

# **TRDRP 2024**

## **Applicant Informational Webinar**

### **Community-Partnered Participatory Research Award (CPPRA)**

#### **Pilot Awards & Full Awards**

**July 18, 2023**

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# Webinar Overview

## Programmatic Overview

- TRDRP's Mission
- The CPPRA Initiative and Awards
- Scoring Criteria
- Key Dates & Additional Guidance to Applicants

## SmartSimple Overview

- How to Submit a Proposal in SmartSimple (LOI and Full Application)

## Q & A



# Programmatic Overview

## **Community-Partnered Participatory Research Award (CPPRA)**

Pilot Awards & Full Awards

# TRDRP's Mission

We transform tobacco taxes into cutting edge research to reduce commercial tobacco use and tobacco-related diseases and to inform public policy that benefits California's diverse populations.

## **Proposition 99:** The Tobacco Tax and Health Protection Act of 1988

- 25¢ per pack cigarette surtax for cessation, prevention, and research
- 5¢ of each \$1 collected supports tobacco-related research



## **Proposition 56:** The California Healthcare, Research and Prevention Tobacco Tax Act of 2016

- Increased the retail tax on tobacco products by \$2
- To expand research into the causes, early detection, and effective treatment, care, prevention, and potential cure of all types of cancer, cardiovascular and lung disease, oral disease, and tobacco-related diseases to ultimately save lives, and as a result, enhance the economy of the state.



# The CPPRA Initiative

- TRDRP has funded community and academic research partnerships for over 20 years.
- Community-academic research partnerships can substantially enhance the quality, reach, and impact of tobacco-related prevention and treatment interventions and regional policy efforts.
- TRDRP solicits CPPRA applications that are:
  - built from **empirical questions** growing out of community concerns and interests
  - contribute to community science frameworks
  - are grounded in equitable partnership and leadership models

# Community-Partnered Participatory Research Award (CPPRA)

All CPPRA awards require involvement with a community of interest and inclusion of a Community Advisory Board (CAB) to provide feedback on all phases of the project.

Community is a multifactorial social construct and is defined here as a group of people who share a common characteristic including:

- race or ethnicity
- age
- sex
- gender, sexual, or cultural identity
- School or health system
- outpatient clinic or residential program
- mental health, disability, or disease status or risk level
- socioeconomic status
- geographical region
- organizational affiliation

# Community-Partnered Participatory Research Award (CPPRA)

Research projects with this focus are called by various names such as:

- community-based participatory research (CBPR)
- participatory action research (PAR)
- community-partnered participatory research (CPPR).

This RFA calls for Community-Partnered Participatory Research Award (CPPRA) applications.

The term CPPR is used to highlight the importance of authentic and equitable community-academic partnership in the intent of this award type.

Collaboratively developed and led by:

- One Community Co-Principal Investigator
- One Academic Co-Principal Investigator

Strong CPPR teams commit to engaging in bi-directional learning among the community and academic members involved in the project.

This builds capacity for future engagement in CPPR for community and academic organizations involved in the project

# Community-Partnered Participatory Research Award (CPPRA)

The spirit of the community-partnered participatory model means that the Community Co-PI and Academic Co-PI closely collaborate on all aspects of the research process including:

- Identifying and developing the research question(s)
- Transforming community concerns into research questions
- Active, transparent, and frequent communication
- Working closely with Community Advisory Board members
- Writing and submitting the research proposal
- Developing a plan for sustainability beyond the proposed project
- Designing and implementing the research project
- Analyzing and interpreting findings
- Preparing and submitting progress reports to the funder
- Co-authoring summaries for communities, scientific papers, policy briefs, and presentations
- Disseminating results to community and scientific audiences to foster collective impact in the community



# Community-Partnered Participatory Research Award (CPPRA)

All CPPRA applications must closely address a TRDRP research priority area in their specific aims.

