

TRDRP 2025 Call for Applications

SmartSimple Applicant Webinar for Partnered Awards

Summer 2024

RGPO Contracts & Grants

rgpogrants@ucop.edu

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

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

Accessing SmartSimple

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

The screenshot shows the SmartSimple login interface. At the top left, the University of California logo is visible. The main heading is "Welcome to Research Grants Program Office | UCOP". Below this, there is a paragraph of text about the RGPO's mission and a link to the TRDRP website. On the right side, there is a "Login to SmartSimple" form with fields for "Email:" and "Password:" (with a placeholder "Enter Password") and a "Login" button. A red circle highlights the login form, and a red arrow points from a text box to it. At the bottom left, there is a "Principal Investigator Registration" section with a "Register Here" button, which is also circled in red. A red arrow points from a text box to this button.

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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

Principal Investigator Registration

Register Here

First-time users register here

Login to SmartSimple

Email:

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

* State / Province

* Zip / Postal Code

* Telephone Number

I'm not a robot  [Privacy](#) - [Terms](#)

Preparing and Submitting an LOI

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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	Info	Apply
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.	CHDAS_Application_Instructions.pdf		09/27/2018 12:00:00	Info	Apply
TRDRP 2019A - High Impact Research Project	Conduct research that will address tobacco-related health disparities or new and emerging tobacco products.	IR_Application_Instructions.pdf	08/16/2018 12:00:00	09/27/2018 12:00:00	Info	Apply

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.

LOI Submission Steps

The screenshot shows the LOI submission interface. At the top left is the University of California logo. The top right shows user information: Privacy & Security and Jane Doe. Below this are navigation links for 'Pending Opportunities' and 'Historical Applications'. A progress indicator shows '3 of 12' steps. A sidebar on the left has 'Main' and 'Notes' options. The main content area is titled 'Templates and Instructions:' and contains a file 'IR_Application_Instructions.pdf' (1,919 KB - 07/18/2018 6:31pm) with a 'Preview' button. Below this is a horizontal menu with 'TITLE PAGE' (selected), 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'BUDGET', and 'SIGNATURE PAGE'. The form fields include: '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', and '* Project End Date: mm/dd/yyyy'. At the bottom are three buttons: 'Save Draft', 'Submit LOI' (highlighted with a red arrow), and 'Withdraw'. A red line connects the 'Download instructions' callout to the PDF file, and another red line connects the 'Click "Submit LOI"' callout to the 'Submit LOI' button.

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Privacy & Security Jane Doe

Pending 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

Total Files: 1

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

Save Draft Submit LOI Withdraw

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

Click "Submit LOI" to submit the LOI.

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

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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

The screenshot shows the University of California application portal. The header includes the University of California logo, navigation links (Home, Available Funding Opportunities, Historical Applications, Open Calls (Testing)), and user information (Privacy & Security, Jane Doe 4). The main content area displays the application details for L22CR4382 RGPOTest CRT STOY3. A call for application details box shows the name 'LFRP 2022 Collaborative Research and Training Awards' and the deadline '08/05/2021 12:00:00'. Below this, a section titled 'Templates and Instructions' contains a PDF file named 'UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf'. A 'Preview' button is visible. A navigation bar at the bottom of the form area includes 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'PROJECT CONTACTS', 'BUDGET', and 'SIGNATURE PAGE'. The form fields show 'Application ID: L22CR4382', '* Project Title: RGPOTest CRT STOY3' (with 82 characters left), and '* Project Duration (year): 3'. A red circle highlights the 'Continue to Full Application' button at the bottom, with a red '3' next to it.


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.)

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:

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, and Email. The invited contact will accept or decline the invitation. The Status column indicates the current status of 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

Save Invite

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

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:

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:

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 DOCUMENTATION SIGNATURE P

Total Project Costs

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

Applicant PI budget

Co-PI budget

Check the Total Direct Costs against allowable budget cap

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 the 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, or an award be made, and who will serve as the liaison to the grantor on official grant administrative

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](#)

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.

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


Documentation - Downloading & Uploading Templates

The screenshot shows a web application interface for the University of California. The top navigation bar includes 'Home', 'Available Funding Opportunities', and 'Historical Appl'. A sidebar on the left contains 'Main', 'Notes', and 'Invite Personnel'. The main content area is titled 'T35KT9343 - Doe 4 - rgpotest sam kt'. Under 'Templates and Instructions', there is a file named 'TRDRP_Key_Dates_and_Links_to_Submission_Details.pdf' (144.6 KB - 06/04/2024 3:35 PM). A 'Preview' button is visible. A horizontal menu contains 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'PROJECT CONTACTS', 'BUDGET', 'ASSURANCES', 'DOCUMENTATION', and 'SIGNATURE PAGE'. The 'DOCUMENTATION' tab is circled in red. Below this, the 'Application Instructions and Templates' section includes a link to 'Application Instructions' and a list of templates: 'Appendix List and Attachments*', 'Community Engagement*', 'Human Subjects Accrual*', 'Research Plan*', 'Facilities*', and 'Vertebrate Animals*'. The '* Research Plan' section contains an upload instruction and a file upload area with the text 'Drop files here or browse files' and 'Maximum file size: 2 GB | Allowed file types: PDF'.

Submit to Signing Official – Co-PI

B26BB1411 RGPO Test CBCRP CRC Pilot i []

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.

Submit to Signing Official – Submitting Applicant PI

UNIVERSITY OF CALIFORNIA Privacy & Security Jane Doe

Home Available Funding Opportunities Historical Applications


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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 Application

2 In Progress Applications

1 Submitted / Under Review Applications

Awarded Applications

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 or appropriate program officer
 - **SmartSimple guidance:** RGPOgrants@ucop.edu
- Visit TRDRP website for the 2025 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.