principal investigator may request that the subcontractor complete the subcontract budget.

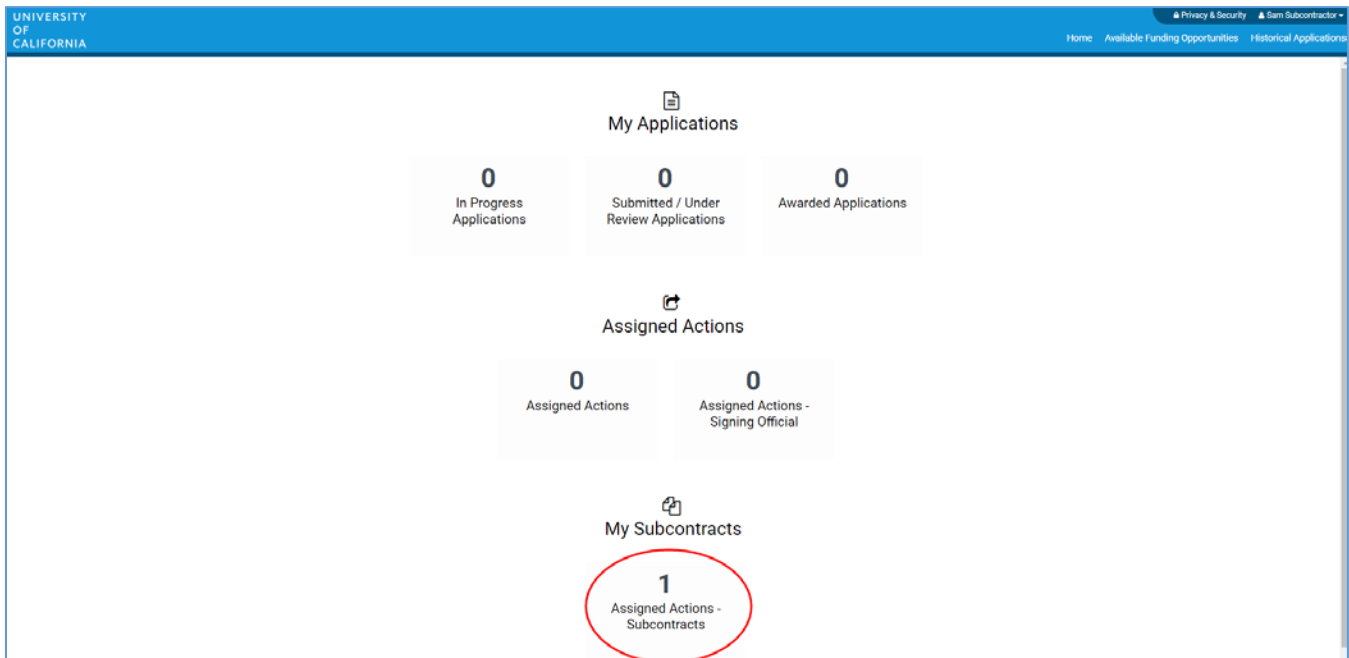
Below are instructions on how a subcontractor should complete a subcontract budget.

### 1. Accessing SmartSimple

- If an applicant requests that you (the subcontractor) complete a subcontract budget, you will receive an email from SmartSimple with instructions to create a password and log in to your account at <https://ucop.smartsimple.com>.

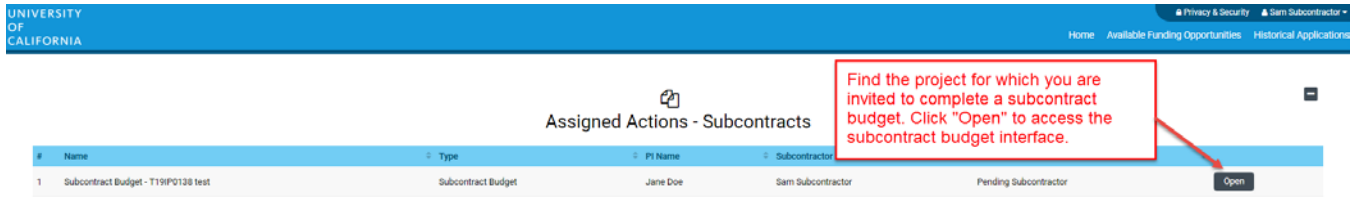
### 2. Home Screen and My Subcontracts

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



### 3. Open Subcontract Budget

- Find the project for which you are invited to complete a subcontract budget. Click “Open” to access the subcontract budget interface.



### 4. Complete Subcontract Budget

- Confirm that the Subcontractor Information is accurate and that the Subcontract Type is correct.
- Click “**Edit Subcontract Budget.**” A separate window will open.
- **Note:** A subcontract is not allowed to have another subcontract. Please do not try to add another subcontract.
- If you log in and are unable to edit the subcontract budget, it is most likely because another user is simultaneously accessing the main application. A message will appear at the bottom of the screen indicating that the subcontract budget is currently locked. The subcontract budget will be locked and unavailable for editing until the other user closes the main application. Log out, and return at a later time to complete the subcontract budget.

