

## TRDRP Cornelius Hopper Disparities Supplement Application Instructions

The Cornelius Hopper Disparities Supplement (CHDS) supports California **community members** and **student trainees** who wish to pursue research training focused on tobacco priority populations. Tobacco priority populations in California are those who use commercial tobacco at higher rates, experience greater secondhand or thirdhand smoke exposure, are disproportionately targeted by the industry, and/or have higher rates of tobacco-related disease. This Supplement award aims to build capacity by broadening the workforce and advancing efforts to end the commercial tobacco epidemic in California.

TRDRP-funded Principal Investigators (PIs) should encourage all eligible individuals to apply, including those from tobacco priority populations. In accordance with state and federal law, preference will not be given to applicants based on race, color, ethnicity, gender, or national origin.

### **Summary:**

- Maximum supplement amount per year: **\$20,000** (direct costs)
- Duration: **1 or 2 years**
- Supplement funds are provided in addition to the parent grant award cap.

This award is named after pioneer and trailblazer Dr. Cornelius L. Hopper, Emeritus Vice President for Health Affairs for the University of California, who helped establish TRDRP in 1988. Learn more about Dr. Cornelius Hopper and his extraordinary contributions [here](#).

## Requirements

Under the mentorship of a TRDRP-funded Principal Investigator (PI), the Supplement recipient will receive training on tobacco-related disparities research and conduct a project that is an extension of the PI's parent award. However, the Supplement recipient's project should expand upon rather than duplicate the aims of the parent project.

Training topics may include, but are not limited to, social determinants of health, community-partnered participatory research, culturally responsive study designs, and qualitative and mixed methods research.

### **Mentor Eligibility:**

1. PIs of Research Awards, Pilot Awards, New Investigator Awards, and Co-PIs of Community-Partnered Participatory Research Awards (CPPRAs) and Partnered Maternal Smoking Cessation Initiative Awards (MSCIs).
  - All other award mechanisms, including Postdoctoral, Predoctoral, and Smoke- and Vape- Free Scholar Initiative Awards, are *not eligible* to apply for this Supplement.
2. Must have at least one year remaining on a TRDRP award (no-cost extensions are not eligible).
3. Mentors must provide a tailored training plan and be committed to integrating the applicant into the work of the parent project.

## Applicant Eligibility:

1. Must reside in California.
2. Undergraduate, master's, and pre-candidacy doctoral students.
3. Community members without prior research experience who are currently working in tobacco control.
  - Individuals who are eligible for TRDRP fellowships and other career development awards are encouraged to apply through those award mechanisms instead of requesting support through a CHDS.
  - Individuals who have earned an advanced degree in any field (e.g., Ph.D., M.D., J.D.) are *not eligible*.

## Submission Process

PIs should contact their TRDRP Program Officer (PO) to notify them of their intent to apply for a CHDS. CHDS applications must be submitted at the same time as an annual progress report (APR). In the APR, PIs should clearly indicate their intent to submit a CHDS. CHDS applications must be submitted in SmartSimple as an [Award Amount Modification \(AAM\)](#).

**Special Note for CPPRAs and MSCIs:** Only community and academic Co-PIs on CPPRAs and partnered MSCIs may apply for CHDS awards during the **pre-funding phase**. If selected for funding, your PO will provide additional instructions on how to submit the CHDS application as a SmartSimple deliverable.

## Proposal Templates

Download the proposal templates, save and complete them, then convert the finished documents to PDF and upload all materials to the CHDS Activity in SmartSimple.

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

## TRDRP Cornelius Hopper Disparities Award Supplement Form Requirements

All templates are available here: <https://trdrp.org/what-we-fund/award-mechanisms/cornelius-hopper-disparities-supplement.html>

Form Name	Instructions	Page Limit
1. Proposed Training Plan Template	Word template provided To be completed by the PI	3
2. Applicant Biosketch Template	Word template provided To be completed by the CHDS applicant	5
3. Budget Summary Template	Excel template provided To be completed by the PI	N/A
4. Budget Justification and Facilities Template	Word template provided To be completed by the PI	3

## Review Process

Eligible CHDS applications will be reviewed by TRDRP POs on the following criteria:

### **Progress Report** (not applicable to pre-funding requests):

- Received on time?
- Is progress satisfactory?

### **CHDS Applicant** (Biosketch)

- Is there a commitment to tobacco disparities research?
- Students: Is there evidence of interest in a career in tobacco research?
- Community members: Is there evidence of interest in tobacco research training?

### **PI and Project Team** (Training Plan)

- Does the proposed mentoring plan, including roles, responsibilities, and mentor experience, clearly demonstrate the team's capacity to provide individualized support to the applicant?
- Does the training plan outline relevant educational activities, didactic instruction, and resources that will adequately support the applicant's growth?

### **Proposed Project** (Biosketch & Training Plan)

- Is the proposed project well described and focused on tobacco priority populations?
- Does the proposed project complement and expand upon the parent grant?

Final funding decisions will be made by the Program Director. POs will notify applicants of final funding decisions.

