TRDRP 2027 Call for Applications

SmartSimple Applicant Information for Single Investigator Awards

Summer 2026

RGPO Contracts & Grants
rgpogrants@ucop.edu

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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

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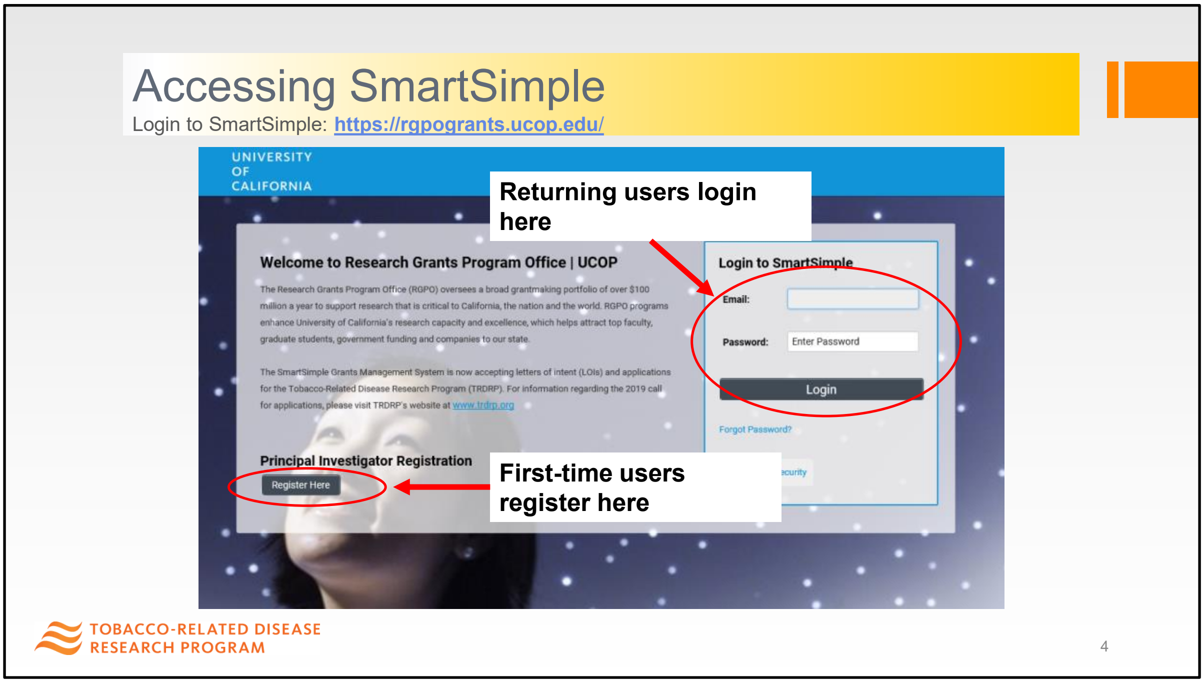
All award types have the same key dates:
LOIs due Thursday, August 20, 2026, 12pm Noon PT
LOI Notification – Tuesday, September 8, 2026
Full applications due (inclusive of institution approval) – Thursday, October 29, 2026, 12pm Noon PT

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.



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.

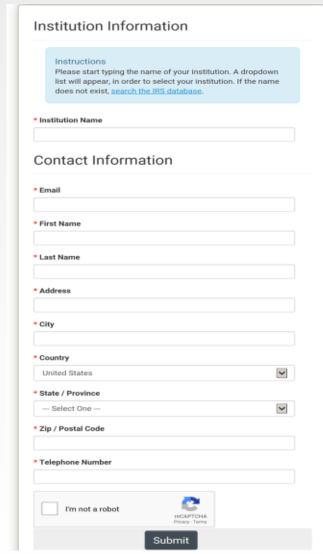
All users accessing SS for the first time should click "Register Here" to register and create an account. - We'll talk about this in the next slide.

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."**


Institution Information

Instructions
Please start typing the name of your institution. A dropdown list will appear, in order to select your institution. If the name does not exist, search the IRS database.

