2023 TRDRP Predoctoral & Postdoctoral Award

Full Application Webinar

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TRDRP Program Officers, Biomedical Sciences and Health Equity

Tuesday September 13, 2022

TOBACCO-RELATED DISEASE RESEARCH PROGRAM

Overview

- **Programmatic Overview**
  - TRDRP Mission and Overview
  - Key Dates
  - Preparing your Application
  - Project Budget
  - Predoc & Postdoc Grant Type and Scoring Criteria
  - Key Guidance to Applicants
  - Q&A
- **Overview of Application System**
  - Navigating SmartSimple
  - Q&A

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TRDRP Mission

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

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

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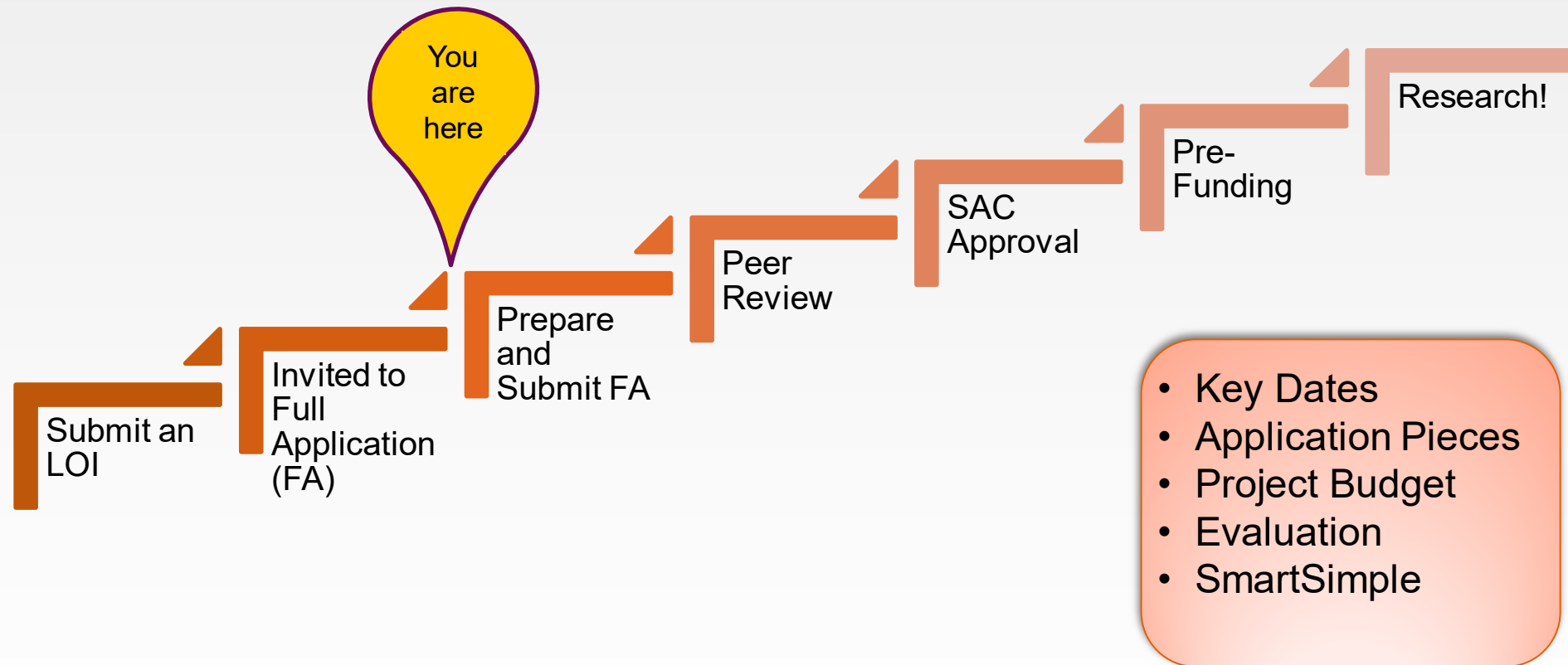- 5¢ of each $1 collected supports tobacco-related research

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.**

Process Overview

Submit an LOI

Invited to Full Application (FA)

You are here

Prepare and Submit FA

Peer Review

SAC Approval

Pre-Funding

Research!