See Appendix A in the TRDRP 2024 Call for Applications for details:  
<https://www.trdrp.org/files/2024-core-call-for-applications.pdf>

Broadly, TRDRP's research priorities cover the following important areas in tobacco control:

- Research Questions in Support of the CA Endgame Initiative
- Social and Behavioral Prevention and Treatment
- State and Local Tobacco Control Policy Research
- Tobacco-Related Diseases
- Environmental Exposure and Toxicology
- Neuroscience of Nicotine Addiction and Treatment

# Eligibility for Community/Academic Co-PIs

Community Co-PI	Academic Co-PI
California non-profit organization, community-based group, or institution	California academic or nonprofit research institution
Must have a managerial or executive-level decision-making role within their respective organization	University faculty appointment or a community research scientist designation
Committed to representing the views of the community	Research scientists and community-oriented academics working at a nonprofit, non-university research organization can serve in this role
A Letter of Support is required indicating support of their organization, nonprofit, or institution to serve as Co-PI	Must have PI status and a Letter of Support from the institutional for grants management
No requirement for a degree	Committed to long-term community research partnership
U.S. citizenship is not a requirement, California residency is required	U.S. citizenship is not a requirement, California residency is required

# CPPRA Budget Considerations

- **1 Award** with two budgets.
  - SmartSimple, TRDRP's grant management system, treats funded Pilot and Full CPPRA grants as **one project with two budgets**.
  - One budget will be prepared by and awarded to the community Co-PI's organization or institution.
  - A second budget will be prepared by and awarded to the academic Co-PI's organization or institution.
- **Subcontracts** are allowed for each Co-PI organization; must be fully justified.
  - All **out-of-state** subcontracts and collaborations must be well-justified.
  - *Please note that funding for out-of-state expenses are extremely limited and TRDRP does not encourage such expenses.*
- **One organization** will elect to be responsible for officially submitting grant materials.
  - The submitting applicant must be able to support grants management activities.

# CPPRA Mechanisms

## Pilot and Full Award Types

Both Pilot and Full CPPRA awards are characterized by:

- **Equitable Collaboration** with authentic community involvement throughout the process and project
- **Development** of a community tobacco prevention intervention or treatment intervention focused on tobacco-related research issues of importance to the community that is the focus of the project
- **Co-PI Commitment** to long-term partnership with the expectation that sustainability efforts continue after the current phase of funding
- **Dissemination** of preliminary and full research findings to the community of interest

# Pilot CPPRA Applications

The goal of the Pilot CPPRA is to provide initial support for partnered research with a strong rationale and potential to inform a community prevention or cessation intervention in the future.

The Pilot CPPRA provides up to 2-years of support for the initial phase of a project, including:

- testing the acceptability and feasibility of methods
- strengthening collaborative relationships
- developing tools and methods for a later intervention
- collecting preliminary data
- rigorously evaluating existing tobacco prevention or treatment programs or services
- demonstrating proof-of-principle to support the feasibility of a new paradigm or research hypothesis

# Pilot CPPRA Applications

- **Maximum award amount per year:** \$500,000 per year (Direct Costs).
  - Community Co-PI budget max: \$250,000 per year.
  - Academic Co-PI budget max: \$250,000 per year.
- **Maximum duration:** 2 years.
- **Allowable direct costs**
  - Salaries, trainee/internship costs, fringe benefits, supplies, participant incentives, costs to develop print and digital intervention materials, sub-contracts, equipment (costing more than \$5,000), travel, publishing costs and other dissemination activities.
- **Travel**
  - Project-related travel: As needed in each Co-PI budget (must be fully justified).
  - Travel to TRDRP conference (Mandatory): \$750 for the Community Co-PI; \$750 for the Academic Co-PI.
  - Scientific conference travel: maximum of \$2,000 per year for the Community Co-PI; maximum of \$2,000 per year for the Academic Co-PI.
- **Indirect costs**
  - Full indirect costs are allowed to non-UC institutions.
  - Indirect costs to UC campuses are capped at 40 percent, or 25 percent for projects conducted off-campus.

# Full CPPRA Applications

The goal of a Full CPPRA is the development and testing of a community prevention or cessation intervention focused on tobacco-related research issues of importance to the community that associated with the project.

The Full CPPRA provides up to 3-years of support that:

- develops, evaluates, tests, or examines a community tobacco prevention intervention or treatment intervention

Full CPPRA Awards can support:

- demonstration, measurement, efficacy, and effectiveness studies
- implementation science studies
- randomized controlled trials
- health services research studies

