TOBACCO-RELATED DISEASE RESEARCH PROGRAM

2027 Community-Partnered Participatory Research Awards (CPPRA) Request for Applications

New Changes and Key Requirements

- Submission of a Letter of Intent (LOI) is required for the CPPRA mechanism. The LOI must name the Community Co-PI and Academic Co-PI with their organizational affiliations.
- Health services research projects are not considered responsive to the 2027 CPPRA Request for Applications (RFA).
- All application materials are required to be uploaded in formats accessible to individuals with disabilities, including those using assistive technologies. Applicants are required to prepare and review their application materials for accessibility and ensure all submitted application materials comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Please contact your institution for information and resources on digital accessibility tools. Additional tips and links to useful accessibility resources may be found on the UC Office of the President Electronic Accessibility website.

Key Dates

Call Release	July 1, 2026
CPPRA Applicant Webinar	July 14, 2026, 10:00 - 11:00 a.m. PT
Letter of Intent Deadline	August 20, 2026, 12:00 p.m. (noon) PT
Invitation to Full Application Announced	September 8, 2026
Full Application Deadline	October 29, 2026, 12:00 p.m. (noon) PT
Applicants Notified	April 2027
Award Start Date	July 1, 2027

Applicant Resources

Register for the CPPRA Applicant Webinar.
July 14, 2026, 10:00 - 11:00 a.m. PT

Review the Frequently Asked Questions.

Contact Information

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I. Introduction to Community-Partnered Participatory Research Awards

The Tobacco-Related Disease Research Program (TRDRP) has funded community-academic research partnerships for over 25 years. Our firm commitment to funding partnered research stems from a belief that integrating rigorous scientific methodology with community expertise at each phase of the research process leads to more sustainable and effective commercial tobacco prevention and cessation interventions that can improve the health of Californians. Tobacco in this document refers to commercial nicotine and tobacco products that are manufactured and sold for profit, not traditional tobacco that is used for religious, ceremonial, or healing purposes.

This Request for Applications (RFA) calls for Community-Partnered Participatory Research Award (CPPRA) applications. The term community-partnered participatory research is used to highlight the importance of authentic and equitable community-academic partnership in the intent of this award mechanism. TRDRP solicits CPPRA applications built from empirical questions that grow out of community concerns, contribute to community science frameworks, and have the potential to directly address tobacco-related health disparities in California.

About TRDRP

TRDRP funds research that spans social, behavioral, and biomedical sciences and has the common objective of improving the health and well-being of all Californians. The program receives funding from multiple sources: taxes on commercial tobacco products sold in California, settlement funds from a lawsuit between California and the commercial tobacco industry, and individual contributions from private donors.

TRDRP strategic goals are described in the TRDRP Strategic Plan and are aligned with the 2025-2026 Tobacco Education and Research Oversight Committee (TEROC) plan and the CA Endgame Initiative, which seeks to end the sale and use of all commercial tobacco products in the state.

Commercial tobacco product use is on the decline in California and is projected to continue to decline in future years, leading to a decline in the funding TRDRP receives to support research. Despite having one of the lowest smoking rates in the country, smoking prevalence remains high among California populations who are also plagued by other negative effects of structural and social determinants of health. These tobacco priority populations are groups of people who are disproportionately targeted by the tobacco industry, use tobacco at higher-than-average rates, experience greater exposure to secondhand or thirdhand smoke and vape aerosol, or have higher rates of tobacco-related disease. Priority populations continue to experience poor health outcomes while largely providing the funding for TRDRP through the taxes they pay for commercial tobacco products. The challenge going forward is to eliminate the disparities in commercial tobacco product use and related diseases despite the projected reduction in tax-based revenue.

TRDRP follows a grant review and administration process similar to the National Institutes of Health (NIH). The **2027 TRDRP Core Call for Applications** explains more details about grant processes and eligibility criteria that apply to all TRDRP grant mechanisms, including Pilot and Full CPPRAs (see https://www.trdrp.org/what-we-fund/).

TRDRP Research Priority Areas

Applications must address a TRDRP research priority area (see Appendix A in the TRDRP 2027 Core Call for Applications for details). Broadly, TRDRP's research priorities cover the following areas:

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

II. Award Purpose

This call supports **Pilot** and **Full** Community-Partnered Participatory Research Award (CPPRA) applications. CPPRAs involve a collaborative, equitable research partnership comprised of a **Community Co-PI** and an **Academic Co-PI** with guidance from a **Community Advisory Board (CAB).**

CPPRAs are awarded two budgets, one for the community organization and one for the academic institution (costs are detailed in the table below).

Table 1. Overview of Pilot and Full CPPRAs

	Pilot CPPRA	**Full CPPRA**
Maximum duration	2 years	3 years
Maximum award amount	$500,000 per year (Direct Costs)	$600,000 per year (Direct Costs)
Community Co-PI budget max	$250,000 per year	$300,000 per year
Academic Co-PI budget max	$250,000 per year	$300,000 per year

Direct costs

- Includes salaries, fringe benefits, supplies, participant incentives, subcontracts, costs to develop intervention materials, equipment (costing more than $5,000), publishing costs, other dissemination activities, and travel (detailed below).
- 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.

Pilot CPPRA Applications

Purpose: The goal of the **Pilot CPPRA** is to provide initial support for partnered research addressing tobacco-related health disparities with a strong rationale and potential to inform a tobacco prevention or treatment 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, developing and strengthening collaborative relationships, developing tools and methods for a later intervention, collecting preliminary data, and demonstrating proof-of-principle to support the feasibility of a new paradigm or research hypothesis.

A Pilot CPPRA may have a specific aim focused on developing, strengthening, and/or evaluating the community-academic research partnership. Collaborative teams can be newly developed or new to tobacco science. Results from Pilot CPPRAs should enhance the team's ability to leverage future funding from TRDRP or other funders.

Full CPPRA Applications

Purpose: The goal of the **Full CPPRA** is to support partnered research addressing tobacco-related health disparities focused on the development, testing, or evaluation of a tobacco prevention or treatment intervention.

The **Full CPPRA** provides up to **3 years** of support for demonstration, measurement, efficacy, and effectiveness studies, as well as implementation studies or randomized controlled trials.

Full CPPRA research plans may describe the need to collect a small amount of feasibility data; however, specific aims must mainly focus on intervention development and testing. A competitive application will include preliminary data and have a strong theoretical rationale supporting the research questions and methods.

The Full CPPRA is intended for well-integrated teams of academic and community experts with a previous working relationship. A Full CPPRA may have a specific aim focused on strengthening and/or evaluating the community-academic research partnership. In most cases, a community-academic team will use the Full CPPRA to complete a research plan developed and initiated during the Pilot CPPRA phase or a pilot grant from another funder (e.g., NIH R25/R34 grant types). Although a previous pilot award is not a requirement for a Full CPPRA application, a pilot project is strongly recommended as preparation for a Full CPPRA.

Community-Partnered Participatory Research Expectations

Conducting Community-Partnered Participatory Research (CPPR) requires a continual commitment to **eliminating power differences** between Co-PIs. Resources to understand CPPR are available in Appendix A. Strong CPPR teams commit to engaging in **bi-directional learning** among the community and academic members involved in the project, which builds capacity for future engagement in CPPR.

The **spirit of the CPPR 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;

- Working closely with community advisory board (CAB) members;
- Writing and submitting the research proposal;
- 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 community impact; and
- Developing a plan for sustainability beyond the proposed project.

In addition to the Community Co-PI and Academic Co-PI, the team can include co-investigators, consultants, mentors, students at all levels of training, and community residents at all educational levels to ensure there is **culturally appropriate community and academic expertise** on the team. The team must ensure that the community and academic **budgets are equitable** and accurately reflect the effort contributed to the project by team members.

To support the scientific rigor of the project, the applicant should not allow Co-Is, CAB members, or anyone who is shaping and implementing the project to have conflicting roles. For example, a CAB member should not be enrolled as a research participant. Research staff who are carrying out the project, whether they represent the community or academic perspective, should not also serve as research participants.