UNIVERSITY OF CALIFORNIA | Privacy & Security | Sam Subcontractor | Home | Available Funding Opportunities | Historical Applications | 1 of 1

### Subcontract Budget - T19IP0138 test

High Impact Pilot Award Application » Budget » Subcontract Budget

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

**Subcontractor Information**

- Subcontractor Name: Sam Subcontractor
- Subcontractor Institution: UC San Diego
- Subcontractor Institution Address: 123 Main Street, La Jolla, CA 12345

**Subcontract Budget Details**

Subcontract Type:  UC  Non-UC

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

[Edit Subcontract Budget](#)

**Budget Summary**

	Year 1	Year 2	Total
Personnel Costs	\$0	\$21,000	\$21,000
Student Tuition Fees, Graduate Student Stipends	\$1,300	\$1,300	\$2,600
Other Project Expenses	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Service Contracts and Consultants	\$0	\$0	\$0
Direct Costs	\$1,300	\$22,300	\$23,600
Modified Total Direct Costs (MTDC)	\$0	\$21,000	\$21,000
Indirect Costs (F&A) Total	\$0	\$0	\$0
Total Expenses	\$1,300	\$22,300	\$23,600

**Personnel Costs (Salary and Fringe)**

Subclass and Fringe Benefits	Year1	Year2	Total
Personnel 1	\$0	\$21,000	\$21,000.00
	\$0	\$21,000	\$21,000.00

**Student Tuition & Fees, Graduate Student Stipends**

Student Tuition & Fees, Graduate Student Stipends	Year1	Year2	Total
Tuition 1	\$1,300	\$1,300	\$2,600.00
	\$1,300	\$1,300	\$2,600.00

**Other Project Expenses**

Category	Year1	Year2	Total
Justification			

**Equipment**

Category	Year1	Year2	Total
Justification			

**Travel Expenses**

Category	Year1	Year2	Total
Justification			

**Service Contracts and Consultants**

Category	Year1	Year2	Total
Justification			

**Indirect Costs/ Facility Administrative (F&A) Costs**

Category	Year1	Year2	Total
Indirect Costs	\$0	\$0	\$0
Justification			

**Assign External Subcontractor**

Start typing a subcontractor name in the field below. If no results are displayed use the Add Subcontractor button to enter the users information in the system. Once complete click the Request Subcontractor Completion below. An email will be sent to the subcontractor to complete the budget online.

Register Subcontractor: [Add Subcontractor](#)

[Save Draft](#) [Subcontract Budget Complete](#)

1. Confirm that the Subcontractor information is accurate and that the correct Subcontract Type is selected.

2. Click "Edit Subcontract Budget." A separate window will open to enter subcontract budget details.

3. Click "Save Draft" to save your progress on this page.

When you have entered all the necessary budget figures and justification notes, click "Subcontract Budget Complete."

- Scroll down to **1. 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 Total 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.
  - **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 Appendix D for details on indirect costs.
- **Institution Allowance (for predoctoral and postdoctoral fellowship awards only):**
  - Please break down the institution allowance by budget category and enter expenses associate with each budget category type in their relevant row(s). Do not lump institution allowance into a single line item.
- **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.
- Click **“Save,”** then **“Close”** to return to the Subcontract Budget Summary.

**Budget Detail Justification**  
 Subcontractor Name: Sam Subcontractor  
 Subcontractor Institution: UC San Diego

Please fill out all the information.  
 The per year maximum is: \$50,000.00      The total maximum is: \$30,000.00

	Year 1	Year 2	Total
Personnel Costs	\$0	\$21,000	\$21,000
Student Tuition Fees, Graduate Stud	\$1,300	\$1,300	\$2,600
Other Project Expenses	\$0	\$0	\$0
Equipment	\$0	\$0	\$0
Travel Expenses	\$0	\$0	\$0
Service Contracts and Consultants	\$0	\$0	\$0
Direct Costs		\$22,300	\$22,600
Modified Total Direct Costs (MTDC)		\$21,000	\$21,000
Indirect Costs (IC)/Total		\$0	\$0
Total Expenses		\$22,300	\$23,600

**1 Personnel Costs (Salary and Fringe)**

Salaries and Fringe Budgets	Year1	Year2	Total
Personnel 1	\$0	\$21,000	\$21,000.00
	\$0	\$21,000	\$21,000.00

For each person supported by this grant, describe their contribution to the project.  
 Justification

Buttons: Save, Clear, Close

**1.** 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.

**2.** Repeat the process described in Step 1 for all remaining subcontract 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 Subcontract Budget Summary.

## 5. Submit Subcontract Budget

- 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.”**
- Confirm that your subcontract budget has been submitted by returning to the Home screen, and click on **“Assigned Actions-Subcontracts.”** The status of the subcontract budget will be **“Submitted.”** The Applicant PI will also see the status of your budget as **“Submitted”** in the application interface.

## Assigned Actions - Subcontracts

Name	Type	PI Name	Subcontractor	Status	
Subcontract Budget - T19IP0138 test	Subcontract Budget	Jane Doe	Sam Subcontractor	Submitted	Open

## 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)

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.*