



TRDRP 2027 Call for Applications

SmartSimple Applicant Information for Single Investigator Awards

Summer 2026

RGPO Contracts & Grants

rgpogrants@ucop.edu



Thank you for reviewing the SmartSimple Applicant Information for the Single Investigator Awards included in TRDRP's 2027 Call for Applications.

Single Investigator Awards

- *Postdoctoral Award*
- *Predoctoral Award*

See <https://www.trdrp.org/what-we-fund/> for more details

This presentation will review submission of an LOI and full application for TRDRP's single investigator awards that allow only one Applicant Principal Investigator on the project. TRDRP's single investigator awards are: the Postdoctoral Award and the Predoctoral Award

Key Dates & Tips

Action	Due Date
Letters of Intent (LOI) Due (Required for new & resubmissions)	Thursday, August 20, 2026 12:00 Noon PT
LOI Notification	Tuesday, September 8, 2026
Full Applications Due (Inclusive of Institution Approval)	Thursday, October 29, 2026 12:00 Noon PT

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

All award types have the same key dates:

LOIs due Thursday, August 20, 2026, 12pm Noon PT

LOI Notification – Tuesday, September 8, 2026

Full applications due (inclusive of institution approval) –
Thursday, October 29, 2026, 12pm Noon PT

Please note that this presentation highlights key steps to complete your LOI and application in SmartSimple - Not ***ALL*** SmartSimple steps will be covered here, and you can refer to the detailed instructions outlined in the Call for Applications and in the submission instructions.

Accessing SmartSimple

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

The screenshot shows the SmartSimple login interface. At the top left, it says 'UNIVERSITY OF CALIFORNIA'. The main heading is 'Welcome to Research Grants Program Office | UCOP'. Below this, there is a paragraph about the RGPO's mission. To the right, there is a 'Login to SmartSimple' box with fields for 'Email:' and 'Password: Enter Password', and a 'Login' button. A red circle highlights the 'Login' button. Below the login box, there is a 'Principal Investigator Registration' section with a 'Register Here' button. A red circle highlights the 'Register Here' button. Two white callout boxes with red arrows point to these buttons: one pointing to the 'Login' button with the text 'Returning users login here', and another pointing to the 'Register Here' button with the text 'First-time users register here'.

 TOBACCO-RELATED DISEASE
RESEARCH PROGRAM

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You must prepare and submit your LOI online using SmartSimple, at rgpogrants.ucop.edu

Applicants who have previously registered with SmartSimple or are returning to complete an in progress LOI should enter their username and password and click the **"Login"** button.

All users accessing SS for the first time should click "Register Here" to register and create an account. - We'll talk about this in the next slide.

Login issues – please contact RGPO

Creating an Account on SmartSimple

<https://rgpogrants.ucop.edu>

Enter your institution and complete your applicant contact information.

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

A screenshot of the SmartSimple registration form. The form is divided into two main sections: "Institution Information" and "Contact Information". Under "Institution Information", there is a text input field for "Institution Name" and a "Submit" button. Under "Contact Information", there are text input fields for "Email", "First Name", "Last Name", "Address", "City", "Country" (with a dropdown menu showing "United States"), "State / Province" (with a dropdown menu showing "Select One"), "Zip / Postal Code", and "Telephone Number". At the bottom of the form, there is a checkbox labeled "I'm not a robot" and a "Submit" button. A small "Instructions" box at the top of the "Institution Information" section provides guidance on how to select an institution.

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This is the screenshot of the “Register Here” page. Enter all details, and click “Submit” to create your account. Once an account is created, return to the main SS page and log in using your account information.

If you complete this form and receive a message indicating that an account with your email address already exists, return to the main login page and click the “Forgot Password” link to receive a password reset email.