Partnership, Collaboration, and Community Engagement

Successful community-academic research partnerships:

- Pay attention to the development and health of the collaborative relationship;
- Pay attention to the ethical treatment of community members and data ownership;
- Have a flexible, open communication style and plan to accommodate differences in how community and academic partners work independently and collaboratively;
- Develop and engage in an equitable shared decision-making process;
- Engage with a CAB that includes representation from the community of interest;
- Develop a mutually agreeable plan for sharing power, decision-making authority, work on the project budget, and resources, including study data;
- Ensure that the budgets for community and academic partners are equitable and adequate for the activities assigned to each partner;
- Promote opportunities for the community and academic team members to contribute to manuscripts prepared for publication and reports for community and policy change makers; and
- Develop and implement dissemination/communication strategies sensitive to the culture, experiences, structural and social determinants of health, and community needs.

TRDRP values engagement with community residents and CBOs that translates to useful dissemination practices of community-partnered research findings and collaborative efforts for collective impact. It is imperative that applicant teams **embed authentic community engagement** at all levels of the research development process. Consider innovative approaches to support trainees, support community-led efforts to redress tobacco-related health disparities, and promote evidence-informed public health policy.

Applicant teams do not need to limit their community engagement activities to disseminating the results of completed TRDRP-funded research. Funds can be used to support community engagement activities relevant to addressing tobacco-related health disparities; such costs should be described in the project budget.

III. Eligibility

Pilot and Full CPPRAs must include one Community Co-PI and one Academic Co-PI (see eligibility criteria in the table below). Each application can have only one Co-PI representing the community side and one Co-PI representing the academic side. Other collaborators can be designated in Project Personnel as a Co-Investigator or Consultant, as needed.

Table 2. CPPRA Eligibility Criteria

Qualifications of a Community Co-PI	Qualifications of an Academic Co-PI
Affiliated with a California community-based organization.	Affiliated with a California academic or nonprofit research institution.
Has a managerial or executive-level decision-making role with an organization, community-based group, or institution that primarily provides services or resources to people in a community in California (i.e., they cannot be an individual who is not connected to relevant community-based groups).	Has a faculty appointment or a research scientist designation with an appointment at a research institution. Research scientists and community-oriented academics working at a non-university research nonprofit organization can also serve in this role.
Committed to representing the views of the community of interest. There is no degree requirement.	Committed to conducting long-term community-partnered participatory research.
Have organizational support to serve as a Co-PI for the project.	Must have PI status. PI status permits the academic applicant access to their institution's infrastructure support for managing research grants.
U.S. citizenship is not a requirement.	U.S. citizenship is not a requirement.

Academic Co-PI and Partnering Academic Institution

The **Academic Co-PI** should have research expertise related to the research questions in the proposal and a commitment to developing or enhancing an existing program of research focused on community-partnered participatory research or theoretical frameworks for community science. For CPPRAs, the Academic Co-PI will be responsible for managing their budgeted expenses, while their university or research institution will be responsible for the fiscal administration of the academic research budget as a whole. An academic partner must be named, and their CA-based university or research institution must be named in the submitted application.

Community Co-PI and Partnering Community-Based Organization

Community is a multifactorial social construct and is defined as a group of people who share one or more common characteristics. The **Community Co-PI** represents the community-based organization (CBO) and acts as the lead community researcher. **The Community Co-PI must have a managerial or executive-level decision-making role within their CBO**. For CPPRAs, the Community Co-PI will be responsible for managing their budgeted expenses, while their CBO will be responsible for the fiscal administration of the community research budget as a whole. A California-based CBO must be named at LOI submission. Even if an organization is identified as closely engaged in the community partnership, a lead person working at the organization must be named. The CBO must name and formally approve an individual within their organization to serve as the Community Co-PI. A letter of collaboration is required from either the CBO Executive Director, Board of

Directors, or similar entity indicating support for Co-PI participation and confirming their review and agreement with the details described in the Collaborative Agreement (see Full Application instructions).

A community partnership can also involve entities such as school districts, school educators and administrators, educational support service agencies, faith-based organizations, and other nonprofit community-based organizations. Given their unique position in promoting community health, for-profit community-based organizations are also eligible to serve as community partners in CPPRAs. Partnerships that involve county or state agencies, and schools or school districts, should consider practical issues related to the bureaucracy and inherent structure of these entities, which can hinder a true, equitable partnership. Strategies to promote partnership within busy, under-resourced, and hierarchical organizations should be discussed in the application.

School-Based Research Partnerships

To better understand adolescent tobacco use and co-develop and test tobacco prevention and cessation curricula, applicants may partner with schools, school districts, educators, youth peer leaders, and educational support organizations. However, careful attention must be paid to the unique challenges of conducting research in the school environment. Having a teacher or school principal as a Community Co-PI is likely not feasible given the multiple demands and structural barriers in schools; however, detailed efforts to overcome bureaucratic challenges can be described in the Research Plan if a project involves close collaboration with a school or district. A CBO that provides organizational support and services in educational settings might be better equipped to support school-based research and provide staff leadership as a Community Co-PI. A letter of collaboration from schools or their district, expressing willingness to collaborate, should be included in the Appendix for reviewers to assess the level of commitment and capacity of schools and districts to engage in the proposed research.

Health services research projects are not considered responsive to the CPPRA Call. For example, a project focused on addressing clinical workflows or other systems-level change factors to promote patient tobacco use screening in a health clinic is not responsive because it primarily seeks to optimize health care delivery processes. While these topics are important, they are designed to improve health care delivery rather than address research questions that are driven by community-identified priorities, which is the central focus of the CPPRA initiative.

Award Supplements

Cornelius Hopper Disparities Supplements (CHDS) are available to support California community members and student trainees who wish to pursue research training focused on tobacco priority populations. Please see the TRDRP website for more details. Newly funded CPPRAs have the option to apply for supplements during pre-funding. If a CPPRA application is selected for funding, application instructions and related forms will be made available to CPPRA teams during the pre-funding process. Please do not add supplement support to the Co-PI prime budgets, which have designated direct cost caps. The supplement provides additional funds above the direct cost cap for the prime budget research activities. Budget matters will be addressed after the team receives funding notification.

IV. Pilot and Full CPPRA Review Criteria

This section details the criteria used by reviewers to score Pilot and Full CPPRA applications. CPPRAs are scored on three criteria sets: research, partnership, and resources.

Criteria Set 1 - Research (40% scoring weight)

A. Statement of Goals, Research Questions, and Specific Aims:

- Are the **goals** clearly stated, achievable, and considered within the context of the partnership's longer-term research goals?
- Are the **research questions** clear and appropriate for a CPPRA?
- Are the **specific aims** clear, and do they encompass a reasonable amount of research activity for a Pilot or Full CPPRA?
- Is there a logical **connection between aims** and a relationship to the long-term research goals?
- For **Pilot CPPRAs**, will the proposed research prepare the team to pursue further research and apply for a Full CPPRA or future funding from another agency?
- For **Full CPPRAs**, are the proposed hypotheses well justified?
- For **Full CPPRAs**, to what extent do the goals, research questions, and specific aims build on findings and lessons learned from a pilot project?

B. Background and Significance:

- Is the tobacco priority population **well defined**?
- Does this study address an **important tobacco-related problem**?
- Is there evidence that the community Co-PI and **community members were involved** in identifying and conceptualizing the research problem and research project?
- Is the research positioned in the context of existing **scientific literature** and **community knowledge**?
- Is the relevant **literature** summarized, synthesized appropriately, and does it support the proposed research?
- Is the **rationale** underlying the proposed research question(s) well-supported and appropriately contextualized with consideration of social and structural determinants of health?
- To what extent is there potential for the proposed research activity, if successful, to address **tobacco-related health disparities**?

C. Research Plan - Research Design, Conceptual Framework, and Data Analysis Plan:

- Are the conceptual or theoretical framework, design (including composition of study population and strength of recruitment plan), methods, and analyses adequately developed, well-integrated, well-reasoned, and appropriate to the aims of the project and the nature of the Pilot or Full CPPRA?
- Is the **research design** aligned with the capacity and expectations of the community and community-based organization? For example, a randomized controlled trial (RCT) design may violate norms for one community while being an acceptable design for another community.
- To what extent does the team consider relevant **social and structural determinants of health** factors that may impact the project?
- Does the applicant acknowledge **potential pitfalls** that might hinder study activities and consider alternative methods?
- Is a collaborative **data analysis plan** clearly described?
- Are the proposed **sample sizes** adequate to answer the proposed research question(s)?