# Full CPPRA Applications

- **Maximum award amount per year:** \$600,000 per year (Direct Costs).
  - Community Co-PI budget max: \$300,000 per year.
  - Academic Co-PI budget max: \$300,000 per year.
- **Maximum duration:** 3 years.
- **Allowable direct costs**
  - Salaries, trainee/internship costs, fringe benefits, supplies, participant incentives, sub-contracts, equipment (costing more than \$5,000), travel, publishing costs and other dissemination activities.
- **Travel**
  - Project-related travel: As needed in each Co-PI budget (must be fully justified).
  - Travel to TRDRP conference (Mandatory): \$750 for the Community Co-PI; \$750 for the Academic Co-PI.
  - Scientific conference travel: maximum of \$2,000 per year for the Community Co-PI; maximum of \$2,000 per year for the Academic Co-PI.
- **Indirect costs**
  - Full indirect costs are allowed to non-UC institutions.
  - Indirect costs to UC campuses are capped at 40 percent, or 25 percent for projects conducted off-campus.



# Unique Parts of CPPRA Applications

Both Pilot and Full CPPRA applications require applications to include sections describing:

- Collaborative Agreements
- Community Advisory Board

Pilot and Full CPPRA Application instructions and template for the Research Plan provide CPPRA-specific guidance.

# Collaborative Agreements

- Collaboratively prepared by the Community and Academic Partners informed by their respective perspectives, needs, and constraints.
- Describes how the proposed CPPRA team will work together and share power, budget, resources, and outcomes with each other in:
  - Ownership of data
  - Handling disagreements
  - Plans for broader community involvement in all phases of the research project
  - Team communication plan
  - Decision-making process for community and academic Co-Pis
  - Plans for turn-over of personnel
  - Plans to evaluate the strength of the research partnership
  - Plans for dissemination of findings
  - Plans to sustain the research partnership beyond the life of the grant

# Community Advisory Board

- Describes the composition of recruited CAB members at the time of application submission and members/expertise for future recruitment.
- The CAB should be comprised of individuals with expertise in tobacco control and other areas relevant to the project who can provide helpful feedback to the team on both community and scientific aspects of the project.
  - Recruited CAB members must be named with a description of their organizational affiliation and proposed contribution for the project in relation to their role on the CAB.
  - If designating CAB roles as yet to be determined (TBD), please describe areas of expertise your team will seek to recruit at a future time during the project.

# CPPRA Peer Review Criteria

All applications are scored individually during peer review on a 1–9 Scale for each of the following 3 Review Criteria Sets:

Review Criteria Set-1: **Research**

Review Criteria Set-2: **Partnership**

Review Criteria Set-3: **Resources**

# CPPRA Peer Review Criteria Sets

- Standard NIH scoring system that is based on the 1-9 scale

## **Criteria Set-1 (40% scoring weight) – “Research”**

- Statement of Goals, Research Questions, and Specific Aims
- Background, Significance, and Relevance to a Tobacco-Related Area
- Research Plan: Research Design, Conceptual Framework, and Data Analysis Plan

## **Criteria Set-2 (40% scoring weight) – “Partnership”**

- Partnership Collaboration Plan and Team Communication Process
- Potential for the Proposed Work to Benefit the Community and Lead to an Intervention
- Community Engagement and Capacity Building
- Dissemination Approaches and Sustainability Plan
- Statement of Future Goals

## **Criteria Set-3 (20% scoring weight) - “Resources”**

- Investigative Team
- Environment, Facilities, and Resource Availability
- Community Assets

# Non-Scored Review Criteria

## Other Considerations (Not part of Scientific Merit Score)

- Budget
  - Appropriate level
  - Overlap
  - Out-of-state contracts
- Protection of Human Subjects from Research Risk
- Inclusion of Women, Minorities, and Children in Research
- Care and Use of Vertebrate Animals in Research
- Biohazards

# Key Dates

<b>Cycle</b>	<b>Community-Partnered Participatory Research Awards</b>
<b>Call Opened</b>	Friday, June 30, 2023
<b>Letter of Intent (LOI) Submission Deadline</b>	Thursday, August 24, 2023 12 p.m. (noon) PT
<b>Invitation to submit a Full Application Announced</b>	Thursday, August 31, 2023
<b>Due date for all Full Applications including resubmissions</b>	Thursday, October 26, 2023 12 p.m. (noon) PT
<b>Applicants Notified</b>	April 2024
<b>Award Start</b>	July 1, 2024

# CPPRA: Submit a Letter of Intent (LOI)

A letter of intent (LOI) is required for both the Pilot CPPRA and Full CPPRA grant types to assess the application against TRDRP eligibility requirements.