## Cost and Expense Guidelines

### 1. Budget

Applicants **MUST** download and complete the Excel template "Budget Summary." Applicants **MUST** use the spreadsheet provided and may not create their own. Once the Budget Summary template is complete, please convert it to a PDF and upload it to the CHDS deliverable.

**Allowable costs (trainee support only):** \$20,000 direct costs for salary, fringe benefits, tuition, enrollment fees for the trainee, domestic travel for the trainee, and domestic travel for research dissemination by the trainee.

Equipment purchases and **indirect costs are not allowed**. Supplements may be requested for 24 months while the TRDRP grant is active. Renewal of a second year is dependent on satisfactory progress in the first year.

Additional information on allowable costs and guidelines are available on the "Instructions" tab on the Budget Summary Excel Workbook.

Use the separate "**Budget Justification & Facilities**" template to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the research plan and the allowable costs and guidelines described in current TRDRP Call

for Applications and in the budget workbook.

**a. Personnel**

- The Budget Summary line item for Personnel should reflect the total cost of the CHDS applicant and their level of effort. No other individuals may be supported by the CHDS award.
- Follow the NIH Guidelines and Calculation scheme for determining Months Devoted to Project, available at the links below:
  - NIH Guidelines:
  - [http://grants.nih.gov/grants/policy/person\\_months\\_faqs.htm](http://grants.nih.gov/grants/policy/person_months_faqs.htm)
  - NIH Calculation  
Scheme: [http://grants.nih.gov/grants/policy/person\\_months\\_conversion\\_chart.xls](http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls)
- When computing salary for key personnel, use only the base salary at the applicant organization, excluding any supplementary income (e.g., clinical or consulting incomes). TRDRP does not enforce a salary cap, as long as the overall budget adheres to the costs & expenses guidelines and the amount requested stays within the allowable costs.

**b. Consultant and Contractual**

- Not allowed on CHDS Awards.

**c. Supplies & Expenses**

- Include expected costs for supplies and other research expenses not itemized elsewhere, up to \$2,200/year.
- Pooled expenses may be allowed as a direct cost at the discretion of the Program with certification of the following: 1) the project will be directly supported by the pooled expenses, 2) the pooled expenses have been specifically excluded from the indirect cost rate negotiation, and 3) the pooled expenses have been allocated consistently over time within the organization. Please explain any requested pooled expense requests in the budget justification.

**d. Equipment (Unit Cost over \$5,000)**

- Not allowed on CHDS Awards.

**e. Travel**

- **Travel – RGPO Meeting:** TRDRP may organize an event requiring your travel to the Oakland area within the funded grant period. Funds up to \$750 should be set aside for attending the Research Grants Program Office (RGPO) Meeting during the first year of the grant. All other applicants, including fellowship applicants, should budget a one-time \$750 expense under year 1 in a travel budget line labeled: "Travel - RGPO Meeting."
- **Travel - Project Related:** Project-related travel expenses are allowable only for travel directly related to the execution of the proposed research activities. Label such expenses as "Travel – Project Related." These expenses must be fully justified in the budget justification.
- **Travel - Scientific Meetings:** Scientific conference travel is limited to \$2,000 per year (excluding a mandatory allocation of \$750 in one year of the project for

travel to the TRDRP Conference under Travel - RGPO Meeting). Label such expenses as "Travel-Scientific Meetings" and explain in the budget justification.

**f. Indirect (F&A) Costs**

- **Indirect cost policy:** Indirect costs are NOT allowed for CHDS Awards.

## Post Award

For two-year supplement requests, renewal of the second year is dependent on satisfactory progress in the first year. The Annual Progress Report (APR) for the parent grant should include a detailed description of CHDS recipient activities in Year 1, as well as a detailed outline of Year 2 activities under point #7 of the *Narrative Report of Progress Section*. The PI should also add the CHDS recipient to the Project Personnel table at APR submission.

## Other Relevant Policies

### **Human Material and Animal Subjects:**

Approvals for use of human material and animal research subjects are not required at the time of application. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. This deadline may be negotiable depending on the circumstances of the proposal. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.

### **Publications Acknowledgement and Open Access:**

All scientific publications and other products from a research project funded by one of the programs in the UC Research Grant Program Office (RGPO), such as TRDRP, must acknowledge the funding support from UC Office of the President, with reference to TRDRP and the assigned grant ID number. RGPO is committed to disseminating research as widely as possible to promote the public benefit. All publications based on funding received from RGPO are subject to the University's Open Access Policy, which went into effect on April 22, 2014. To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers on the grant will deposit an electronic copy of all publications in the UC Publication Management System, UC's open access repository, promptly after publication. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication. The full policy is available here: <https://www.ucop.edu/research-grants-program/grant-administration/rgpo-open-access-policy.html>

### **Grant Management Procedures and Policies:**

All TRDRP grant recipients must abide by other pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting as outlined in the Grants Administration Manual (GAM) available at the link below: [http://www.ucop.edu/research-grants-program/files/documents/srp\\_forms/srp\\_gam.pdf](http://www.ucop.edu/research-grants-program/files/documents/srp_forms/srp_gam.pdf)