- If an intervention is proposed, are the **variables and relationships** to be examined identified and testable?
- Is the proposed work **feasible**?
- Are **project milestones** well-defined with quantifiable measures that are appropriate for assessing the success of the Pilot or Full CPPRA?
- For **Full CPPRAs**, are **intervention components** or the process for developing the intervention clearly described?
- For **Full CPPRAs**, does the research plan build on **preliminary findings** or pilot work?
- For **Full CPPRAs**, does **pilot data** from previous research enhance the potential of the research to lead to useful, reliable, or valid outcomes?
- For **Full CPPRAs**, to what extent will the results of the research **lead to a tobacco prevention or treatment intervention** of potential benefit to the community?

Criteria Set 2 - Partnership (40% *scoring* weight)

A. Partnership Collaboration Plan:

- Are the partnership components described in the **Collaborative Agreement** clear and likely to lead to project success?
- Are the **specific roles and responsibilities** of each partner throughout each step of the research process well defined?
- Is the **communication plan** adequate to keep the community-based organization and Community Advisory Board (CAB) updated on the research?
- Is there a clear plan for **decision-making, conflict resolution,** and **data sharing and ownership**?
- Are plans to evaluate the **health** of the community-academic partnership over time meaningful?
- For **Full CPPRAs**, has the applicant team demonstrated a **successful collaboration in prior** research projects?

B. Potential for the Proposed Work to Benefit the Community and Lead to an Intervention:

- To what extent are community residents, community-based organizations, and academic institutions likely to **benefit** from the expected results of the proposed research?
- For **Pilot CPPRAs**, does the research have the potential to lead to the development of a prevention or treatment intervention, or inform future policy efforts?
- For **Full CPPRAs**, is there a plan for translating results into **tangible benefits for the community**?

C. Community Engagement and Capacity Building:

- Is the **composition of the CAB,** and are the proposed **CAB member roles** well defined and reasonable to support the proposed research?
- Are the plans to seek **input and guidance** from the CAB and broader community adequate?
- Will the team **obtain feedback** from the community about the project and its findings?
- Will the project **build capacity in** the community, school, health clinic, or community organization for future research; improve tobacco-related service delivery or clinical practice change; or enhance tobacco prevention and treatment programming?
- To what extent are there **opportunities for students** at all levels of training and **community residents** at all educational levels to learn research skills that might broaden the talented pool of community-based scientists engaged in tobacco research?

D. Dissemination Approaches:

- Are there **plans to disseminate** research findings to the community of interest?
- Will the Community Co-PI or the CAB be involved in **interpreting research findings** or comprehending what findings mean for the community?
- Are there plans to disseminate findings using **channels and tools readily accessible** and known by the community?
- Does the **dissemination of findings** include clinicians, other researchers, public health practitioners, educators, advocates, policymakers, funders, or the general public?
- Are there plans to **inform the community of resources** made available or improved by the findings from the proposed research?
- For **Full CPPRAs**, is there a **history of the applicant team** successfully disseminating information to a community group?

E. Sustainability Plan and Future Goals:

- Is appropriate attention placed on the **sustainability of promising practices** derived from the research?
- Are there plans to **sustain the community-academic research partnership** after the current funding ends?
- Are future research goals **clear and reasonable**, and do they consider perspectives from the community of interest?
- For **Pilot CPPRAs**, are the **plans to apply for follow-on** grant funding convincing?
- For **Pilot CPPRAs**, could the research **contribute to a future intervention** focused on tobacco prevention or treatment, or policy change?
- For **Full CPPRAs**, are there plans to continually update and improve the efficacy or effectiveness of the intervention after development?

Criteria Set 3 - Resources (20% scoring weight)

A. Investigative Team:

- Do the Co-PIs and other key personnel listed in the grant proposal have the **appropriate expertise and experience** to conduct community-partnered participatory research?
- Are the **roles and responsibilities** of the partners clearly described?
- Is the work proposed appropriate to the experience level of the Co-PIs and other Co-Is (if any)?

B. Environment, Facilities, and Resource Availability:

- Does the team demonstrate **access** to the research population of interest?
- Does the proposed project utilize unique features of community assets, academic institution resources, or organizations involved in the research to **sufficiently resource** the project?
- Is the applicant team prepared to manage relevant **social and structural determinants of health** factors that might impact the environment in which the project is conducted?
- How **prepared** is the research team for a situation where community facilities and **resources are not fully available** to the team for the project duration?
- Is there evidence of **support** from the academic and CBO(s) involved in the project?

C. Community Assets:

- Are community-level **assets, strengths, and access channels** well-described, appropriate for the study design and research question(s), and likely to contribute to project success?

- Is the project likely to **strengthen existing** community assets for tobacco prevention and treatment?
- Is there evidence of credibility of the partnering community-based organization within the community of interest, **a track record** of success in delivering services or programs in the community, and representation by a specific priority population within the organization?

Additional Review Criteria (Unscored)

Reviewers will evaluate the following additional items while determining scientific and technical merit but will not give separate scores for these items.

- **Budget:** Is the budget request for the project appropriate? Are there any scientific or budgetary overlap concerns? Are out-of-state contracts or collaborations essential?

- **Protection of Human Subjects from Research Risk:** If human subjects are involved in the research, are there adequate protections from research risk relating to their participation in the proposed research? Are efforts to protect people from potential risks/side effects of study participation and processes to ensure ethical treatment of all human subjects involved in the study described?

- **Appropriate Inclusion of Women, Minorities, and Children in Research**: If human subjects are involved, are the plans to include women, participants from all racial and ethnic groups (and subgroups), and children adequate and appropriate for the scientific goals of the research? Are the plans for the recruitment and retention of participants adequate?

- **Care and Use of Vertebrate Animals in Research:** If vertebrate animals are involved in the project, are plans for their care and use adequate?

V. Application Procedures

Submitting Applications via SmartSimple

Applications are submitted via SmartSimple, a grants management system for funding opportunities administered by the Research Grants Program Office (RGPO) at the University of California Office of the President, including TRDRP. Please review the "SmartSimple Submission Instructions" for technical instructions on submitting an LOI and Full Application.

One organization is responsible for officially submitting grant materials in SmartSimple. It is up to the applicant team to decide if the Community Co-PI's or Academic Co-PI's institution will officially submit the LOI and Full Application. Once the Community Co-PI or Academic Co-PI initiates the LOI process, this individual is designated as the *Applicant PI* in SmartSimple. Enter the name and institution for the identified Co-PI in the LOI form. If applicants advance to the Full Application, the *Applicant PI* adds their partner Co-PI to contribute to the application in SmartSimple.

The Community Co-PI and Academic Co-PI must be named with organizational affiliations when submitting the LOI. However, if necessary, it is permissible to substitute the Co-PI with another individual from the same institution at the time of Full Application submission.

The sections below provide supplemental instructions to guide the content of your submission.

Formatting Requirements

Application templates (such as the Research Plan) can be downloaded from the Documentation tab of your Full Application in SmartSimple, after your LOI is approved. Follow all formatting instructions listed at the top of each template. Deviations from the page format, font size, specifications, and page limitations, especially the page limit for the *Research Plan*, will be grounds for TRDRP to reject the application without peer review.

NEW REQUIREMENT for 2027: All application materials are required to be uploaded in formats accessible to individuals with disabilities, including those using assistive technologies. Applicants are required to prepare and review their application materials for accessibility and ensure all submitted application materials comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Please contact your institution for information and resources on digital accessibility tools. Additional tips and links to useful accessibility resources may be found on the UC Office of the President Electronic Accessibility website. The Research Grants Program Office staff is not able to provide training or review of your documents to assist you with compliance.

Important Reminders

- Each Co-PI must be registered with SmartSimple (see SmartSimple instructions) and must select an institution with a tax ID (EIN) number.
- Other Documents Necessary to Review Before Submission: TRDRP Core Call for Applications pertains to all award types.

Letter of Intent Instructions

A letter of intent (LOI), which includes a *Lay Abstract* and *Specific Aims*, is required for Pilot and Full CPPRAs. Program staff review the LOI to assess the eligibility requirements for the grant mechanism and alignment with TRDRP research priorities. In an effort to focus limited resources, only eligible studies aiming to produce results that can immediately be used to inform efforts to end the tobacco/nicotine epidemic in California will be prioritized for invitation to full application. As noted above, health services research projects are not considered responsive to the CPPRA RFA.