The Community Co-PI or Academic Co-PI must be identified at time of LOI submission; however, it is acceptable to identify one Co-PI after LOI submission.

The LOI must be submitted electronically using the SmartSimple system described in the second half of this webinar.

Cycle 33 CPPRA applicants (with TRDRP Grant #'s beginning with "T33"... ) are allowed to resubmit for the 2024 Call for Applications.



# CPPRA: Submit a Letter of Intent (LOI)

**For all TRDRP award mechanisms, LOI are reviewed for criteria determining whether a proposal is programmatically eligible.**

Eligible projects include:

1. Projects in which nicotine or other tobacco or vape product constituents are integral to the proposed study.
2. Studies focused on diseases that the Report of the Surgeon General\* has identified as being causally linked to tobacco or tobacco product use.
3. Observational or laboratory studies (biomedical or behavioral) of co-use of tobacco products with other substances including cannabis.
4. Studies of inhaled cannabis use policies and their potential to erode California's smoke-free laws.
5. Health behavior and health policy research focused on tobacco use prevention, cessation strategies, or tobacco product regulation.

# CPPRA Full Application

## Avoid Administrative Rejection

- Follow all instructions
- Respond to all text boxes
- Submit ALL required forms and templates
- Submit on time

- All required uploads are listed in the 2024 CPPRA Call for Applications table below.
- Templates must be downloaded from the Documentation tab of SmartSimple.
- Templates must be completed, converted to PDF, and uploaded to your application, unless otherwise instructed.

Upload Item (Template/Form)	Page limit	Required or optional
Collaborative Agreements	3	Required
Community Advisory Board	2	Required
Biosketches (All Personnel listed on Key Personnel form)	5 (each biosketch)	Required
Facilities	1 per institution	Required
Research Plan	15 + references	Required
Human Subjects	No limit	Required
Vertebrate Animals	No limit	Optional
Appendix list and uploads	30	Optional

# CPPRA & Cornelius Hopper Diversity Award Supplements (CHDAS)



The Cornelius Hopper Diversity Supplements (CHDAS) are intended to support trainees and California residents from underrepresented communities and/or those who wish to pursue careers in research focused on underserved communities.

The Supplement should support trainees' initial entry into the field of tobacco-related research or within the stated TRDRP research priorities.

- During the prefunding process, only CPPRA applicants will be invited to apply for training support via CHDAS.
- CPPRA applicants whose grants are deemed scientifically meritorious following peer review and selected for funding will be invited to apply for CHDAS supplements during the prefunding process.
- Supplements are funded above the CPPRA Award cap

# Success in Community-Partnered Research

## Trust among partners

- Invest time to build collaboration history that establishes integrity, curiosity for partners' values, and openness for honesty.

## Mutual respect

- Demonstrate respect for partners' time, commitment, efforts, and contributions.
- We encourage partners to understand and respect any differences in assets, workflow processes, strengths, and organizational constraints.

## Effective, frequent communication

- Ensure partners' mutual access to each other through frequent, well-structured communications to facilitate building of trust and momentum.

## Shared vision, goals, and/or mission

- We encourage commitment to continual work on the problem and long-term focus on shared vision, goals, and/or mission.
- We encourage recognition that community buy-in, competing issues, actual partnership growth may not always feel linear.

# The CPPRA Initiative

Want to know more about community-partnered participatory research?

We've included additional resources in the CPPRA Call Appendix A.

## Appendix A: Resources to Understand Community-Partnered Participatory Research

It is critical that community and academic Co-PIs fully understand what it means to do CPPR research. Colleagues entrenched in this work fully grasp the importance of humanity, cultural humility, active listening skills, moving through work processes in a slow and purposeful way, and the gentle conversations that help leaders reach consensus on the expectations and approaches used when working across diverse community groups.

The literature references in this section are included to provide examples of the types of successful CPPR conducted in the United States. Materials listed below do not comprise the totality of issues to consider when conducting CPPR through authentic community-academic partnership. This is included to provide examples of equitable power sharing across the research process, how community benefit from research can be described in a publication, evaluation approaches of community-academic partnerships, and to convey the spirit of this type of research.