- Key Dates
- Application Pieces
- Project Budget
- Evaluation
- SmartSimple

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Key Dates

Cycle	Dates
Call Opens	July 1, 2022
LOI Submission Deadline	Thursday, August 18, 2022 12 p.m. PT (noon)
Invitation to Full Application Announced	August 25, 2022
Applications Due	**Thursday, October 20, 2022 12 p.m. PT (noon)**
Applicants Notified	April 2023
Awards Start	July 1, 2023

1. Time to prepare application
2. Time to have others review
3. Referees submit letters
4. Internal Institution Deadlines

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Preparing Your Application: Appendix E and Other Considerations

Appendix E tells you WHERE in the application to address WHAT, by 3 Review Criteria; Please also consider the following:

Required Pieces	Who to work with
• Letters of Recommendation (mentor plus at least 2 others)	Start early! Invite your referees and monitor their progress in SS.
• Research Plan • Career Development Plan • PI (that's you) Biosketch (and mentor) • Community Engagement & Communication	You develop these and get feedback from your mentor, colleagues including native English speakers, where needed
• Mentoring Plan • Mentor Training Experience	Your mentor is responsible for developing these
• Facilities • Human Subjects Accrual • Vertebrate Animals	These are important and your research group may have templates you can use as a starting place
• Budget (minimum of 75%) • Institutional Contacts	Work with your department administrator, graduate student/postdoctoral office, or campus C&G Office. This is important to get right!

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Postdoctoral Award and Budget

Grant Mechanism	Max Stipend /Year (check your institution's rate)	Institutional Allowance* /Year	Purpose of Award	Max Award Duration (Years)
Postdoctoral Award	$70,000 at least 75% effort	$38,000	Support the mentored training of postdoctoral investigators with clear and direct commitment to and potential for contributing to the advancement of one or more stated research priorities.	3

*to help defray the cost of expenses such as health insurance, medical liability or other special insurance, research supplies, equipment, courses and educational materials, project related travel, and travel to scientific meetings

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Predoctoral Award and Budget

Grant Mechanism	Max Stipend /Year (check your institution's rate)	Max Tuition & Fees /Year (check your institution's tuition and fees structure)	Institutional Allowance* /Year	Purpose of Award	Max Award Duration (Years)
Predoctoral Award	$40,000 at least 75% effort	Up to $50,000	$4,400	Support the mentored training of predoctoral level student with clear and direct commitment to and potential for contributing to the advancement of one or more stated research priorities.	3

*to help defray the cost of expenses such as health insurance, medical liability or other special insurance, research supplies, equipment, courses and educational materials, project related travel, and travel to scientific meetings

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How your application is evaluated

- Standard NIH scoring system that is based on the 1-9 scale
- Each application is scored on these criteria:

Criteria Set-1 (**50% scoring weight**)
- Qualifications of the applicant
- Training plan (career development plan plus mentoring plan)

Criteria Set-2 (**25% scoring weight**)
- Mentor's qualifications and commitment
- Environment
- Community engagement plan

Criteria Set-3 (**25% scoring weight**)
- Research plan
- Tobacco-relatedness

Detailed Review Criteria

Postdoctoral: pp 23-25 & 50-51
Predoctoral: pp 25-27 & 52-53

https://trdrp.org/files/2023-call-core-awards.pdf

See Appendix E of the 2023 Call for Applications for detailed instructions to assist applicants in communicating clearly with peer reviewers

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Community Engagement

- A community engagement and communications plan is expected to be integrated into <u>Predoctoral and Postdoctoral awards</u> at a level appropriate to the type of research being proposed

- Scientific Meetings ≠ Community Engagement

- Include physically distanced, contact-free, or virtual options

- Review 2023 call for examples

UC CENTER SACRAMENTO

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Other Unscored Review Criteria