Preparing and Submitting an LOI

1. Click on the “Available Funding Opportunities” tab in top menu bar.

2. Find the row that corresponds to the award you’re interested in and click “Apply.”

UNIVERSITY OF CALIFORNIA Home Available Funding Opportunities Historical Applications Grantee Instructions

Available Funding Opportunities

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

1-1 of 1

#	Name	Description	Policies and Guidelines	LOI Deadline	Full Application Deadline
1	CBCRP 2025 – Policy Initiative, Regulation of Pesticides Linked to Breast Cancer	The Pesticide Regulation Policy Initiative aims to examine what enhancements can be made to the human health risk assessment of pesticides process at the California EPA's Department of Pesticide Registration to make these evaluations more health protective especially regarding breast cancer concerns. CBCRP will fund one project with this initiative, with a maximum total direct cost budget of \$150,000 and a maximum duration of 9 months. A separate total direct cost budget of \$50,000 is available for a dissemination plan.	Policy, Pesticides: REG.pdf	08/07/2025 12:00:00	Info Apply

“Applicant PI” is responsible for initiating and submitting LOI and full application for any award type and would receive award if selected. Trainees should apply for the Predoctoral or Postdoctoral Award under their own name.



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Once you are logged into SmartSimple, you can access the LOI materials by clicking on “Available Funding Opportunities” in the top menu bar.

You will see a list of all open funding opportunities.

Find the row that corresponds to the award type you’re interested in and click “Apply.”

CLICK

In this webinar and in our written instructions, the term “Applicant PI” is used to refer to the applicant responsible for initiating and submitting the LOI and application for any award type. This is the individual who will be receiving the award, if selected.

This includes predoctoral and postdoctoral students who should apply for the appropriate Predoctoral or Postdoctoral award, where the student should initiate, complete, and submit under their own name.

LOI Submission Steps

The screenshot shows the University of California LOI submission portal. A sidebar on the left contains a 'Notes' link with a 'Download instructions' callout box. The main content area has a 'Templates and Instructions' section with a PDF link 'IR_Application_Instructions.pdf' and a 'Preview' button. A red line connects this section to a callout box stating 'Click the section headings to access and complete each section of the LOI.' Below this is a horizontal navigation bar with tabs: 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'BUDGET', and 'SIGNATURE PAGE'. The 'TITLE PAGE' tab is active, showing fields for 'Application ID: T29IR0259', 'Project Title' (with a 100-character limit), 'Project Duration (year)' (a dropdown menu), 'Project Start Date' (mm/dd/yyyy), and 'Project End Date' (mm/dd/yyyy). At the bottom of the form are three buttons: 'Save Draft', 'Submit LOI' (highlighted with a red arrow and a callout box saying 'Click "Submit LOI" to submit the LOI.'), and 'Withdraw'.



Once you click on “apply,” complete the eligibility quiz and review the helpful hints.

Click

Click through the five section headings (Title Page, Applicant/Principal Investigator, Project Information, Budget, Signature Page) to complete the LOI.

Click

Please note that you must click “Submit LOI” when you are done. Otherwise your LOI will only be saved in the system but not submitted to us. Once you’ve submitted an LOI you will get an email confirmation. If you do not receive this email, first check your spam folder, then please contact us so we can confirm your LOI is submitted.

From Approved LOI to Invited Application

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

UNIVERSITY OF CALIFORNIA Home Available Funding Opportunities Historical Applications Grantee Instructions

My Applications +

0 In Progress Applications

1 Submitted / Under Review Applications

0 Awarded Applications

0 Assigned Actions - Signing Official

Submitted / Under Review Applications

#	Application ID	Project Title	Type	PI Name	My Role	Status	
1	T19P0131	STOY Test 2	High Impact Pilot Award	Jane Doe	Principal Investigator	Letter of Intent Submitted	Open



The Applicant PI will receive email notification about whether your LOI has been approved. Once you've received the notification, you can then log into SmartSimple and start the full application.

Once logged into the system, you will be defaulted to the "My Applications" Home screen. Click on "In Progress Applications."