- A. The National Academy of Medicine (NAM: <https://nam.edu/>) has supported the development of a conceptual model to inform an equity-forward approach to community engaged scholarship. The concepts in this model are responsive to TRDRP's conceptualization of CPPR and includes helpful concepts for consideration by CPPRA applicant teams. Applicants for this grant type are encouraged to review the NAM's Achieving Health Equity and Systems Transformation through Community Engagement Conceptual Model, which is located here: <https://nam.edu/programs/value-science-driven-health-care/achieving-health-equity-and-systems-transformation-through-community-engagement-a-conceptual-model/>.
- B. The [community-partnered participatory research \(CPPR\) model](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4841676/) <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4841676/> was developed by Healthy African American Families, with the support of the Centers for Disease Control and Prevention, and Charles R. Drew University of Medicine and Science.
- C. The academic journal *Ethnicity & Disease* has multiple examples of CPPR reported in publications in their [Volume 28 \(2018\) supplement 2: Advances in Community-Partnered Participatory Research: Behavioral Health and Beyond](https://www.ethndis.org/edonline/index.php/ethndis/issue/view/34). You can view all publications for free (open access) in this special supplement <https://www.ethndis.org/edonline/index.php/ethndis/issue/view/34>.
- D. *Ethnicity & Disease* has also released [Volume 31 \(2021\), Supplement 1-Structural Racism and Discrimination: Impact on Minority Health and Health Disparities](https://www.ethndis.org/edonline/index.php/ethndis/issue/view/54) <https://www.ethndis.org/edonline/index.php/ethndis/issue/view/54> which is particularly relevant to CPPRA applications aiming to address social structural determinants of health.

The articles found at the above links are not exhaustive for CPPR-based scholarship or frameworks to advance community science. Other readings relevant to collaborative research partnerships also pertain to this award type and should be considered in a thoughtfully designed research plan.



# SmartSimple Overview

## **Community-Partnered Participatory Research Award (CPPRA)**

Pilot Awards & Full Awards

# How to Submit a Proposal (LOI and Full Application) in SmartSimple

*presented by*

Research Grants Program Office (RGPO)  
Contracts and Grants Unit (C&G)

- C&G works in collaboration with TRDRP, serving as interface on administrative and procedural aspects of your **Letter of Intent (LOI)** or **Full Application** and their submission and review process.
- Contact **[RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)**

# Key Dates & Tips

Action	Due Date
<b>Letters of Intent (LOI) Due</b> (Required for new & resubmissions)	<b>Thursday, August 24, 2023</b> <b>12:00 Noon PT</b>
<b>LOI Approval for Full Application</b>	<b>August 31, 2023</b>
<b>Full Applications Due</b> (Inclusive of Institution Approval)	<b>Thursday, October 26, 2023</b> <b>12:00 Noon PT</b>

- All materials must be submitted through SmartSimple
- Detailed instructions are provided on the website and in SmartSimple
- **Start early** to become familiar with SmartSimple
- **Submit early**: Late LOIs or applications will not be accepted.



# Accessing SmartSimple

Login to SmartSimple: <https://rgpogrants.ucop.edu/>

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OF  
CALIFORNIA

**Returning users  
login here**

## Welcome to Research Grants Program Office | UCOP

The Research Grants Program Office (RGPO) oversees a broad grantmaking portfolio of over \$100 million a year to support research that is critical to California, the nation and the world. RGPO programs enhance University of California's research capacity and excellence, which helps attract top faculty, graduate students, government funding and companies to our state.

The SmartSimple Grants Management System is now accepting letters of intent (LOIs) and applications for the Tobacco-Related Disease Research Program (TRDRP). For information regarding the 2019 call for applications, please visit TRDRP's website at [www.trdrp.org](http://www.trdrp.org)

## Principal Investigator Registration

Register Here

**First-time users  
register here**

## Login to SmartSimple

Email:

Password:

Enter Password

Login

[Forgot Password?](#)

[Security](#)

# Creating an Account on SmartSimple

<https://rgpogrants.ucop.edu/>

Enter your institution and complete your applicant contact information.

If you receive a message that an account with your email address already exists, return to the main login page and click “**Forgot Password.**”

### Institution Information

**Instructions**  
Please start typing the name of your institution. A dropdown list will appear, in order to select your institution. If the name does not exist, [search the IRS database](#).

\* Institution Name

### Contact Information

\* Email

\* First Name

\* Last Name

\* Address

\* City

\* Country

United States


\* State / Province

-- Select One --

\* Zip / Postal Code

\* Telephone Number

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

Submit

# Preparing and Submitting an LOI

UNIVERSITY OF CALIFORNIA

Privacy & Security AGPI2 Gee

Home Available Funding Opportunities Historical Applications

## Available Funding Opportunities

List of available funding opportunities below includes both open and upcoming opportunities. All times are in military time and in the Pacific Time Zone.