* Institution Name

Contact Information

* Email
* First Name
* Last Name
* Address
* City
* Country
United States
* State / Province
-- Select One --
* Zip / Postal Code
* Telephone Number

I'm not a robot
reCAPTCHA

Submit

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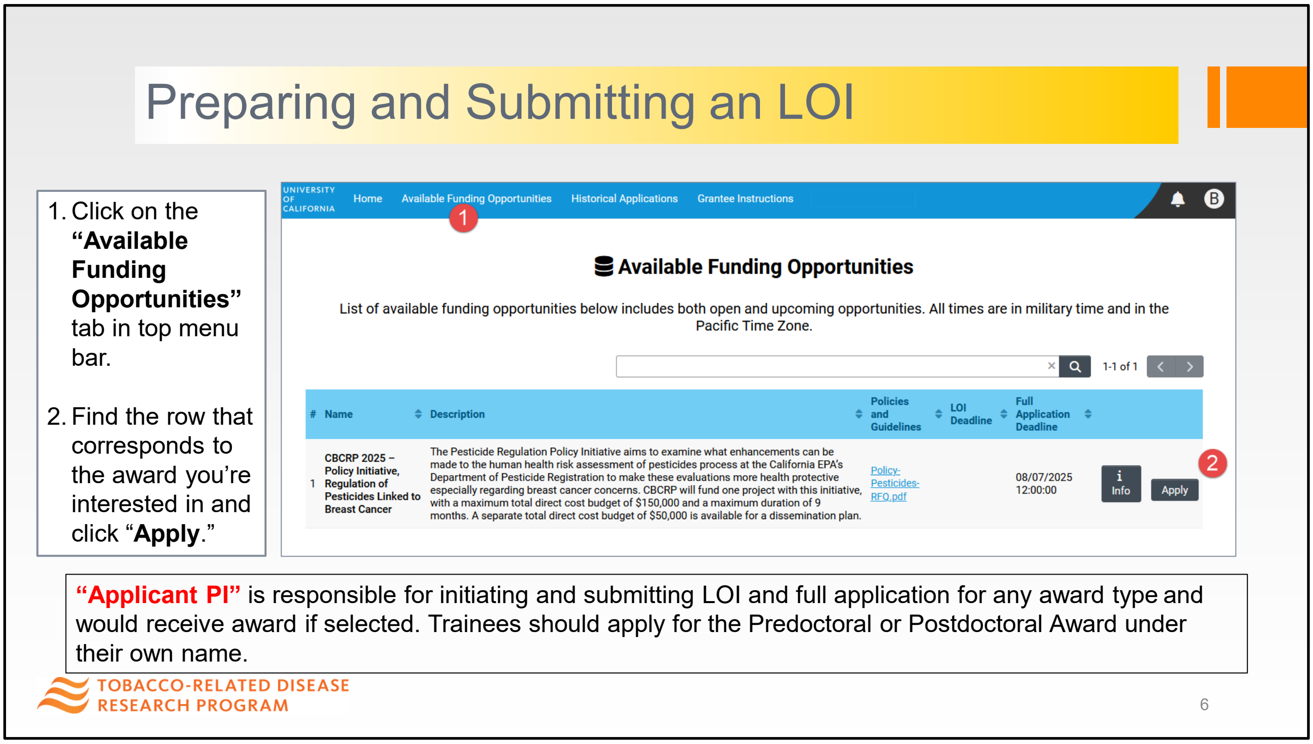
This is the screenshot of the "Register Here" page. Enter all details, and click "Submit" to create your account. Once an account is created, return to the main SS page and log in using your account information.

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.