Click

Locate the LOI that you submitted to our program, and check the Status column. If the status says LOI Submitted, this confirms your submission and that your LOI is still under review.

Once you receive the email notification and see the status as Invited to Full Application, click Open to start the full application. You will not have access to the application materials until your LOI is approved and the status changes to "Invited to Full Application."

From Approved LOI to Full Application

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

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Main

L22CR4382 RGPOTest CRT STOY3

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

Templates and Instructions:
UC_Lab_Fees_2022_-_CRT_-_LOI_instructions.pdf
912.8 KB - 03/30/2021 9:23AM
Total Files: 1

Preview

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

Application ID: L22CR4382

* Project Title: RGPOTest CRT STOY3
82 characters left

* Project Duration (year): 3

Continue to Full Application



Once you click “Open” you will see the fields you completed for your LOI. Click the “Continue to Full Application” button at the bottom of the screen to access the full application materials.

Application Submission

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

Deadline: 12/05/2019 12:00:00

Templates and Instructions:
CBCRP_Submission_Instructions_by_Award_Type.pdf
20.6 KB - 08/27/2019 12:49pm

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

Download templates and upload required attachments in the Documentation section.

When finished, click "Submit to Signing Official."

Application ID: B26PW1210

* Project Title: RGPOTest - CBCRP Water ST0Y1
72 characters left

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

* Pre

* P

Save Draft Withdraw Submit to Signing Official

Next >

Access the various application sections that appear horizontally across the top of the page. Responses from the LOI stage will be carried forward and can be updated.

Click

You can always download instructions at the top of each page.

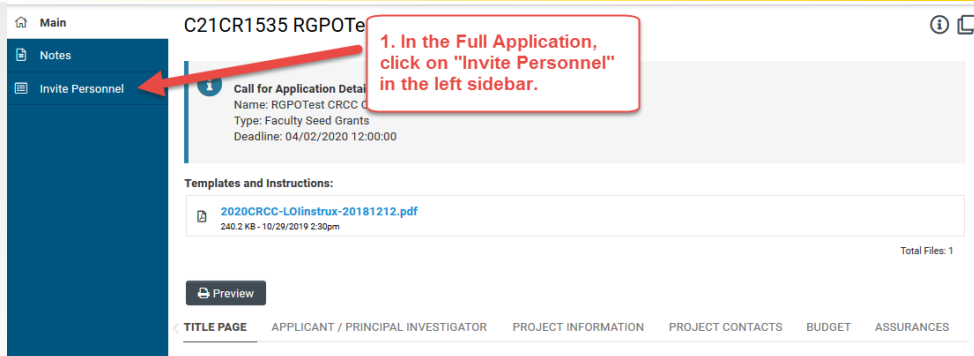
Click

Download templates and upload required attachments in the Documentation section.

Click

Once you have completed each section, click "Submit to Signing Official" when you are done. Once the signing official submits the application, you will receive a confirmation email. We will discuss the Signing Official's role in a later slide.

Full Application: Inviting Personnel



REQUIRED for Predoctoral and Postdoctoral Awards

1. Click on "Invite Personnel"

Use the Invite Personnel tab on the left sidebar to invite others who will help prepare the application. This section is **REQUIRED** for applicants to the Predoctoral and Postdoctoral awards who will invite at least 1 Mentor Referee and 2 additional referees to submit blinded letters of reference in support of the applicant.

Full Application: Inviting Personnel – Adding Users

The screenshot shows the 'Add Personnel' section of the SmartSimple application. A red arrow points to a plus button in the table header. A red box contains text: '2. Click the plus button to give an individual access to the application in SmartSimple.'