Search

Name	Description	Policies and Guidelines	LOI Deadline	Full Application Deadline	
TRDRP 2019A - Cornelius Hopper Diversity Award Supplement	Train promising individuals from underrepresented communities and/or those who wish to pursue careers in one or more stated research priorities focused on underserved communities.	<a href="#">CHDAS_Application_Instructions.pdf</a>	09/27/2018 12:00:00		<a href="#">Info</a> <a href="#">Apply</a>
TRDRP 2019A - High Impact Research Project	Conduct research that will address tobacco-related health disparities or new and emerging tobacco products.	<a href="#">IR_Application_Instructions.pdf</a>	08/16/201 12:00:00	09/27/2018 12:00:00	<a href="#">Info</a> <a href="#">Apply</a>

1. Click on the “**Available Funding Opportunities**” tab in the upper right corner.
2. Find the row that corresponds to the award you’re interested in and click “**Apply**.”

# LOI Submission Steps

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Privacy & Security Jane Doe

Outstanding Opportunities Historical Applications

3 of 12

Main Notes

Download instructions

Templates and Instructions:

[IR\\_Application\\_Instructions.pdf](#)  
1,919 KB - 07/18/2018 6:31pm

Preview

Click the section headings to access and complete each section of the LOI.

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION BUDGET SIGNATURE PAGE

Application ID: T29IR0259

\* Project Title:  Please enter the project title here; no  
100 characters left

\* Project Duration (year): -- Select One --

\* Project Start Date:  mm/dd/yyyy

\* Project End Date:  mm/dd/yyyy

Click "Submit LOI" to submit the LOI.

Save Draft Submit LOI Withdraw

Total Files: 1

# From Approved LOI to Invited Application

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Home Available Funding Opportunities Historical Applications

1

My Applications

3 In Progress Applications

0 Submitted / Under Review Applications

0 Awarded Applications

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications

Privacy & Security Jane Doe

In Progress Applications

RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status
1	T29IR0228	STOY Test 2	High Impact Research Project	Jane Doe	Principal Investigator	08/16/2018	09/27/2018	Invited to Full Application

Open

1. Click on “In Progress Applications.”
2. Locate the row for your submitted **TRDRP LOI**. Confirm approval of your LOI under the “**Status**” Column. Click “**Open**” to begin full application and access instructions and templates.

# From Approved LOI to Full Application

UNIVERSITY OF CALIFORNIA

Privacy & Security Jane Doe 4

Home Available Funding Opportunities Historical Applications Open Calls (Testing)

1 of 48

Main

Notes

## L22CR4382 RGPOTest CRT STOY3

**Call for Application Details**  
Name: LFRP 2022 Collaborative Research and Training Awards  
Deadline: 08/05/2021 12:00:00

**Templates and Instructions:**

[UC\\_Lab\\_Fees\\_2022\\_-\\_CRT\\_-\\_LOI\\_instructions.pdf](#)  
912.8 KB - 03/30/2021 9:23AM

Total Files: 1

Preview

**TITLE PAGE** APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET SIGNATURE PAGE

Application ID: L22CR4382

\* Project Title: RGPOTest CRT STOY3  
82 characters left

\* Project Duration (year): 3

**3**

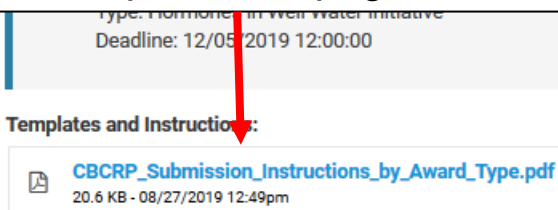
NEXT

Continue to Full Application


3. Click on the “Continue to Full Application” button at the bottom of the screen to access the Full Application materials.

# Application Submission

Instructions can always be downloaded at the top of each page.



Complete each section of the application.  
("Save Draft" frequently to save entered information; review & edit as needed.)

 Preview

**TITLE PAGE** | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | ASSURANCES | DOCUMENTATION | SIGNATURE PAGE

Application ID: B26PW1210

\* Project Title: RGPOTest - CBCRP Water ST0Y1

72 characters left


\* Project Duration (year):

\* Pr  
\* P  
When finished, click "Submit to Signing Official."