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

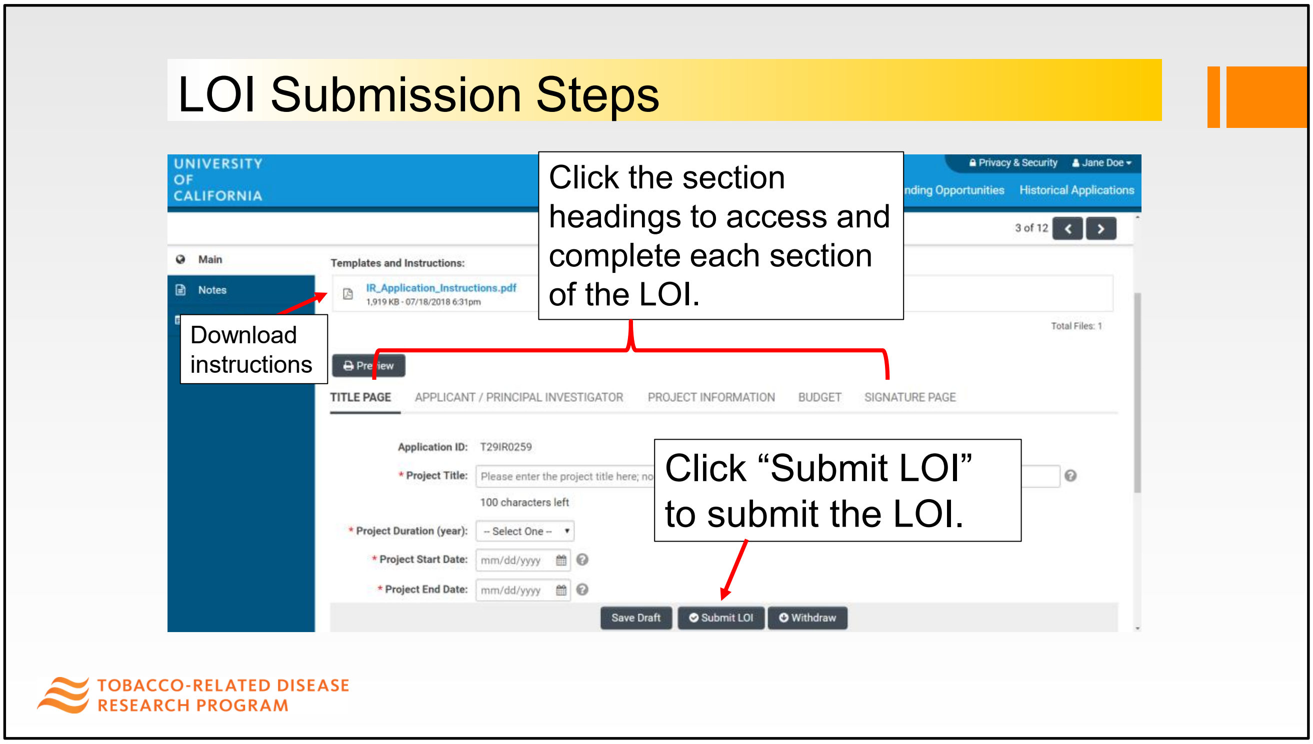
You will see a list of all open funding opportunities.

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.



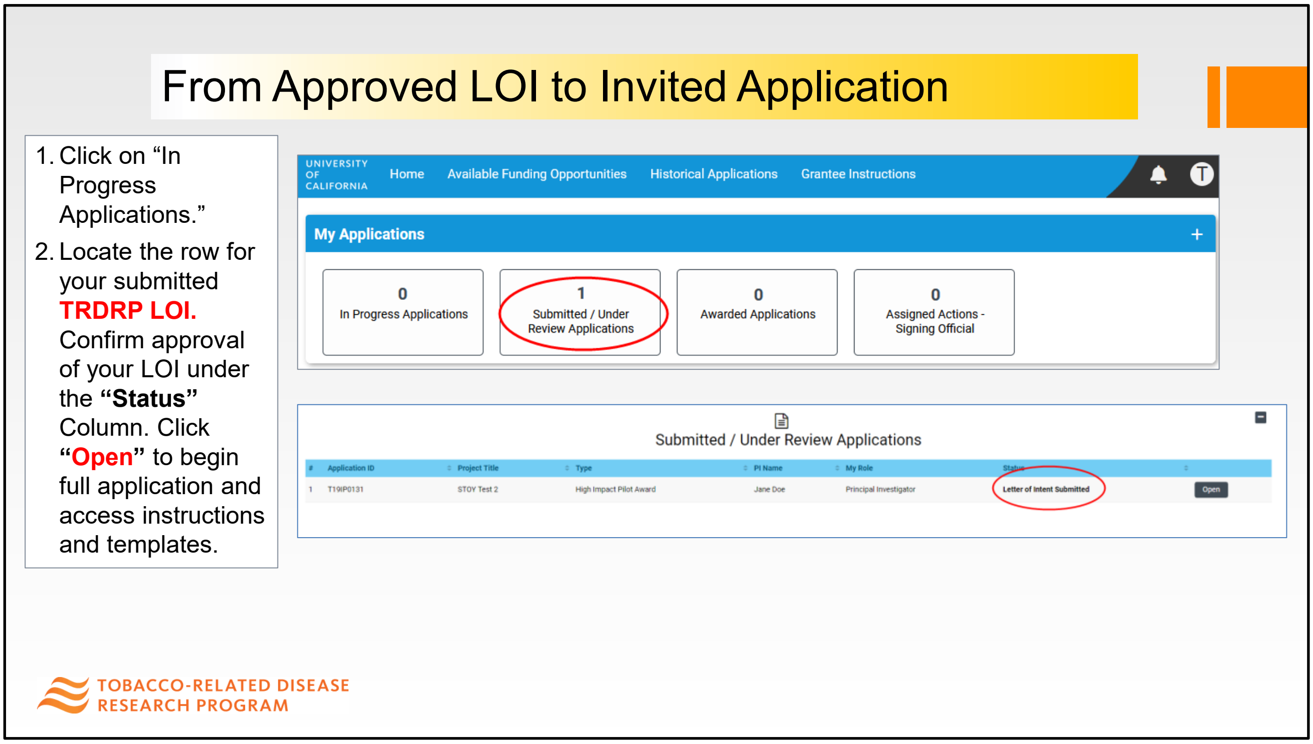
Once you click on “apply,” complete the eligibility quiz and review the helpful hints.