Prefix	First Name	Last Name	Email	Role	Status
[Plus Button]					

Buttons: Save, Invite

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

- **Referee or Mentor Referee:** Required for *Predoctoral and Postdoctoral awards*; Submit a blinded letter of reference in support of the Applicant (min. 1 Mentor Referee and 2 Referees required)
- **PI Assistant:** can edit and submit a completed application
- **Co-Investigator:** View only

3. Enter the individual's name and email address.

4. Repeat as needed.

5. Click 'Invite' to send out invitation emails.

Depending on award type, you may not see all of the roles listed on the slide.

Prior to inviting users to your SS application (in particular PI Assistants and referees), we recommend that you contact them outside of the system first to confirm their availability to participate in your application, as well as to confirm the email address to which you should send the SS invitation. Some may have existing SmartSimple accounts using a preferred email address.

Each invited user will receive an email with instructions to accept the invitation and access the application. You'll know when invited personnel have accepted the invitation when their status changes from Invited to Accepted.

Inviting Personnel (Predocs & Postdocs) Referee's View

Assigned Actions

0 Deliverables	1 Pending Letters of Reference	0 Pending Subcontracts	0 Grant Agreements for Review	0 Pending Project Contributions
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Letter of Reference - T32FT4587 RGPOTEST stoy FT 1

Letter of Reference Instructions:
Please upload a letter of reference for the project RGPOTEST stoy FT 1 prepared by Jane Doe 4.
You are advised to submit the letter one.

*** Letter of Reference**
Please upload a letter of reference. This file will only be visible to you and the project manager.

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

Save Draft Submit Cancel

The next two slides apply only to Predoctoral and Postdoctoral applicants who are required to invite at least 1 Mentor Referee and 2 additional referees to submit blinded letters of reference in support of the applicant.

This is the referee's view of the SmartSimple interface. Once your referees and mentor referees receive the email and accept the invitation, they should log in and click on the Pending Letters of Reference tile.

CLICK

Once they select your application, they'll see page where they can upload their letter as a PDF, and then click submit.

Project Contacts: Check Status of Letters of Reference (Predocs & Postdocs)

▼ Letters of Reference					
Please invite individuals providing blinded letters of reference (referees) using the Invite Personnel tab on the left. The status of letter submission will only populate below after your referee(s) accepted your invitation.					
#	Owner	Role	Created Date	Status	Submitted Date
1	Jane Smith Referee	Referee	2021-09-02	Submitted	2021-09-02
2	John Doe	Mentor Referee	2021-09-02	Draft	

1. Click the Project Contacts tab and scroll to the Letters of Reference section.
2. Once a letter is submitted, its status will change from Draft to Submitted.
3. This section should have at least three entries (1 Mentor Referee + 2 Referees) with the status of "Submitted" **before** you submit the application to your Signing Official.

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

Predocutorial and Postdoctoral applicants can track the status of the letters at the bottom of the Project Contacts tab of your application. Once a letter is submitted, its status will change from Draft to Submitted. Referees' names will appear in this section only after they have accepted the invitation to be your referee. So if you don't see their name here, double check the Invite Personnel tab on the left to confirm their acceptance status, and contact them outside of the system as needed.

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

Project Contacts: Institution Contacts & Project Personnel

TITLE PAGE	APPLICANT / PRINCIPAL INVESTIGATOR	PROJECT INFORMATION	PROJECT CONTACTS	BUDGET	ASSURANCES	DOCUMENTATION	SIGNATURE PAGE										
▼ Institution Contacts The Institution Contacts designated on the Budget tab will appear below. Please go to the Budget to add or update your contacts. <table border="1"> <thead> <tr> <th>Principal Investigator</th> <th>PI Institution</th> <th>Signing Official</th> <th>Fiscal Contact</th> <th>Contracts and Grants Contact</th> </tr> </thead> <tbody> <tr> <td>Jane Doe 4</td> <td>MERCY HOUSING CALIFORNIA</td> <td>Signing Official: [REDACTED]@gmail.com</td> <td>John Doe Fiscal: [REDACTED]@gmail.com</td> <td>CandG Administrator: [REDACTED]@gmail.com</td> </tr> </tbody> </table>								Principal Investigator	PI Institution	Signing Official	Fiscal Contact	Contracts and Grants Contact	Jane Doe 4	MERCY HOUSING CALIFORNIA	Signing Official: [REDACTED]@gmail.com	John Doe Fiscal: [REDACTED]@gmail.com	CandG Administrator: [REDACTED]@gmail.com
Principal Investigator	PI Institution	Signing Official	Fiscal Contact	Contracts and Grants Contact													
Jane Doe 4	MERCY HOUSING CALIFORNIA	Signing Official: [REDACTED]@gmail.com	John Doe Fiscal: [REDACTED]@gmail.com	CandG Administrator: [REDACTED]@gmail.com													