Lay Abstract Guidelines (up to 2400 characters)

The **Lay Abstract** is evaluated during LOI review. The text is also entered in the appropriate box in the "abstracts" page of the application. Do not use symbols or other special text, as these will not transfer to the "abstracts" box.

The **Lay Abstract** should include the following:

- Brief description of the **community-academic partnership**;
- A **non-technical introduction** to the research topic;
- The **question(s) or central hypotheses** of the research in lay terms;

- The **general methodology** in lay terms; and
- **Innovative elements and potential impact** of the project in lay terms.
- If applicable, explain how the proposed research has been negatively impacted by changes in federal research funding.

The abstract should be written using a style and language comprehensible to the general public, avoiding acronyms and jargon. The scientific level should be comparable to a local newspaper or magazine article. Place much less emphasis on the technical aspects of the background, approach, and methodology.

Specific Aims (up to 2400 characters)

Describe the Specific Aims for the proposed research.

Research Type, Subject Area, and Focus Area

The following are recommended selections that are applicable for most CPPRA applicants; however, applicants may opt for other choices that best align with their proposed research.

- For Common Scientific Outline (CSO) codes, applicants may consider selecting "3.0 Prevention."
- For CSO Research Sub-Types, applicants may consider selecting "3.1 Interventions to Prevent Cancer: Personal Behaviors That Affect Cancer Risk."
- For the Subject Area, applicants may consider selecting "Social and Behavioral Sciences."
- For the Focus Area, applicants may consider selecting "Tobacco Use."

Full Application Instructions

Responses entered at the LOI stage automatically carry over to the Full Application in SmartSimple. Please review the pre-populated information, make updates or changes as necessary, and save the form(s).

Project Information

Scientific Abstract Guidelines (up to 2400 characters)

Use the following guidelines to differentiate the **Scientific Abstract** from the Lay Abstract (described in the "Letter of Intent Instructions" above). Do not use symbols or other special text, as these will not transfer to the "abstracts" box.

The **Scientific Abstract** is evaluated during peer review and should include:

- A short introductory paragraph indicating the **background** and overall topic(s) addressed;
- The **central hypothesis** or **questions to be addressed**;
- A listing of the **objectives or specific aims;**
- The major research **methods and approaches**; and
- A brief statement of the project **impact**.

Provide critical information that integrates the research topic, its relevance to tobacco, the specific aims, the methodology, and the direction of the research to allow a reviewer to extract the maximum level of information. Make the abstract understandable without a need to reference the detailed research plan.

Research Demographics

Projects with human participants must provide an estimated research demographics count.

Milestones and Timetable

Use this section to provide a list of milestones for your project, along with anticipated completion dates.

Project Contacts

Provide contact information and percent effort for ALL Project Personnel who are essential to carrying out the work of this project. This includes the Co-PIs, any Co-Investigators, research support staff, trainees, and consultants.

The **applicant PI** should be listed with the **role of "Applicant Principal Investigator,"** and the **partner PI** should be listed with the **role of the "Co-Principal Investigator."**

Upload biosketches for Project Personnel in this section; refer to **"Appendix C - Project Personnel Roles"** in the SmartSimple Submission Instructions for guidance on biosketch requirements.

Budget

SmartSimple treats funded **CPPRAs as one project with two budgets; TRDRP will issue a split-budget award**. One budget will be prepared by and awarded to the Community Co-PI's organization, and a second budget will be prepared by and awarded to the Academic Co-PI's organization. The team must ensure that the community and academic budgets are equitable and accurately reflect the efforts of each partner on the project. Percent effort for Co-PIs should be adequate for the work proposed (i.e., there is no specified minimum percent effort for CPPRAs).

If a collaborative partner has a subcontract, the subcontracting organization can complete a budget, or the prime partner can complete the budget for the subcontracting organization. Budgets will be scrutinized for appropriateness to the work proposed. Direct costs on the *Budget* tab should not exceed the cap for each Co-PI on the award type. See additional budget guidelines in **Appendix B**.

Documentation (Required Uploads)

The table below lists all required uploads. Templates must be downloaded from the *Documentation* tab of SmartSimple, completed, converted to PDF, and uploaded to your application. Remove descriptive text to ensure sufficient space for a thorough response to each section.

Please ensure that your uploaded PDFs are not password-protected and fully adhere to the page limitations and other template instructions. All submitted application materials must be accessible to individuals with disabilities, including those using assistive technologies, and comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. In addition to software-specific accessibility checks, a manual review is strongly recommended. Compliance with this requirement is the responsibility of the submitting/Applicant PI on behalf of the entire proposal team. The Research Grants Program Office staff is not

able to provide training or review of your documents to assist you with compliance.

Upload Item (Template/Form)	Page limit	Required or optional
I. Collaborative Agreements	**3**	**Required**
II. Community Advisory Board	**2**	**Required**
III. Biosketches (Individuals listed on Project Personnel form)	**5 (each biosketch)**	**Required**
IV. Facilities	**1 per institution**	**Required**
V. Resubmission Statement	**2**	**Required (for resubmissions only)**
VI. Research Plan	**15 + references**	**Required**
VII. Human Subjects	**No limit**	**Required**
VIII. Vertebrate Animals	**No limit**	**Optional**
IX. Appendix list and uploads	**30**	**Optional**

Detailed Instructions for Proposal Templates

I. Collaborative Agreements (3 pages)

Collaborative Agreements are to be **jointly developed by both Community and Academic Partners** and must describe how you will work together and share power, resources, and outcomes. The *Collaborative Agreements* form should detail the following.

Data Sharing and Ownership. Describe the applicant team's decision about who will own the data, the timeliness within which data will be shared with their partner, acceptable uses of this data, and intellectual property rights, AND what factors were considered in making this decision. If the applicant team decides that the data will be owned by only one of the partners, please consider that the need to continue to work together will likely extend beyond the grant period. For example, the partner that owns the data must be willing to volunteer their time after the grant period to provide data access to the other partner. Discuss ownership of identified and de-identified data, how IRB and the ethical treatment of participant data will be managed, and describe arrangements to ensure data access by the other partner (including beyond the grant period).

Team Communication Plan. Describe the frequency and modes of communication that will be utilized to ensure the Co-PIs stay abreast of progress and challenges when they arise. Specify whether meetings will be held in the community, university, both sites, or alternative locations. Describe how the Community Co-PI and their community organization will communicate with one another to facilitate input and decision-making. Describe how the Academic Co-PI and their research institution will communicate with one another to maintain buy-in and departmental support for the project and ensure the research adheres to institutional policies and best practices for academic research.

Decision-Making Process. Develop and describe the decision-making process and plan. Given that there may be multiple Co-Is and consultants, in addition to the Community and Academic Co-PIs, it is imperative that a plan is in place that considers multiple perspectives from the research team and the CAB. This plan should include a process that can lead to a consensus, majority decision, or other decisional framework process that is mutually agreed on. Describe how project-related decisions will be finalized. Describe why the decision-making plan is well-suited for your team and how it can contribute to the success of the project.

Conflict Resolution. Describe the process for managing disagreements that might arise during the study period and beyond, including issues around data ownership, the conduct of the research, exclusion/inclusion criteria, addressing community needs, cultural humility, dissemination of findings, manuscript preparation and authorship, administrative issues, timely payments, and other budget issues. Describe how your process and resolution plan will work for your team.

Plans for Broader Community Involvement in ALL phases of the Research Project. Describe how individual community members not on the research team or community-based organizations not directly overseeing the project (e.g., staff or board of a community agency) will be involved in the planning, conducting, evaluation, or dissemination of research activities and study findings. Describe how broader community participation will be managed by the Co-PIs and research team.

Plans for Personnel Turnover. Describe how personnel turnover or temporary work departures will be managed. Describe how the Community or Academic Co-PI will interact with their respective institutions if a replacement is needed, and what steps will be taken to select a replacement Community Co-PI or Academic Co-PI. Please keep in mind that the replacement of the Community Co-PI, Academic Co-PI, community-based organization, or academic research institution needs to be approved by TRDRP following the process detailed in the Grants Administration Manual.