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.



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.”

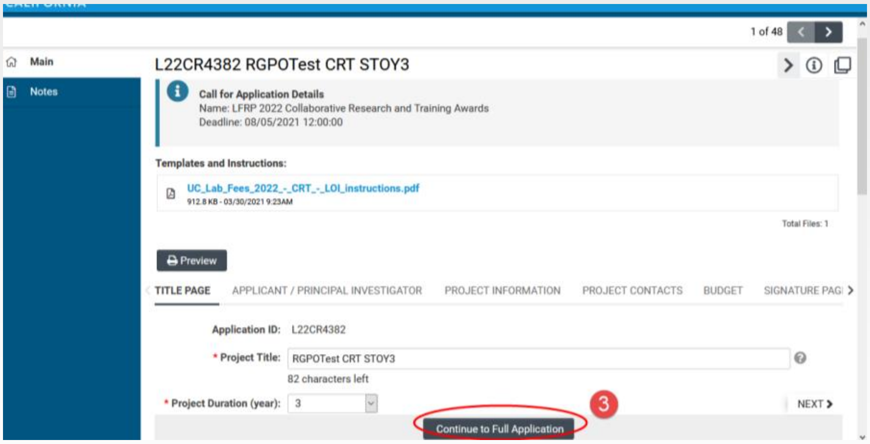
Click

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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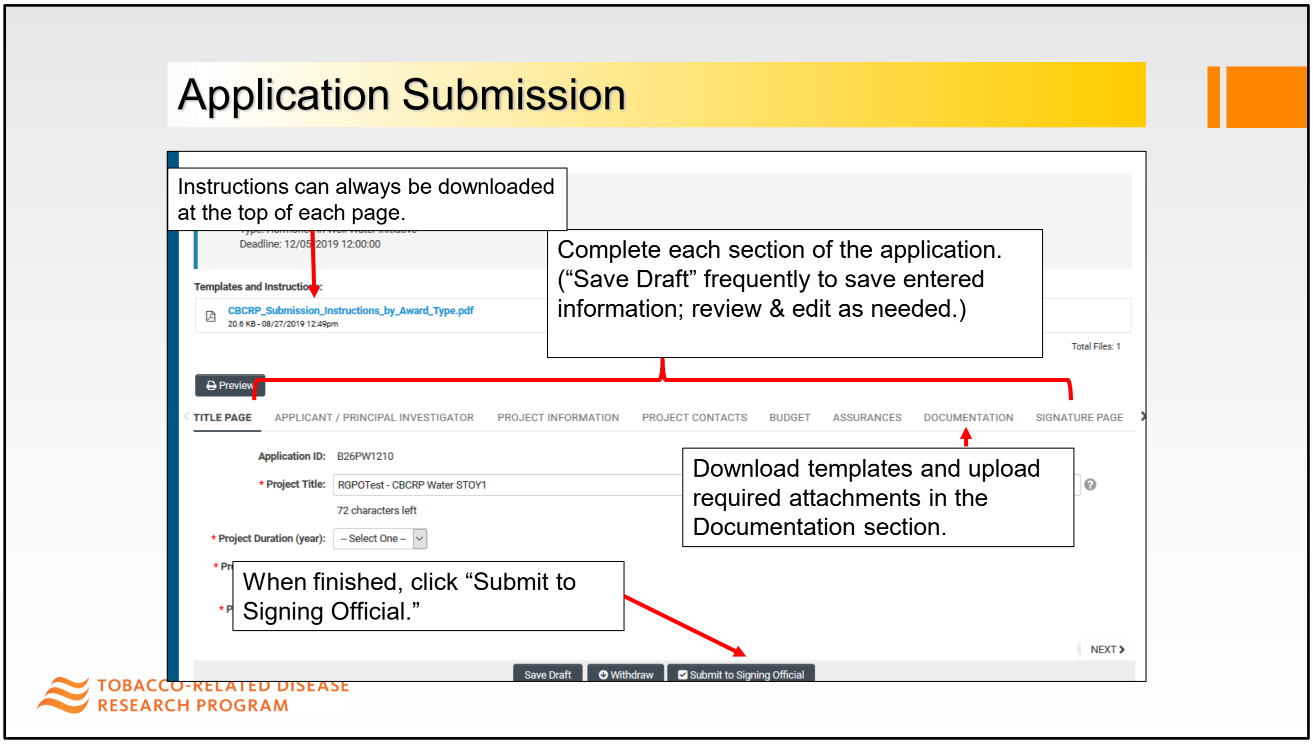
Once you click "Open" you will see the fields you completed for your LOI.