Download templates and upload required attachments in the Documentation section.

NEXT >

Save Draft

 Withdraw

☒ Submit to Signing Official

# Full Application: Inviting Personnel

1. In the Full Application, click on "Invite Personnel" in the left sidebar.

Call for Application Details  
Name: RGPOTest CRCC C  
Type: Faculty Seed Grants  
Deadline: 04/02/2020 12:00:00

Templates and Instructions:

2020CRCC-LOinstrux-20181212.pdf  
240.2 KB - 10/29/2019 2:30pm

Total Files: 1

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET ASSURANCES

1. Click on "Invite Personnel"



# Full Application: Inviting Personnel

C21CR1535 RGPOTest CRCC v1

**Add Personnel**  
Please input basic contact information First Name Last Name Email Role Status. The Status column is triggered allowing the invited contact to accept or decline the invitation. The Status column is triggered allowing the invited contact to accept or decline the invitation. The Status column is triggered allowing the invited contact to accept or decline the invitation. Once accepted personnel will be granted access (Roles and access are defined below).

**PI Assistant:** User can View/Edit/Submit the application.

Prefix	First Name	Last Name	Email	Role	Status
<div>+</div>					

Save Invite

2. Click the plus button to provide access to the following roles on the SmartSimple application:
  - **Co-Principal Investigator:** Required to add Co-PI; Edit access to full application, generates their own prime-level budget
  - **PI Assistant:** can edit and submit a completed application
  - **Co-Investigator:** View only
3. Enter the individual's name and email address.
4. Repeat as needed.
5. Click 'Invite' to send out invitation emails.

# Confirming Addition of Co-PI

T32CR4578 RGPOTEST TRDRP 2022 STOY CPPRA Pilot 1

TITLE PAGE

**APPLICANT / PRINCIPAL INVESTIGATOR**

PROJECT INFORMATION

PROJECT CONTACTS

BUDGET

ASSURANCES

DOCUMENTATION

Applicant Last Name: Doe 4

Applicant First Name: Jane

Applicant Institution: MERCY HOUSING CALIFORNIA

Email: [REDACTED]

Address: 555 Fifth Avenue

Phone: (555) 555-5555

Web Address:

ORCID ID:

Applicant PI  
Information

Degrees:

Applicant Last Name: Smith 3

Applicant First Name: Bob

Applicant Institution: RGPOTest University 1 (a UC institution)

Email: [REDACTED]

Address:

Phone: (555) 555-5555

Co-PI Information

# Budget tab with Multiple Budgets

T32CR4578 RGPOTEST TRDRP 2022 STOY CPPRA Pilot 1



Preview

TITLE PAGE

APPLICANT / PRINCIPAL INVESTIGATOR

PROJECT INFORMATION

PROJECT CONTACTS

**BUDGET**

ASSURANCES

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SIGNATURE PAGE

Total Project Costs

Applicant PI budget

Co-PI budget

Action	Owner - Institution	Total DC	Total IDC	Total
<a href="#">Open</a>	Jane Doe 4 - MERCY HOUSING CALIFORNIA	\$100,000	\$500	\$100,500
<a href="#">Open</a>	Bob Smith 3 - RGPOTest University 1 (a UC institution)	\$75,000	\$0	\$75,000
Total		\$175,000	\$500	\$175,500


CHECK the Total Direct Costs against allowable budget cap before clicking Budget Complete

# Budget tab

Click the Budget tab

Click "Open" to start entering information

## Templates and Instructions:

 [CBCRP\\_Submission\\_Instructions\\_by\\_Award\\_Type.pdf](#)  
20.6 KB - 08/27/2019 12:49pm

VESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSI >


## Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
<a href="#">Open</a>	Jane Doe 2 - MERCY HOUSING CALIFORNIA	\$141,750	\$42,225	\$183,975
Total		\$141,750	\$42,225	\$183,975

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NEXT >

Save Draft

 Withdraw

☒ Submit to Signing Official

# Budget tab – Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates. If you cannot find their name in the list, click “Can’t find Signing Official”, then click “Add Signing Official.”

**INSTITUTION CONTACTS** BUDGET SUMMARY BUDGET DETAILS SUBCONTRACTS

**\* Signing Official**

This should identify the individual who is authorized to act for the Applicant Organization, and who will serve as the liaison to the grantor on official grant administration.