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

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

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



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On the Project Contacts tab for applicants of all award types is a read-only view of the Institution Contacts you entered on the Budget tab – we will discuss the Budget tab more later.

CLICK

On this tab, you'll also enter your Project Personnel. Be sure to enter all personnel involved in your project, including yourself as the Applicant Principal Investigator. Definitions of all project personnel can be found in Appendix C of the SmartSimple Submission Instructions. Also upload required biosketches in this section. The system will not allow you to submit your application without the roles and biosketches required by the award type.

Budget tab

The screenshot shows a web application interface for the Tobacco-Related Disease Research Program. At the top, a yellow banner reads "Budget tab". Below it, a navigation bar contains several tabs: "TITLE PAGE", "APPLICANT / PRINCIPAL INVESTIGATOR", "PROJECT INFORMATION", "PROJECT CONTACTS", "BUDGET", and "ASSI". A red arrow points from a callout box "Click the Budget tab" to the "BUDGET" tab. Another red arrow points from a callout box "Click 'Open' to start entering information" to the "Open" button in the "Total Project Costs" table. The table has columns for "Action", "Owner - Institution", "Total DC", "Total IDC", and "Total". It lists a single entry for "Jane Doe 2 - MERCY HOUSING CALIFORNIA" with values of \$141,750 for DC, \$42,225 for IDC, and a total of \$183,975. A "Total" row is also present. At the bottom, there are buttons for "Save Draft", "Withdraw", and "Submit to Signing Official", along with "BACK" and "NEXT" navigation links.

Templates and Instructions:

Click the Budget tab

Click "Open" to start entering information

← TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSI >

Total Project Costs

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

← BACK

Save Draft Withdraw Submit to Signing Official

NEXT >

Next I want to highlight some items on the Budget tab, namely adding Institution Contacts and then completing the actual budget.

To access those sections....

Click

Click on the Budget tab.

Click

Then click Open

Budget tab – Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, click “Can’t find Signing Official.” Then click “Add Signing Official.”

The screenshot shows the 'INSTITUTION CONTACTS' sub-tab within the 'BUDGET' tab. It contains three sections: 'Signing Official', 'Fiscal Contact', and 'Contracts and Grants Contact'. Each section has a description, a 'Search and select' dropdown menu, and a help icon. Below these sections is a section titled 'Can't find the contact you're looking for?' with three radio button options: 'Can't find Signing Official' (which is selected), 'Can't find Fiscal Contact', and 'Can't find Contracts and Grants Contact'. At the bottom is an 'Add Signing Official' button. Red arrows point from the instructional text boxes to the 'Search and select' dropdowns and the 'Can't find Signing Official' radio button.

The first sub-tab within the Budget tab is Institution Contacts.

As with prior cycles, signatures will be collected electronically. You will submit the application electronically to your signing official who must review and submit the application through SmartSimple by the application deadline. Please plan submission timelines accordingly.

You must add the Signing Official, Fiscal Contact, and Contracts and Grants Contact as Institution Contacts. To add the Signing Official, for example, locate the Signing Official field, start typing your signing official's name or email address and select from the list that populates.