Click the "Continue to Full Application" button at the bottom of the screen to access the full application materials.



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

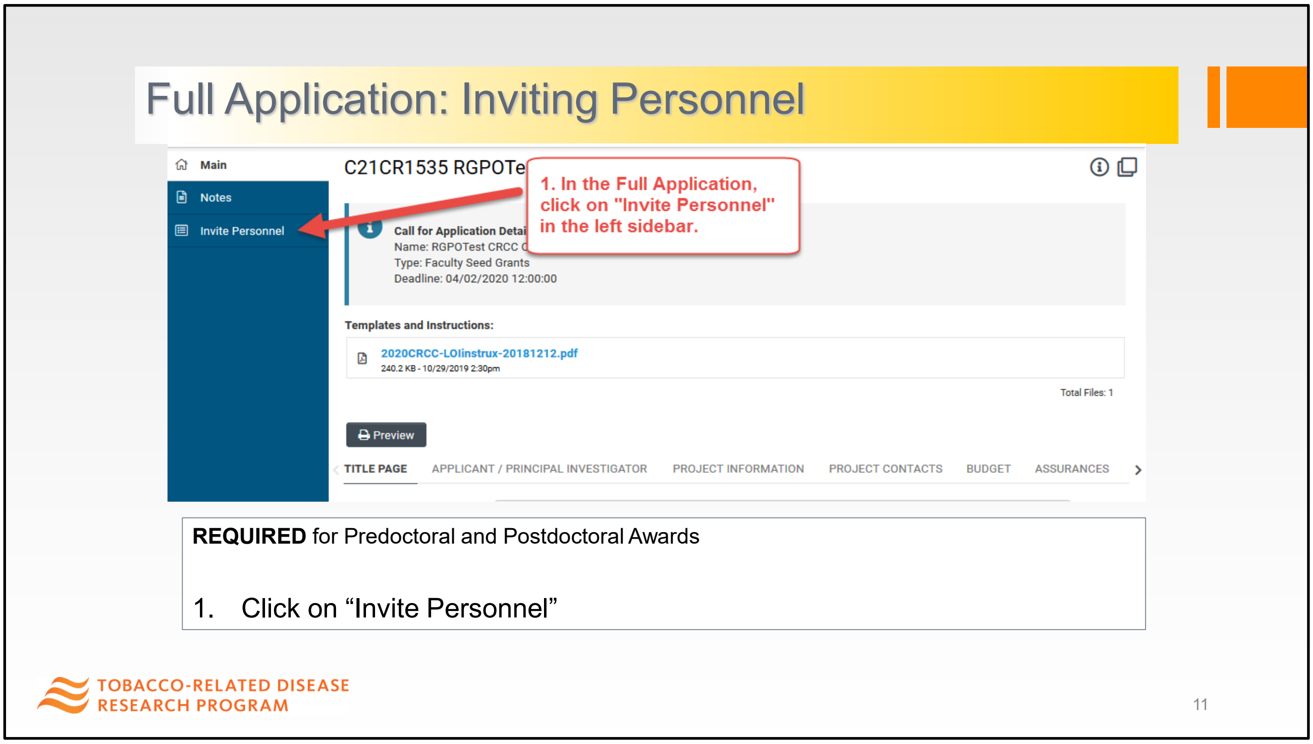
You can always download instructions at the top of each page.

Click

Download templates and upload required attachments in the Documentation section.

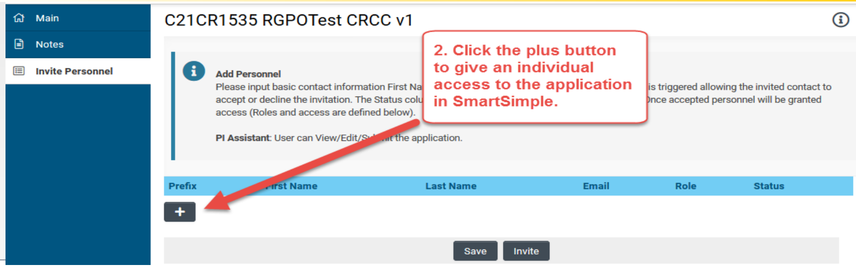
Click

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.