Other Considerations

- Protection of Human Subjects from Research Risk

- Inclusion of Women, Minorities and Children in Research

- Care and Use of Vertebrate Animals in Research

- Biohazards

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Next Steps

- Appendix E is a *new* resource for applicants that we recommend you consult early and often
  - Instructions for completing templates in SmartSimple
  - Applicant Instructions for addressing review criteria
- Make a plan to get your application in on time
  - Invite referees
  - Work on a budget with your department administrator
    - Proposition 56 requires that all research dollars must be used within California – plan your project and budget accordingly
  - Connect with your Sponsored Projects Office
  - Draft your research plan with enough lead time to get feedback

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Additional Guidance

- Programmatic Guidance

  - Marjannie Akintunde, PhD – Marjannie.Akintunde@ucop.edu
    - Biomedical Sciences and Health Equity Program Officer

  - Becky Theilmann, PhD – Rebecca.Theilmann@ucop.edu
    - Biomedical Science Program Officer

- SmartSimple Guidance - rgpogrants@ucop.edu

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Questions?

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How to submit a proposal 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 the application submission and review process.

- Contact: **RGPOgrants@ucop.edu**

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Key Dates & Tips

Action	Due Date
Letters of Intent (LOI) Due (Required for new & resubmissions)	**Thursday, August 18, 2022 12:00 Noon PT**
LOI Notification	August 25, 2022
Full Applications Due (Inclusive of Institution Approval)	**Thursday, October 20, 2022 12:00 Noon PT**

- 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:** No late submissions will be accepted

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Accessing SmartSimple

Login to SmartSimple: **https://ucop.smartsimple.com/**

From Approved LOI to Invited Application

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.

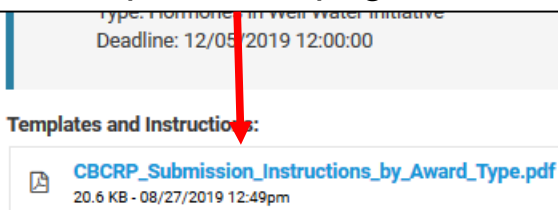**TOBACCO-RELATED DISEASE RESEARCH PROGRAM**

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From Approved LOI to Full Application

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

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Application Submission

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

Type: Hormone in Well Water Initiative
Deadline: 12/05/2019 12:00:00

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

Templates and Instructions:

📄 CBCRP_Submission_Instructions_by_Award_Type.pdf
20.6 KB - 08/27/2019 12:49pm

Total Files: 1

🖨 Preview

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

Application ID: B26PW1210

* Project Title: RGPOTest - CBCRP Water STOY1

72 characters left

* Project Duration (year): – Select One –

Download templates and upload required attachments in the Documentation section.

* Pr

* P

When finished, click "Submit to Signing Official."

NEXT >

Save Draft   ⭘ Withdraw   ☑ Submit to Signing Official

Inviting Personnel

REQUIRED for Predoctoral and Postdoctoral applicants

1. Click on "Invite Personnel"

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Inviting Personnel

2. Click the "+" button to provide access to the following roles on the SmartSimple application:

- **Referee or Mentor Referee:** *Required for Predoctoral and Postdoctoral awards;* Submit a blinded letter of reference in support of the Applicant (min. 1 Mentor Referee and 2 Referees required)

- **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.

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Inviting Personnel – Referee's View

📄 Assigned Actions

0	**2**	**0**	**0**
Deliverables	Pending Letters of Reference	Pending Subcontracts	Grant Agreements for Review

Letter of Reference - T32FT4587 RGPOTEST stoy FT 1

ℹ Letter of Reference Instructions:

Please upload a letter of reference for the project RGPOTEST stoy FT 1 prepared by Jane Doe 4.

You are advised to submit the letter one w...

* Letter of Reference

Please upload a let... of reference. This file will only...

Referees should click the icon to select and upload a PDF letter.

Then click Submit.

Save Draft   Submit   Cancel

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Project Contacts: Check Status of Letters of Reference

Letters of Reference

Please invite individuals providing blinded letters of reference (referees) using the Invite Personnel tab on the left. The status of letter submission will only populate below after your referee(s) accepted your invitation.