Plans to Evaluate the Strength of the Research Partnership. Describe your strategy to evaluate how the partnership develops over time. Discuss how the leadership of the community organization (e.g., the Executive Director, the Board of Directors, or other individuals of an organization) will ensure that the organization or group stays committed to the project. An evaluation tool that monitors the strengths and weaknesses of the community-academic partnership over time is recommended. Consider creative evaluation tools that include qualitative, quantitative, and technology-driven information-gathering methods. CPPRAs may include a specific aim focused on evaluating the community-academic research partnership.

Plans for the Dissemination Process. Please describe what agreements have been made as to how research findings will be disseminated to both the community of interest and the scientific community, the expected timing of dissemination, and how community partners will be involved in the dissemination process.

Plans to Sustain the Research Partnership. CPPR requires consideration of the longer-term impact a community-academic team can have in their community of interest. While it may be challenging to know exactly how long the research partnership will last, describe how the partnership could continue after the current funding, regardless of continued funding streams. Plans for capacity building and maintenance on both sides of the partnership can be described. Describe efforts that will ensure the partnership will likely continue after the current phase of funding. Plans to evaluate the partnership over time can provide useful information on how to sustain this collaborative work.

The **Community Co-PI** is required to verify the decision process addressed in this form by submitting a statement that the governing body representing their Community-Based Organization (e.g., Board of Directors) has reviewed and approved the *Collaborative Agreement*. A copy of a Community Agency Resolution or the section of minutes from a governing body meeting indicating their review and agreement is recommended and may be provided in the Appendix.

The **Academic Co-PI** is responsible for ensuring the decision process addressed in this form is acceptable and enforceable within their appointment and aligns with policies at their research institution. A letter of commitment from a Department Chair or Director of Research that speaks to the academic commitment of the research organization to adhere to the processes detailed in this *Collaborative Agreement* is recommended and may be provided in the Appendix.

II. Community Advisory Board (2 pages)

The purpose of a Community Advisory Board (CAB) in CPPR is to provide feedback on all phases of the project, from early conceptualization to finalizing intervention development and implementation. Each CPPRA project is required to establish a CAB consisting of a minimum of three representatives of the community of interest. The CAB should be comprised of individuals with relevant lived experience and/or expertise in tobacco prevention or treatment and other areas relevant to the project who can provide helpful feedback to the team on both community and scientific aspects of the project. A **letter of collaboration** from recruited CAB members or the CAB committee chair (if applicable) is recommended and should be included in the Appendix. The CAB does not have to be fully comprised at the time of submission.

The Community Advisory Board (CAB) form should detail the following.

> **Composition of the CAB:** Include information on recruited members or expertise slated for future recruitment. For recruited CAB members, include names, organizational affiliation, experience and expertise, and proposed contribution to the project. For future CAB member recruitment, use the "TBD designation" and describe the desired expertise. Applicants may also describe the eligibility criteria used to recruit CAB members.
>
> **CAB roles:** Link CAB-related duties and guidance to specific project activities and milestones, where possible. Describe whether the CAB will or has provide(d) input on 1) research questions; 2) recruitment plans; 3) survey questions or methods; 4) ethical considerations that will arise during the research project; 5) data analysis and interpretation; 6) non-traditional dissemination methods; or 7) other research activities.
>
> **CAB engagement**: Describe how the team proposes to communicate with and solicit input from the CAB, how frequently the CAB will be convened, and whether payment or other incentives will be provided. Describe plans to evaluate engagement with your CAB to monitor and improve interactions with CAB members. For example, some teams periodically survey CAB members to determine if the meeting frequency and communication channels help to keep the CAB informed and receive feedback, or to identify changes needed to keep members engaged throughout the project. An approach that provides ongoing feedback on the strength of the partnership with the CAB and among Co-PIs is encouraged. The communication between the Co-PIs and CAB should be monitored with plans to modify as needed.

III. Biographical Sketch *(5 pages per person)*

Complete a biographical (bio) sketch for each person listed in the Project Personnel section, beginning with the Co-PIs. Use the template named "Biosketch Template" provided within SmartSimple and upload it in the Project Personnel section. Do not send reprints or manuscripts as part of this form.

IV. Facilities *(1 page per institution)*

Briefly describe the facilities and resources (e.g., laboratory space, core facilities, major equipment, access to populations, statistical resources, and clinical resources for research awards or administrative space and equipment) that are needed and available for successfully carrying out the proposed research. All research needs described in the research plan should be addressed in this section. Describe resources to be supplied by subcontractors and those external to the institution.

V. Resubmission Statement *(2 pages)*

Cycle 36 CPPRA applicants (with TRDRP #'s beginning with "T36CR/F") are allowed to resubmit under this 2027 Request for Applications. However, resubmissions of T36 health services research projects will not be considered. For resubmissions, applicants should provide a two-page statement at the beginning of their *Research Plan* detailing how the proposed research addresses previous reviewers' concerns. The resubmission statement should also summarize any substantial additions, deletions, and changes made to the proposal. These changes should be emphasized within the text of the Research Plan. Please ensure all submitted application materials comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Applicants may also update the "Preliminary Studies" section to include any relevant work done since the prior version was submitted.

Research Plans may not be lengthened if *Resubmission Statements* are shorter than 2 pages; the *Research Plan* remains capped at 15 pages.

VI. Research Plan *(15 pages)*

List both Co-PIs' names (last name, first name) in the upper right-hand corner of every page.

The proposed research should be described in sufficient detail for reviewers to evaluate its scientific merit AND partnership elements. **The research plan must be self-contained, concise, and understandable without having to refer extensively to supporting materials.** Supporting materials (such as sample survey items, consent forms, and letters of collaboration) directly relevant to the proposal may be included in the **Appendix**.

Special Note: The content below is included as a **guide for collaborative discussion** when preparing the Research Plan. While applicants are required to include the 10 sections outlined below, there is no requirement to address every topic in each section; applicants should prioritize the topics most relevant to their research questions and approach.

1. **Statement of Goals, Research Questions, and Specific Aims**

   For **Pilot CPPRAs**: In a brief paragraph, describe the goals and research question(s). Frame pilot research goals within long-term research goals. Describe how the Pilot CPPRA, if awarded, will be used to prepare the applicant team to pursue further research and apply for a TRDRP Full CPPRA or funding from another agency. State the research question(s) for the project. Follow with the Specific Aims—the specific tasks and research activities that will be undertaken to address each research question. These should have a logical connection and clear linkages to the team's long-term research goals. Do not include tasks that you expect to undertake in the Full CPPRA funding phase or with future funding from another agency.

   For **Full CPPRAs**: In a brief paragraph, describe the goals, research question(s), and hypothesis(es). Follow with the Specific Aims —the specific tasks and research activities that will be undertaken to address each research question and hypothesis. The applicant team must describe how the current goals, research questions, and specific aims build on lessons learned from a pilot project.

2. **Background and Significance**

   Describe the rationale underlying the proposed research and the significance of the research questions. Define the community of interest for the project and explain how it aligns with one or more tobacco priority population criteria. Tobacco priority populations are groups of people who are disproportionately targeted by the tobacco industry, use tobacco at higher-than-average rates, experience greater exposure to secondhand or thirdhand smoke and vape aerosol, or have higher rates of tobacco-related disease. Emphasize the specific health disparities issue addressed by your application; keep discussion of the general problem of tobacco-related health disparities brief. Position the research in the context of existing relevant scientific literature and community knowledge. Provide up-to-date references, acknowledge controversies and contradictory reports, and be comprehensive and accurate. If there is little literature on the topic, draw on information from related fields. Discuss the importance of addressing the research question(s) and achieving expected results.

   For **Full CPPRAs**: State the long-term potential of the research: the problems, issues, or questions which, through the execution of this award, can be further developed, specified, and sharpened into testable hypotheses; and the methodological approach that is most appropriate.

3. **Preliminary Data.** Provide any preliminary information that the team may have collected in preparing for the proposed research.

   For **Full CPPRAs:** Describe in detail the work the applicant team performed during the Pilot CPPRA or previous pilot research, OR present relevant data or supporting information for the proposed research. Include a description of different approaches taken and the results obtained with each approach to justify applying for the Full CPPRA. Present any data obtained in detail, with a description of how the data was collected and analyzed, where it was published, and how it was disseminated to the community. Describe any pitfalls or problems that arose, as well as how they were overcome. Provide justification and support for: (1) the hypothesis(es) and assumptions; (2) the research design; and (3) the potential for useful knowledge and/or products to result from the research.