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



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

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

3. Enter the individual's name and email address.
4. Repeat as needed.
5. Click 'Invite' to send out invitation emails.

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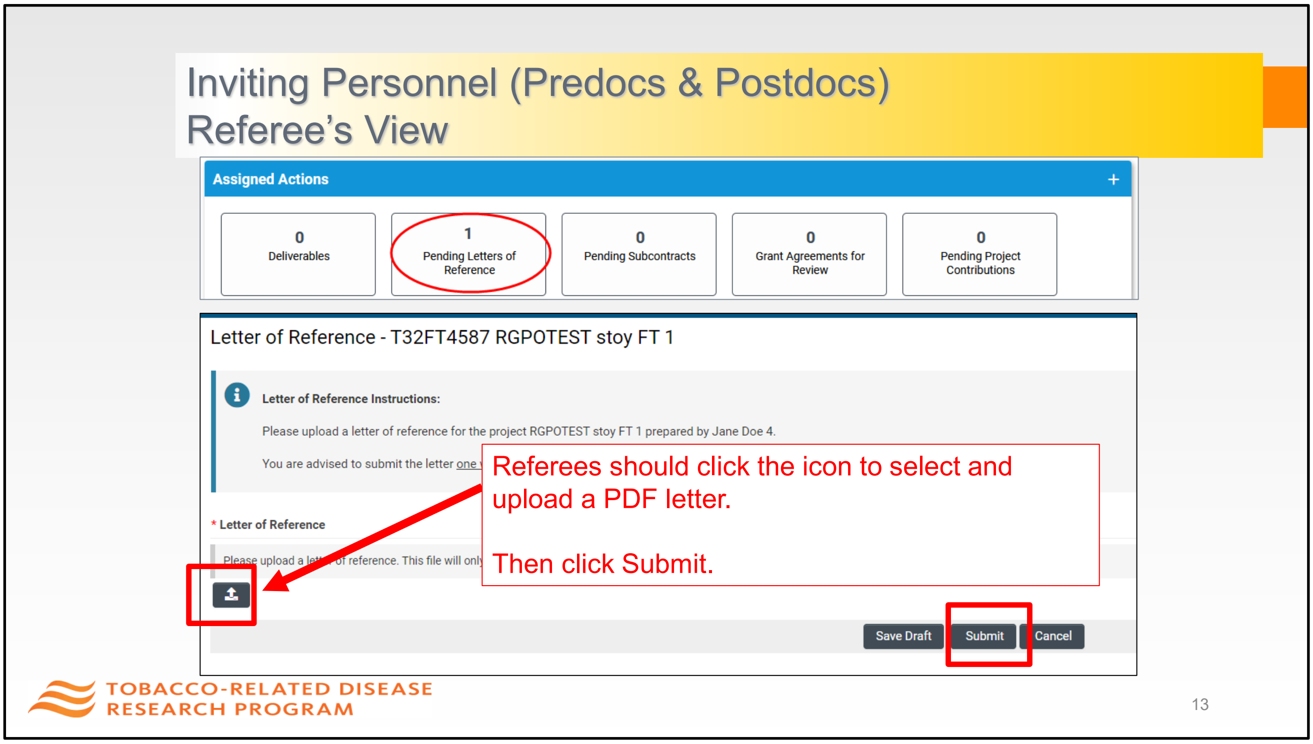
Depending on award type, you may not see all of the roles listed on the slide.

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.



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.

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Predoctoral 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.

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	Upload	Biosketch_Applicant_PI_on_Project_Personnel.pdf
Mary	Jones	mary@fake.come	PhD	Professor	Biology	UC Berkeley	Research Advisor	0	Academic/Research Institution	No	Jane Doe 4	Upload	Biosketch_Test_Upload.pdf