If you aren't sure who your institution contacts are, check with your department administration, or your institution's contracts and grants or sponsored projects office. Do this early to avoid delays.

Click

If you cannot find their name in the list, skip down to the “Can’t find the contact you’re looking for?” question and click the “Can’t find Signing Official” radio button, then “Add Signing Official” button. A new window will open for you to add the signing official's information.

Repeat these steps to add your Fiscal Contact and Contracts and Grants Contact.

Click Save Draft to save your work. A read-only view of your entries will display on the Project Contacts tab.

Budget tab – Edit Budget Button

Refer to the [TRDRP Call for Applications Appendix C](#) for detailed cost and expense guidelines

The screenshot shows the 'Budget' tab of the 'Translational Research Award Application'. At the top left, there is a 'Back to Application' button with an upward arrow, circled in red. Below this is a 'Budget Instructions' section with an information icon and text: 'Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.' A navigation bar contains four tabs: 'INSTITUTION CONTACTS', 'BUDGET SUMMARY' (which is selected), 'BUDGET DETAILS', and 'SUBCONTRACT BUDGET DETAILS'. Below the tabs, a message says 'Please click the Edit Budget button below to enter your budget information.' followed by an 'Edit Budget' button with a pencil icon. The user's name 'Jane Doe 1 - MERCY HOUSING CALIFORNIA' and the section 'Budget Summary' are displayed. At the bottom right, there are two buttons: 'Save Draft' and 'Budget Complete'. A red arrow points from a text box to the 'Budget Complete' button.

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



The second sub-tab within the Budget tab is Budget Summary. Click this tab to access the budget form.

Click

Then click "Edit Budget," and a separate window will open to enter your budget details. We will discuss this page on the next slide.

Click

If you have subcontracts, a separate budget must be provided per subcontract by clicking on Subcontract Budget Details.

Click

You can also click "Back to Application" to continue working on other sections of the application.

Click

At the bottom, you can click "Save Draft" to save your changes. Click "Budget Complete" when you have entered all of your Institution Contacts, budget figures

and justification notes – clicking this button will lock the entire Budget tab.

Budget tab – Editing the Budget

Refer to the [TRDRP Call for Applications Appendix C](#) for detailed cost and expense guidelines

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

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

Enter budget
justification.

Repeat for all budget
categories.

Budget Detail Justification

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

The per year direct cost maximum is: \$250,000.00 The total direct cost maximum is: \$750,000.00

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

1. Personnel Costs (Salary and Fringe)

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

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

Justification

Save Edit Delete



Clicking "Edit Budget" will open this screen to enter budget details.

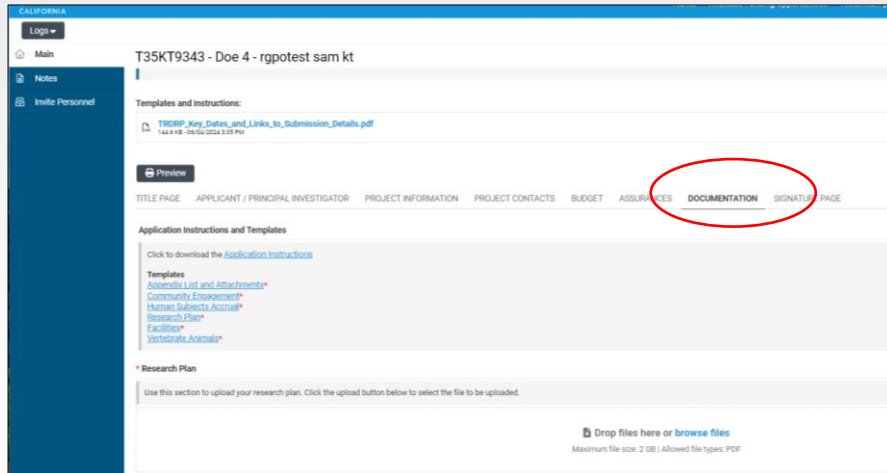
Scroll down to each budget category and click "+" to add a new expense and indicate the dollar amount by each year requested. The Total will calculate at the end of the row. When you click "Save," the expense will populate in the Budget Summary at the top of this screen.