4. Research Plan: Conceptual Framework, Research Design, Approach, and Data Analysis

Conceptual Framework. Provide a theoretical or conceptual framework that informs the study design and research activities.

Design. Demonstrate that the research design is aligned and consistent with the capacity and expectations of the community of interest (e.g., whether a randomized controlled trial design violates community or community-based organization norms or is deemed acceptable). Consider how social and structural determinants of health might impact the project and what the applicant team can do to mitigate them.

> For **Full CPPRAs**, applicant teams must explicitly describe a tobacco prevention or treatment intervention they plan to develop, test, evaluate, and/or implement. Describe the core intervention components, including content, activities, delivery mode (e.g. in-person, online), dose/frequency of sessions, setting, and personnel involved in delivering the intervention. If intervention components will be determined in consultation with community partners, describe possible approaches and the process for developing the intervention. Describe recruitment and enrollment strategies, training of personnel delivering the intervention, and fidelity protocols (i.e. how you will ensure the intervention is delivered as intended).

Approach. Describe the methodology to be employed; how feasibility will be determined (i.e., what measures will be used to assess feasibility); if appropriate, the hypotheses to be investigated (**required for Full CPPRAs**); and the methodological approach (or possible approaches that seem most appropriate).

> For example, if adolescents are to be surveyed, explain how many adolescents will be surveyed; provide rationale supporting sample size(s); how adolescents will be identified and recruited; why you believe you will be able to reach and recruit the estimated number of adolescents; what questions you will ask them; method of survey administration (face-to-face, social media, or written surveys, etc.) and why you will use the method chosen; and, how the data will be collected and analyzed. Be as detailed and rigorous as possible. Provide this information for each specific research activity.

Pitfalls. Discuss potential pitfalls and how you will overcome them if they occur, or alternative methods that you will use if the intended methods are not fully realized.

Analysis. Clearly describe a collaborative data analysis plan that will adequately address the Specific Aims. Describe how the community will be involved in interpreting study outcomes.

Milestones. Describe in detail the exact tasks associated with the Statement of Goals, Research Questions, and Specific Aims. Include milestones, with quantifiable measures, anticipated throughout the research project.

> **Collaborative Research Partnership.** Delineate the community of interest's expected contribution to the proposed research project. Describe the relationship between the Community Co-PI, their community organization, and the community of interest. How will the community of interest be represented on the research team and the Community Advisory Board?

Summarize the plan for carrying out the collaborative research partnership. Describe how and when the partners will interact; the specific roles and responsibilities of each partner through each step of the research process; and how all members will be brought into the design, data analysis, and decision-making process. State how the agreements (regarding data ownership, decision-making, conflict resolution, etc.) detailed in the

Collaborative Agreement form will contribute to strengthening the partnership and the successful completion of Study Aims.

5. **Potential for the Proposed Work to Benefit the Community and Lead to an Intervention**. Consider and describe the potential for the project to benefit the community of interest and contribute to a tobacco prevention or treatment intervention, or how the work can inform future policy efforts. Describe how the research partnership and findings could address tobacco-related health disparities.

   Describe how the community participants, community scientists, academic investigators, community-based organizations, and academic institutions will likely benefit from the anticipated outcomes of the proposed research.

   Discuss how participating in this research project will build capacity for the community organization (e.g., developing research/evaluation skills, answering a question important to the organization, training students in job skills related to research, expanding pathways for community scientists in tobacco research, informing public health policy, improving programs or services).

   Discuss how participating in this research will build capacity at the academic institution and among academic investigators (e.g., demonstrating the value of community-partnered participatory research for faculty development, increasing faculty interest in a program of research focused on community-partnered participatory scholarly work, expanding pathways for community-based scientists, or justifying university resources for community-based research).

6. **Dissemination Approaches.** Describe how the research findings and lessons learned from the project will be disseminated to the community of interest, the scientific community, and other key audiences such as clinicians, public health practitioners, educators, advocates, policymakers, funders, or the general public. Describe activities to routinely inform the community on outcomes of the study, such as periodic community debriefs where Co-PIs present findings to community members and/or CBOs through in-person meetings or webinars, or regularly writing project briefs that can be used in discussions with policymakers or community members who can benefit from the findings. In addition, teams should describe the applicability of their research findings to other communities in California and include a plan for broader dissemination beyond their immediate community of interest in the project.

7. **Investigative Team.** Describe how the experience, knowledge, and skills of the research team can contribute to the success of the project. Provide evidence that the Co-PIs and other key personnel are appropriately trained and well-suited to carry out the research. Be clear about the roles and responsibilities of the research partners. Highlight experience and successes working with the community of interest.

8. **Environment, Facilities, and Resource Availability.** Demonstrate access to the research population of interest. Describe how the community locations for the project will contribute to the success of the project. Highlight resources and access that the Community Co-PI and community-based organization will provide that will encourage the success of the project. Demonstrate awareness of relevant social and structural determinants of health factors that might impact the environment in which the project is conducted. Demonstrate readiness to adjust research activities for situations where community facilities and resources are not fully available to the team for the duration of the project. Describe resources available through the Academic Co-PI's institution that will uniquely benefit the project.

9. **Community Assets.** Describe community-level assets, strengths, and access channels the applicant team proposes to utilize throughout the study. Describe how the project will contribute to building capacity in the community of interest for future research, tobacco policy change, or programming activities. Provide evidence of representation by the community of interest within the organization, the credibility of the partnering community-based organization within the community of interest, and a track record of success in delivering services or programs in the community.

10. **Statement of Future Goals.** Begin with a brief discussion of the long-term partnership goals and research goals, as well as a description of the work the team would like to pursue in the future. Describe plans to improve tobacco-related services or programming, or build from where the study ends for community benefit.

    For **Pilot CPPRAs**, describe how the research findings from the pilot could potentially inform future interventions focused on tobacco prevention or cessation, efforts to inform policymakers, or improvements in tobacco-related services and programs. Describe plans for follow-on activities, such as plans to prepare and submit a Full CPPRA grant application or an application to another funding agency.

    For **Full CPPRAs**, include a sustainability plan for promising practices derived from the research activity. Describe future plans to continually update and improve the efficacy or effectiveness of the tobacco prevention or treatment intervention developed during the Full CPPRA funding phase. Be as specific as possible about future research plans.

Literature Cited (No Page Limit for this Section). Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. The references should be limited to relevant and current literature.

VII. Human Subjects (No page limit)

This form is required for all applications. If your research does not involve human subjects, simply check the box to acknowledge receipt and completion of this form.

Special Note: If your data will include individual identifiers and will be accessible to (and possibly even maintained by) both the Community and the Academic Partner, please address this issue in your *Human Subjects approval*. If you received *Human Subjects approval* through one partner's IRB and you did not specify that the other partner would receive a copy of the identified data in the IRB application, you may be precluded from sharing the data.

Provide sufficient information in response to item (1) below confirming that there has been a determination that the designated exemptions are appropriate. Determination of exemption from DHHS regulations must be made by an approved IRB. IRB Documentation may be required by TRDRP before an award is made. Research designated exempt is discussed in the U.S. Department of Health and Human Services (DHHS), Public Health Service Grant Application #398 Part II Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan, Pages 4-5. Even if a grant application is *exempt* from these regulations, it must, nevertheless, address the issues of racial/ethnic composition of the study population, as instructed in item (2) below.

If your proposal involves human subjects, and you have not applied for or received an exemption, you must address the seven points below. In addition, when research involving human subjects will take place at

collaborating site(s) or other performance site(s) provide this information before discussing the seven points. Although no specific page limitation applies to this section, be succinct.

1. Provide a detailed description of the proposed involvement of human subjects in the work outlined in the Research Plan.

2. Describe the characteristics of the subject population, including its anticipated number, age range, and health status. It is the policy of the State of California, the University of California, and the TRDRP that research involving human subjects must include males, females, and members of minority groups in study populations. Applicants must describe how racial/ethnic minorities will be included as research participants and identify the criteria for inclusion or exclusion of any sub-population. If this requirement is not satisfied, the rationale must be clearly explained and justified. For example, adequate inclusion of minorities as subjects in research studies may be impossible or inappropriate with respect to the purpose of the research, due to the health of the subjects, or for other legitimate scientific reasons. Also, explain the rationale for the involvement of special classes of subjects, if any, such as fetuses, pregnant women, children, prisoners, other institutionalized individuals, or others who are likely to be vulnerable. Applications without such documentation are ineligible for funding and will not be evaluated.

3. Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

4. Describe the plans for recruiting subjects and the consent procedures to be followed, including: the circumstances under which consent will be sought and obtained and who will seek it, the nature of the information to be provided to the prospective subjects, and the method of documenting consent. State if the IRB has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

5. Describe any potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

6. Describe the procedures for protecting against, or minimizing, any potential risks (including risks to confidentiality), and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects on the subjects. Also, where appropriate, describe the provision for monitoring the data collected to ensure the safety of subjects.

7. Discuss why the risks are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of knowledge that may be reasonably expected to result. If a test article (investigational new drug [IND], device, or biologic) is involved, name the test article and state whether the IND has been obtained.

Documentation of Assurances for Human Subjects. IRB approval is not required at the time of application submission. Note if IRB review is pending. If available, include official documentation of the approval by the IRBs of all participating institutions, showing the title of this application, the Co-PI's names, and the inclusive

approval dates in the Appendix; do not include supporting protocols. IRB approval obtained under a different title, investigator, or organization is unacceptable unless it cross-references the proposed project.

VIII. Vertebrate Animals

This form is required ONLY for applications involving vertebrate animals. Please refer to the TRDRP 2027 Core Call for Applications Appendix E for additional information.

IX. Appendix Cover Sheet

All APPENDICES need to be uploaded to SmartSimple in **ONE PDF** beginning with the Appendix Cover Sheet. The Research Plan must be self-contained and understandable without having to refer to the Appendix. The Appendix is not to be used to circumvent page limitations of the application. If the applicant plans to attach print materials (brochures, handbooks, etc.), they are advised to begin preparing those documents in uploadable formats well before the application deadline. No supplemental materials are allowed after the submission deadline unless requested by TRDRP.

Letters of Support and Letters of Collaboration can be important in showing support for the research project from community partners. The letters should be as specific as possible in describing the role of the individual or involvement of the organization in the project. General letters of support (that do not address specific involvement) are not as important as letters of collaboration, showing anticipated involvement in the project.

Supporting Documents. Other supporting materials, such as sample survey items, consent forms, interview or focus group questions, and dissemination products from previous CPPR work, which are directly relevant to the proposal, may be included.

Appendix A: Resources to Understand Community-Partnered Participatory Research

The literature references in this section are included to provide examples of the types of successful Community-Partnered Participatory Research (CPPR) conducted in the United States. The materials listed below do not comprise the totality of issues to consider when conducting CPPR through an 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) has supported the development of a conceptual model to inform community-engaged scholarship. The concepts in this model are responsive to TRDRP's conceptualization of CPPR and include helpful concepts for consideration by CPPRA applicant teams. Applicants for this grant mechanism are encouraged to review NAM's Conceptual Model.
B. More information about the community-partnered participatory research (CPPR) model can be found in this journal supplement on "CPPR Research: Strategies and Tactics for Improving Community Health" (Volume 19 (2009), Supplement 6).
C. This academic journal also has multiple examples of CPPR reported in publications in Volume 28 (2018), Supplement 2 and Volume 31 (2021), Supplement 1.
D. The 2024 Surgeon General's report on "Eliminating Tobacco-Related Disease and Death: Addressing Disparities" provides a review of the evidence on promising interventions and a vision for eliminating tobacco-related health disparities.

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.

Appendix B: CPPRA Cost and Expense Guidelines

1) Personnel

- The Budget Summary line item for Personnel should reflect the total cost of all individuals identified as supported by the grant and their level of effort. In the personnel section of the application, be sure to name all individuals to be supported by the grant and provide their percent effort (months devoted to the project). All paid individuals must also be listed on the budget.

- 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
    - NIH Calculation Scheme: http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls

- Provide a justification for all budgeted personnel, identifying each individual by name, role on the project, and proposed effort. 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). The program 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.

- TRDRP does not reimburse for the University of California Retirement Plan (UCRP) interest assessment (RPNI) costs. These charges are not allowable and should not be included under Personnel or any other budget category.

2) Student Tuition Fees, Graduate Student Stipends

- For non-fellowship awards: Graduate students may be paid as personnel and may also receive tuition remission and compensation in line with the relevant collective bargaining agreement. Stipends may not exceed $60,000 per student per project year, and applies to any graduate student paid hourly or as salary. Stipend may be budgeted as salary (and included in the MTDC cost calculation) if the institution pays these expenses through a personnel line item. Tuition remission will be considered compensation and should not offset other financial aid. Undergraduate stipends and tuition and fee remission will be considered on a case-by-case basis.

- Please provide documentation of current institution rates and/or scales for requested tuition & fees and stipends.

3) Other Project Expenses

- Include expected costs for supplies and other research expenses not itemized elsewhere. Please pay special attention to expenses that include or exclude associated indirect costs by selecting from options in the drop-down menus in the “Included in IDC” and “Not Included in IDC” sub-categories. Costs should be broken out by year, include overall cost by category, an itemized sub-category list, and a description of costs.

Examples of justifications that meet these requirements are as follows:

- General lab supplies, chemicals, and biochemicals and chemicals (Year 1: $16,123; Year 2: 15,884; and Year 3: 12,810) – This cost includes purchasing routine lab supplies such as plasticware and glassware for various preparations and disposable items, including pipettes, filter units, conical tubes, gloves, etc. Research cigarettes will be needed for the studies. The use of biochemicals, proteins, extracellular matrix substances, and molecular biology enzymes, markers for various protein and nucleic acid studies will be needed throughout the study. Materials to run various agarose and polyacrylamide gels are required. CO2, dry ice, liquid nitrogen, oxygen, and various small instruments are necessary for the daily procedures performed in a molecular biology laboratory. Chemicals used throughout the various studies will be required to produce various solutions.
- Cell isolation and culture (Year 1-3: $3000/year) - The project will employ the culture of cardiac myocytes from the various mouse models. This cost will cover collagenase, LiberaseTM, trypsin, serum, antibiotics, media, and other various chemicals and supplies related to these studies.
- Office Supplies / Computer (Year 1-3: $5,000/year) - Costs are required to purchase office supplies and computer software for statistical analysis.
- Key Informant Interviews (Year 1: $2000) – Interviews will be conducted with 25 community members, pre- and post-curriculum development. Participants will receive a $50 gift card per interview. (20 participants) × ($50 per interview) × (2 interviews) = $2000.
- Community Advisory Board (CAB) compensation (Year 1-2; $4000/year) – The project will be guided by a CAB consisting of 10 members who will provide ongoing input on project design, implementation, and interpretation of findings. The CAB will meet quarterly, and each member will receive a $100 honorarium per meeting to recognize their time and expertise. (10 CAB members) * ($100 honorarium per meeting) X (4 meetings per year) = $4000 per year.

- Pooled expenses (e.g. insurance surcharges such as GAEL, system wide networking surcharges, and other pooled training and facilities expenses) may be allowed as a direct cost at the discretion of the Program with certification of all 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 expenses in the budget justification.

- Participant Support Costs are direct costs for items such as stipends for subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects. If allowable, these costs are excluded from Modified Total Direct Costs (MTDC). Participant Incentives encourage an individual to participate as a research subject and may include payments. gift cards, dependent care costs, parking fees and transportation reimbursement. These costs are allowable and included in MTDC. Please ensure any Participant Incentives are described clearly in the budget justification.

4) Equipment (Unit Cost over $5,000)

- For all Awards, each requested equipment item must be >$5,000 and explained in the budget justification. A quote may be requested during the pre-funding period prior to the issuance of an award.

5) Travel

- Please provide itemized details as to the number of travelers and mode of travel for each travel category relevant to your project.

- **Travel – TRDRP 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 applicants, including fellowship applicants, should budget a one-time $750 expense under year 1 in a travel budget line labeled: "Travel - TRDRP 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-TRDRP Meeting). The same limit applies to Fellowship recipients. Label such expenses as "Travel-Scientific Meetings" and explain in budget justification.

6) Service Contracts and Consultants

- Both categories require additional description (Budget Justification). Provide hours/rate for consultant effort on the project if applicable.

7) Subcontracts

- Detailed contractual budgets must be included as a subcontractor budget in the database, and letters of collaboration from each subcontract must be included in the Appendix. A subcontract is not allowed to have another subcontract.

