TRDRP 2025 Call for Applications

SmartSimple Applicant Webinar for Partnered Awards

Summer 2024

RGPO Contracts & Grants
rgpogrants@ucop.edu

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Partnered Awards

- *Community Partnered Participatory Research Award (CPPRA)*
  - *Full*
  - *Pilot*
- *Partnered Maternal Smoking Cessation Initiative (MSCI) Award*

See https://trdrp.org/funding-opportunities/ for more details

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Key Dates & Tips

Action	Due Date
Letters of Intent (LOI) Due (Required for new & resubmissions)	**Thursday, August 22, 2024 12:00 Noon PT**
LOI Notification	Monday, September 9, 2024
Full Applications Due (Inclusive of Institution Approval)	**Wednesday, October 30, 2024 12:00 Noon PT**

- All materials must be submitted through SmartSimple (rgpogrants.ucop.edu)
- [Detailed submission instructions](#) are provided at TRDRP.org and in SmartSimple
- **Start early** to become familiar with SmartSimple
- **Submit early:** No late LOIs or applications will be accepted

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Accessing SmartSimple

Login to SmartSimple: **https://rgpogrants.ucop.edu/**

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."**

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Preparing and Submitting an LOI

1. Click on the **"Available Funding Opportunities"**
2. Find the row that corresponds to the award you're interested in and click "**Apply**."

One partner (Applicant PI) is required for LOI submission. Other partner (Co-PI) must contribute at the full application stage.

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LOI Submission Steps

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

Download instructions

Click "Submit LOI" to submit the LOI.

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.

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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.

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

Templates and Instructions:

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

Total Files: 1

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 STOY1

72 characters left

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

Download templates and upload required attachments in the Documentation section.

When finished, click "Submit to Signing Official."

Save Draft | Withdraw | Submit to Signing Official

NEXT ▶

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Full Application: Inviting Personnel

1. Click on "Invite Personnel"

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Full Application: Inviting Personnel

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

- **Co-Principal Investigator:** *Required*; Has edit access to full application, generates Co-PI's 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

Budget tab with Multiple Budgets

Check the Total Direct Costs against allowable budget cap

Budget tab

Click the Budget tab

Templates and Instructions:

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

Click "Open" to start entering information

...VESTIGATOR   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. 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 authorized

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 CALIFORNIA

Budget Summary

Save Draft   Budget Complete

Click "Budget Complete" after you have entered all the necessary budget figures and justification notes.

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Budget tab – Editing the Budget

Refer to the TRDRP Call for Applications Appendix C for detailed cost and expense guidelines

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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Documentation - Downloading & Uploading Templates

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

NT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

* 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.

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Submit to Signing Official – Submitting Applicant PI

Confirming Submission to TRDRP

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

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Applicant Support

- Contacts
  - **Programmatic guidance: TRDRP@ucop.edu** or appropriate program officer
  - **SmartSimple guidance: RGPOgrants@ucop.edu**

- Visit TRDRP website for the 2025 Call for Applications and related information (TRDRP.org)

- Log in to SmartSimple (https://rgpogrants.ucop.edu) to download detailed submission instructions.

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