A textbox is available under each budget category to provide the budget justification relevant to that particular category. There is no character limit on the budget justification, though the expectation is that the justification is concise.

Before entering the budget, make sure to review the Call for Applications for allowable expenses for your award type and Appendix C for detailed cost and expense guidelines.

Throughout the application, you'll see additional questions for which you are required to click a button that will open a separate window for you to enter information, such as Research Demographics, Milestones, and Project Personnel. Please refer to the application instructions for steps on accessing these windows, and contact us if you have questions.

Documentation - Downloading & Uploading Templates



The Documentation tab is where you can find the links to download the required templates.

Complete the templates, convert them to PDF and upload them to the corresponding fields on this same Documentation tab of your application.

Submit to Signing Official

The screenshot shows a web application interface for submitting a grant application. On the left is a dark blue sidebar with navigation links: 'Main', 'Notes', and 'Invite Personnel'. The main content area has a light blue header with a call to action: 'Call for Application Details' for 'TRDRP 2019A - High Impact Pilot Award', with a deadline of '09/27/2018 12:00:00'. Below this is a section for 'Templates and Instructions' with a link to 'Application_Instructions.pdf'. A 'Preview' button is visible. A horizontal navigation bar includes links for 'TITLE PAGE', 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'INSTITUTION CONTACTS', 'BUDGET', 'ASSURANCES', 'DOCUMENTATION', and 'SIGNATURE PAGE'. The 'SIGNATURE PAGE' is currently active. It contains a section for 'Applicant Signature' with a checkbox for certifying the application's accuracy and a text field for the 'Applicant Electronic Signature' (pre-filled with 'Jane Doe'). A 'Date' field shows '07/19/2018'. At the bottom, three buttons are present: 'Save Draft', 'Withdraw', and 'Submit to Signing Official', with the latter being circled in red.

Once all online questions and downloaded templates have been completed and uploaded to SmartSimple, the application is ready to be submitted to your institution's signing official. You must click "Submit to Signing Official" to complete this step.

Your institution's signing official will receive an email notification to log in, review, and either submit the application, or send the application back to the Applicant PI for revision. Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines accordingly.

Confirming Submission to TRDRP

The screenshot shows the 'My Applications' section of the SmartSimple portal. It features three tiles: 'In Progress Applications' (0), 'Submitted / Under Review Applications' (1), and 'Awarded Applications' (0). A red arrow points from the 'Submitted / Under Review Applications' tile to a red-bordered callout box. The callout box contains the following text:

After the Signing Official has submitted the application:

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

The University of California logo and the Tobacco-Related Disease Research Program logo are visible at the bottom left of the screenshot.

If the signing official's submission was successful, they will see a confirmation on their screen, and a confirmation email will be sent to the signing official and the Applicant PI.

The status of the application will change to the status of "Full Application Submitted" and the Applicant PI will be able to access a read-only copy of the application under the "Submitted/Under Review Applications" tile in their SmartSimple portal.

Again, the signing official must submit the application to TRDRP prior to the application deadline, so make sure to plan accordingly.

Applicant Support

- Contacts
 - **Programmatic guidance:** TRDRP@ucop.edu or appropriate program officer
 - **SmartSimple guidance:** RGPOgrants@ucop.edu
- Visit TRDRP website for the Call for Applications and related information (TRDRP.org)
- Log in to [SmartSimple](https://rgpogrants.ucop.edu) (<https://rgpogrants.ucop.edu>) to download detailed submission instructions.

For additional applicant support, contact TRDRP@ucop.edu for programmatic guidance or RGPOgrants@ucop.edu for SmartSimple support.

Thank you for your attention to this presentation. We look forward to receiving your submission.