- In the case of University of California applicants, subcontracts need to be categorized and broken out as one of two types, University of California-to-University of California (UC to UC) sub agreements or transfers; or, Other. A subcontract is not allowed to have another subcontract. Requires additional description (Budget Justification).

6) INDIRECT (F&A) COSTS

- **Indirect cost policy:** Indirect costs are NOT allowed for Postdoctoral Fellowship Awards, Predoctoral Fellowship Awards, Student Research Supplement Awards, Cornelius Hopper Diversity Award Supplements, Dissemination Projects, or Scientific Conference Awards. For other awards, Non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 40% MTDC (25% for off-campus projects).

- **Modified Total Direct Costs (MTDC)** include salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subgrant or subcontract (regardless of the period

covered by the subgrant or subcontract) to an outside institution. MTDC does not include (indirect costs are not allowed on): capital expenditures, charges for patient care, scholarships and fellowships (including postdoctoral stipends), tuition remission and graduate student stipends, participant support costs, rental costs of space, equipment purchases more than $5,000 per item, the portion of each sub grant and subcontract in excess of the first $25,000, and the total cost of any subcontract from one UC to another UC campus. On a non-fellowship award, you may apply indirect costs to graduate student salary (under salary only, not as stipend) but not to tuition & fees.

- For all eligible projects that allow grantees to recover the full amount of their federally negotiated indirect cost rate agreement, grantees must also accept the full federally recognized F&A rate for all award subcontractors (except for subcontracts to another UC institution, where F&A is capped by the statewide rate agreement as described in the RFP). If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, the grantee and/or subcontractor may estimate what the federally negotiated rate will be at the time of award and include this rate in the proposed budget, or may request a "De Minimis" F&A rate of 25% MTDC. A higher indirect rate that has been accepted for state or local government contract may be approved at the discretion of the Program Director and the Research Grants Program Office Executive Director.

- **Indirect Costs on Subcontracts**
  - The award recipient institution will pay indirect costs to the subcontractor.
  - For non-UC subcontracted partners, TRDRP will allow full F&A of the Modified Total Direct Cost (MTDC), as defined above.
  - F&A costs are not allowed for one UC institution's management of a subcontract to another UC institution.
  - The amount of the subcontracted partner's F&A costs can be added to the direct costs cap of any award type. Thus, the direct costs portion of the grant to the recipient institution may exceed the award type cap by the amount of the F&A costs to the subcontracted partner's institution.

Appendix C: CPPRA Other Application-Related Policies, Pre- & Post-Award Requirements

TRDRP FUNDING POLICIES AND PROCEDURES

Submission Process

Submission of a Letter of Intent (LOI) is required to apply for all award mechanisms. The LOI must be submitted electronically. LOI submission instructions should be strictly followed as stated. LOIs will be programmatically reviewed for eligibility and alignment with TRDRP goals after the published deadline and applicants will be notified whether they are invited to submit a full application as to whether they are invited to submit a full application (see Key Dates for details). *See sections "Scientific Eligibility Criteria" and "Letter of Intent" (LOI) process for updates to this process. * All applicants should review the Call for Applications and SmartSimple Submission Instructions in their entirety and must complete all necessary materials using the appropriate templates and forms. Failure to comply with provided instructions or submission of incomplete forms may result in administrative rejection of the application.

Review Process and Funding Decisions

Applications will be grouped by priority area and undergo peer-review by experts from outside of California. The criteria for evaluating applications are described under each specific award mechanism section. TRDRP and its Scientific Advisory Committee will prioritize funding scientifically meritorious applications that are well-aligned with the priority areas described in this Call for Applications, which provide a balance across these priorities, and that are within the extent of funding that is available. For more information about the funding process, visit the TRDRP website.

Resubmission Policy

A resubmission is an unfunded application that was submitted to TRDRP as a new application in the previous cycle (i.e. 2026) and resubmitted under the current Call for Applications (i.e. 2027). Resubmitted applications are allowed to include a 2-page resubmission statement immediately preceding the Research Plan. TRDRP will accept only a single resubmission of the same or very similar project. Any additional submissions of the same or similar topic are considered new applications and may not include a revision statement.

Applicants are still required to inform TRDRP of their intent to resubmit through an LOI submission and must note it as a resubmission (please refer to the LOI/Application instructions for the specific award type). All other applications are considered new applications.

Multiple Submissions Policy

Applicants may submit LOIs for no more than two projects as Principal Investigator or Co-Principal Investigator, provided that the proposed research topics and aims are significantly different for each project. No changes to PI or Co-PI may be made after LOI submission. In the event that more than two LOIs are submitted, the program reserves the right to decide which, if any, LOIs to consider for invitation to FA. Predoctoral and Postdoctoral applicants may submit an LOI for only one project.

TRDRP Eligibility Criteria

Investigators from California not-for-profit organizations are eligible for TRDRP funding, including but not limited to colleges, universities, hospitals, laboratories, research institutions, local health departments, community-based organizations, voluntary health agencies, health maintenance organizations and tobacco control organizations. Given their unique position in promoting health equity, for-profit community-based organizations are eligible to serve as Co-PIs on TRDRP partnered awards. The sponsoring institution, in accordance with its own policies and procedures, should designate the principal investigator (PI). The PI must supervise the research project and any trainees directly and in person. U.S. citizenship is not a requirement for eligibility.

California-based Community Organizations

TRDRP will accept applications from PIs at non-profit organizations or institutions, and, on a case-by-case basis, for-profit organizations and institutions provided that the organization can manage the grant and demonstrate sound financial stewardship. The organization must also meet our liability insurance requirements. If the application is recommended for funding, the centralized business units within the Research Grants Program Office (RGPO) will collect additional information, such as tax ID numbers and financial reports, to review the organization during the pre-funding process to ensure all financial management and project management eligibility criteria can be met.

Condition of Award for UC Faculty on payroll at a non-UC entity

In accord with University of California policy, investigators who are University employees and who receive any part of their salary through the University must submit grant proposals through their campus contracts and grants office ("Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University", Office of the President, December 15, 1994). Exceptions must be approved by the UC campus where the investigator is employed.

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. 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.

Appeals of Funding Decisions:

RGPO strives to resolve issues raised throughout the grantmaking lifecycle from funding decisions to project closeout. Before submitting an appeal or grievance, applicants are encouraged to discuss their concerns with the appropriate program officer or program director.

The only basis on which an appeal regarding the funding decision of a grant application will be considered is in the case of an alleged error in, or violation of the peer review procedures and/or process. Appeals based on substantive disagreement with the peer review evaluation will not be considered. In such cases, applicants may resubmit applications in a subsequent grant cycle. Applicant appeals must be made to the program within 30 days of funding notification. If discussions with the program do not satisfactorily resolve an applicant's issue, either the applicant or the program may contact the RGPO Executive Director for resolution. If resolution is not achieved, or if the applicant believes that a violation has occurred that has not been adequately addressed through these efforts, a formal appeal may be filed with the Vice President of Research and Innovation.

Pre-Funding Requirements

Upon request, awardees must supply the following information or documents:

1. Supply approved indirect (F&A) rate agreements as of the grant's start date and any derived budget calculations.
2. Supply any missing application forms or materials, including detailed budgets and justifications for any subcontract(s).
3. IRB or IACUC applications, approvals, and/or certification of institutional monitoring of required research compliance assurance statements pertaining to the award.
4. Resolution of any scientific overlap issues with other grants or pending applications.
5. Resolution of any Review Committee and Program recommendations, including specific aims, award budget, or duration.
6. Modify the title and lay abstract, if requested.

Publications Acknowledgement and Open Access

All scientific publications and other products from a RGPO-funded research project 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: https://www.ucop.edu/research-grants-program/_files/documents/srp_forms/grant_administration_manual.pdf.

Accessibility Requirements

All application materials are required to be uploaded in formats accessible to individuals with disabilities, including those using assistive technologies. Applicants are required to prepare and review their application materials for accessibility, and ensure all submitted application materials comply with document-relevant Web Content Accessibility Guidelines (WCAG) 2.1 Level AA standards. Please contact your institution for information and resources on digital accessibility tools. Additional tips and links to useful accessibility resources may be found on the UC Office of the President Electronic Accessibility website.