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

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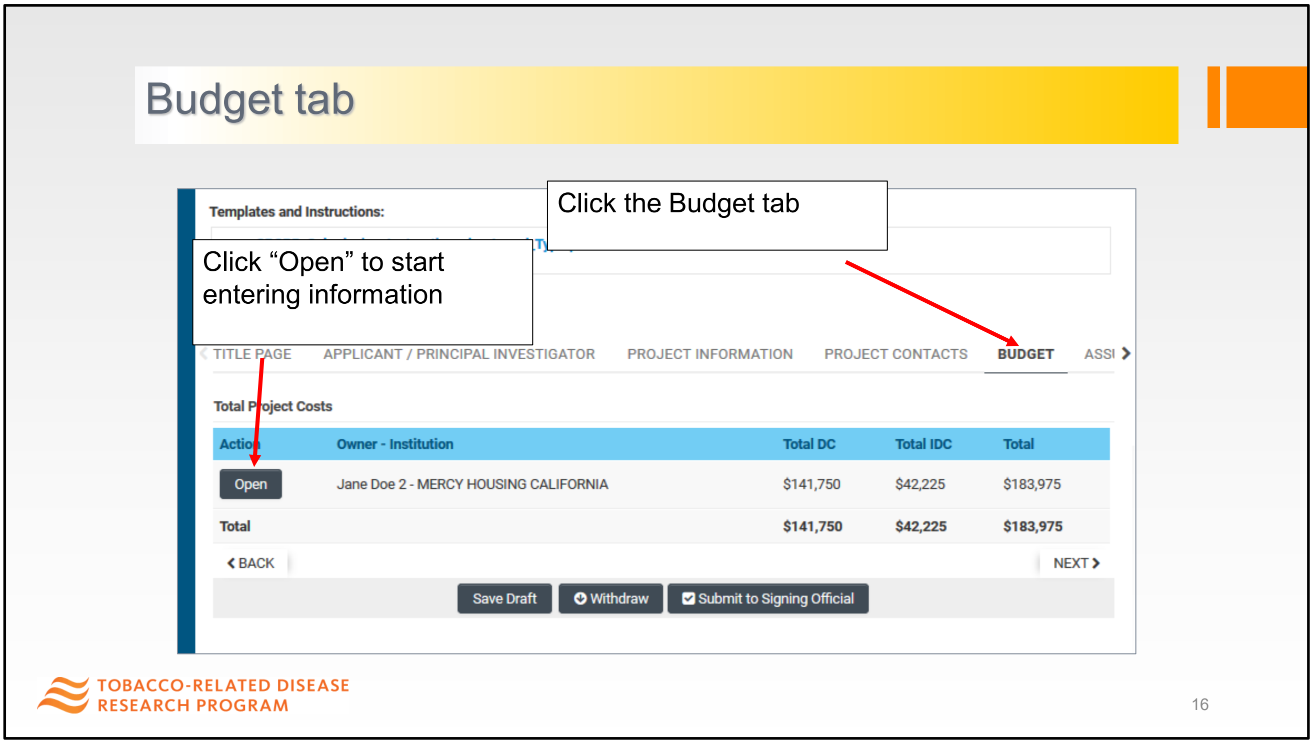
On the Project Contacts tab for applicants of all award types is a read-only view of the Institution Contacts you entered on the Budget tab – we will discuss the Budget tab more later.

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.



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

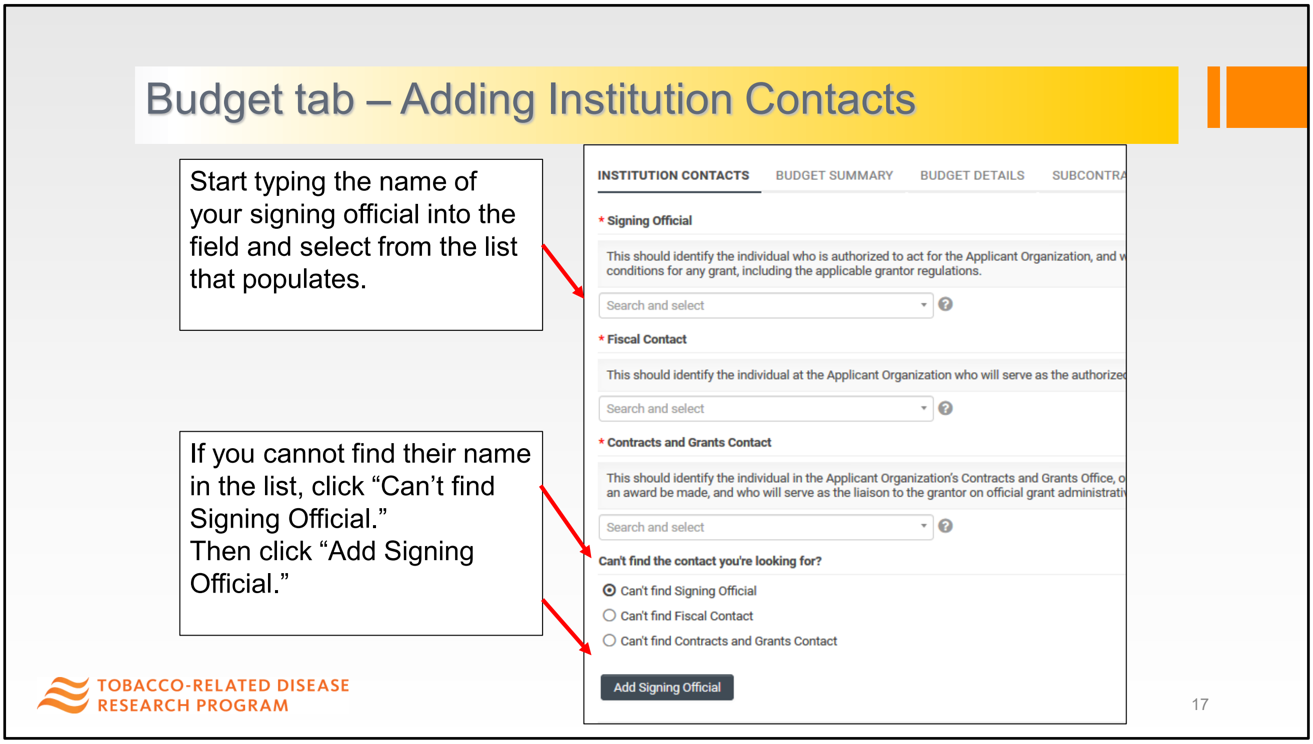
To access those sections....