Search and select ?

**\* Fiscal Contact**

This should identify the individual at the Applicant Organization who will serve as the authorized representative for the Applicant Organization.

Search and select ?

**\* Contracts and Grants Contact**

This should identify the individual in the Applicant Organization's Contracts and Grants Office, or the individual who will serve as the liaison to the grantor on official grant administration.

Search and select ?

**Can't find the contact you're looking for?**

☒ Can't find Signing Official

☐ Can't find Fiscal Contact

☐ Can't find Contracts and Grants Contact

**Add Signing Official**

# Budget tab – Editing the Budget

Translational Research Award Application » **Budget**

↑ Back to Application



## Budget Instructions:

Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.

INSTITUTION CONTACTS

**BUDGET SUMMARY**

BUDGET DETAILS

SUBCONTRACT BUDGET DETAILS

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

✎ Edit Budget

**Jane Doe 1 - MERCY HOUSING CALIFORNIA**

Budget Summary

Save Draft

Budget Complete

**Do not click** “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.

# Budget tab – Editing the Budget

Scroll down to  
“Personnel Costs.”  
Click “+” to add a new  
row.

Entries will populate  
in the budget  
summary at the top of  
the page.

Enter budget  
justification.

Repeat for all budget  
categories.

## Budget Detail Justification

The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click “+” to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise.

The per year direct cost maximum is: \$250,000.00

The total direct cost maximum is: \$750,000.00

	Year 1	Total
Personnel Costs	\$2,000	\$2,000
Student Tuition Fees, Graduate Student Stipends	\$0	\$0
Other Project Expenses	\$0	\$0
Equipment	\$0	\$0
Travel Expenses	\$0	\$0
Subcontracts	\$0	\$0
Service Contracts and Consultants	\$0	\$0
Direct Costs	\$2,000	\$2,000
Modified Total Direct Costs (MTDC)	\$2,000	\$2,000
Indirect Costs (IDC)Total	\$0	\$0
Total Expenses	\$2,000	\$2,000

### 1. Personnel Costs (Salary and Fringe)

Salaries and Fringe Benefits	Year1	Total
Salary 1	\$2,000	\$2,000
	\$2,000	\$2,000



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

Justification

# Submit to Signing Official – Co-PI

B26BB1411 RGPO Test CBCRP CRC Pilot



## Templates and Instructions:



[CBCRP\\_Submission\\_Instructions\\_by\\_Award\\_Type.pdf](#)

21.3 KB - 10/18/2019 3:56pm

Total Files: 1

Preview

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## \* Co-PI Institution Signature Documents

Download the [Signature Page for Non-Submitting Institutions](#). Obtain the required ink signatures and upload a scanned copy here. A separate signed Signature Page must be uploaded for each non-submitting institution.



# Submit to Signing Official – Submitting Applicant PI

Main

Notes

Invite Personnel



## Call for Application Details

Name: TRDRP 2019A - High Impact Pilot Award

Type: High Impact Pilot Award

Deadline: 09/27/2018 12:00:00

### Templates and Instructions:



[IP\\_Application\\_Instructions.pdf](#)

1,916 KB · 07/18/2018 6:32pm

Total Files: 1

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION INSTITUTION CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

### \* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

☒ I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree 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 Electronic Signature (Type in your full legal name)

Jane Doe

### \* Date

07/19/2018



Save Draft

Withdraw

☒ Submit to Signing Official

# Confirming Submission to TRDRP

UNIVERSITY  
OF  
CALIFORNIA

< Home Available Funding Opportunities

## My Applications

2

In Progress  
Applications

1

Submitted / Under  
Review Applications

Awarde

After the Signing Official has submitted the application:

- Applicant PI, Co-PI, and Signing Official will receive a confirmation email.
- Applicant PI will be able to access a read-only copy of the application under the “Submitted/Under Review Applications” tile in SmartSimple

# Applicant Support

- Contacts:
  - **Programmatic Guidance:** [trdrp@ucop.edu](mailto:trdrp@ucop.edu)
  - **SmartSimple Guidance:** [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)
- Visit TRDRP website for the 2024 call for applications and related information ([TRDRP.org](https://trdrp.org))
- Log in to [SmartSimple](https://rgpogrants.ucop.edu/) (<https://rgpogrants.ucop.edu/>) to download detailed submission instructions.

# Q & A