#	Owner	Role	Created Date	Status	Submitted Date
1	Jane Smith Referee	Referee	2021-09-02	Submitted	2021-09-02
2	John Doe	Mentor Referee	2021-09-02	Draft	

1. Click the Project Contacts tab and scroll to the Letters of Reference section.

2. Once a letter is submitted, its status will change from Draft to Submitted.

3. This section should have at least three entries (1 Mentor Referee + 2 Referees) with the status of "Submitted" **before** you submit the application to your Signing Official.

Note: Referees' names will appear in this section only after they have accepted the invitation. If you don't see their name here, double check the Invite Personnel tab to confirm their acceptance status and contact them outside of SmartSimple if necessary.

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Project Contacts: Institution Contacts & Project Personnel

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

˅ Institution Contacts

The Institution Contacts designated on the Budget tab will appear below. Please go to the Budget to add or update your contacts.

Principal Investigator	PI Institution	Signing Official	Fiscal Contact	Contracts and Grants Contact
Jane Doe 4	MERCY HOUSING CALIFORNIA	Signing Official - ███████@gmail.com	John Doe Fiscal - ███████@gmail.com	CandG Administrator - ███████gmail.com

Institution Contacts are read-only from entries on the Budget tab

👥 Enter Project Personnel

First Name	Last Name	Email Address	Degrees	Title	Department	Institution	Role on Project	% Effort	Institution Type	Out-of-State Effort?	PI/Co-PI	Upload Biosketch	Biosketch
Jane	Doe	jane@fake.com	PhD	Postdoctoral Researcher	Biology	UC Berkeley	Applicant Principal Investigator	75	Academic/Research Institution	No	Jane Doe 4	Upload	Biosketch_Applicant_PI_on_Project_Personnel.pdf
Mary	Jones	mary@fake.come	PhD	Professor	Biology	UC Berkeley	Research Advisor	0	Academic/Research Institution	No	Jane Doe 4	Upload	Biosketch_Test_Upload.pdf

Project Personnel – List all personnel involved in your project and upload required biosketches. List yourself as the Applicant Principal Investigator.

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Budget tab

Click the Budget tab

Click "Open" to start entering information

Templates and Instructions:

... TIGATOR   PROJECT INFORMATION   PROJECT CONTACTS   **BUDGET**   ASSI >

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
Open	Jane Doe 2 - MERCY HOUSING CALIFORNIA	$141,750	$42,225	$183,975
Total		**$141,750**	**$42,225**	**$183,975**

❮ BACK   NEXT ❯

Save Draft   ⬇ Withdraw   ☑ Submit to Signing Official

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Budget tab – Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates. Repeat for each Institution Contact

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   SUBCONTRA

* Signing Official

This should identify the individual who is authorized to act for the Applicant Organization, and w conditions for any grant, including the applicable grantor regulations.

Search and select ▾ ❓

* Fiscal Contact

This should identify the individual at the Applicant Organization who will serve as the authorize

Search and select ▾ ❓

* Contracts and Grants Contact

This should identify the individual in the Applicant Organization's Contracts and Grants Office, o an award be made, and who will serve as the liaison to the grantor on official grant administrativ

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]

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Budget tab – Editing the budget

Translational Research Award Application » **Budget**

⬆ Back to Application

ℹ **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

Budget Summary

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.

Save Draft   **Budget Complete**

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

Save   Clear   Close

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Signature Page: Submit to Signing Official

UNIVERSITY OF CALIFORNIA

🔒 Privacy & Security   👤 Jane Doe ▾

Home   Available Funding Opportunities   Historical Applications

🌐 Main

📄 Notes

📋 Invite Personnel

ℹ️ **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

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Confirming Submission to TRDRP

My Applications

2	1	0
In Progress Applications	Submitted / Under Review Applications	Awarded Ap...

After the Signing Official has submitted the application:

- Applicant 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

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Additional Guidance

- Programmatic Guidance

  - Marjannie Akintunde, PhD – Marjannie.Akintunde@ucop.edu
    - Biomedical Sciences and Health Equity Program Officer

  - Becky Theilmann, PhD – Rebecca.Theilmann@ucop.edu
    - Biomedical Science Program Officer

- SmartSimple Guidance - rgpogrants@ucop.edu

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Thank you for your attention and…

Questions?

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