Click

Click on the Budget tab.

Click

Then click Open



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.

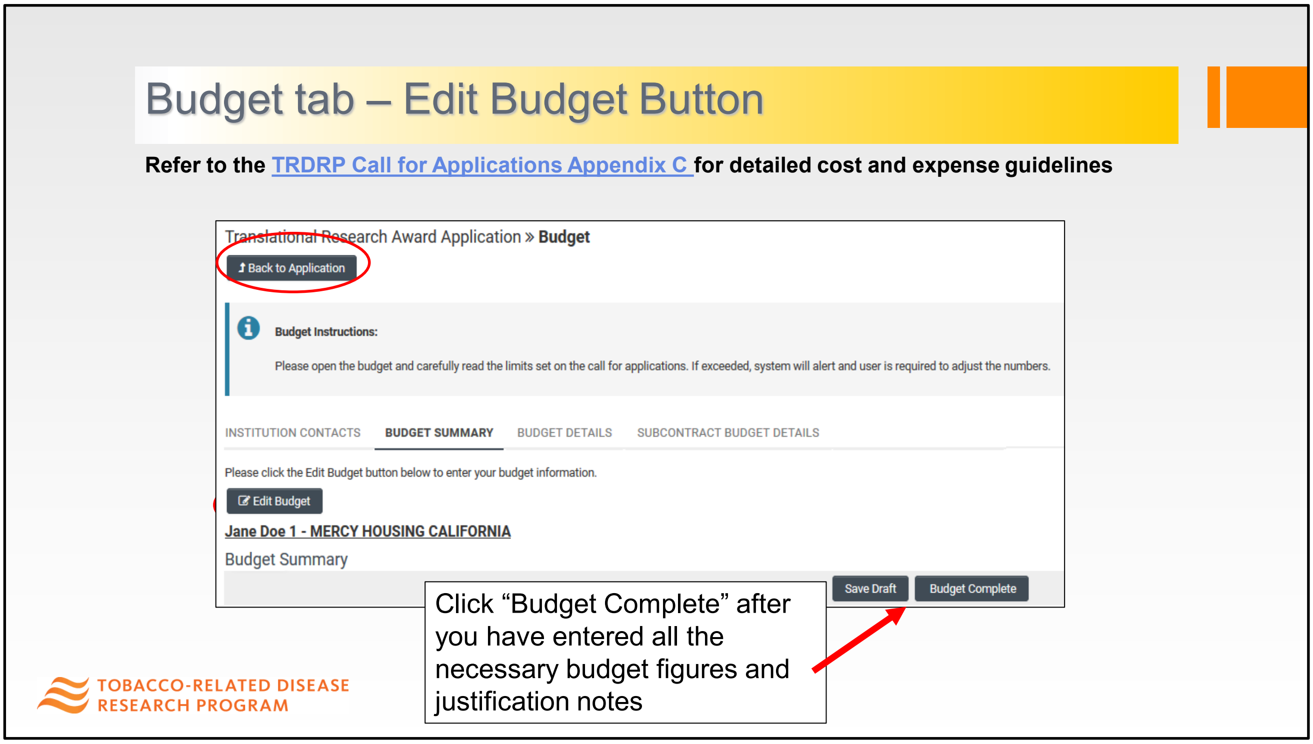
If you aren’t sure who your institution contacts are, check with your department administration, or your institution’s contracts and grants or sponsored projects office. Do this early to avoid delays.

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.



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

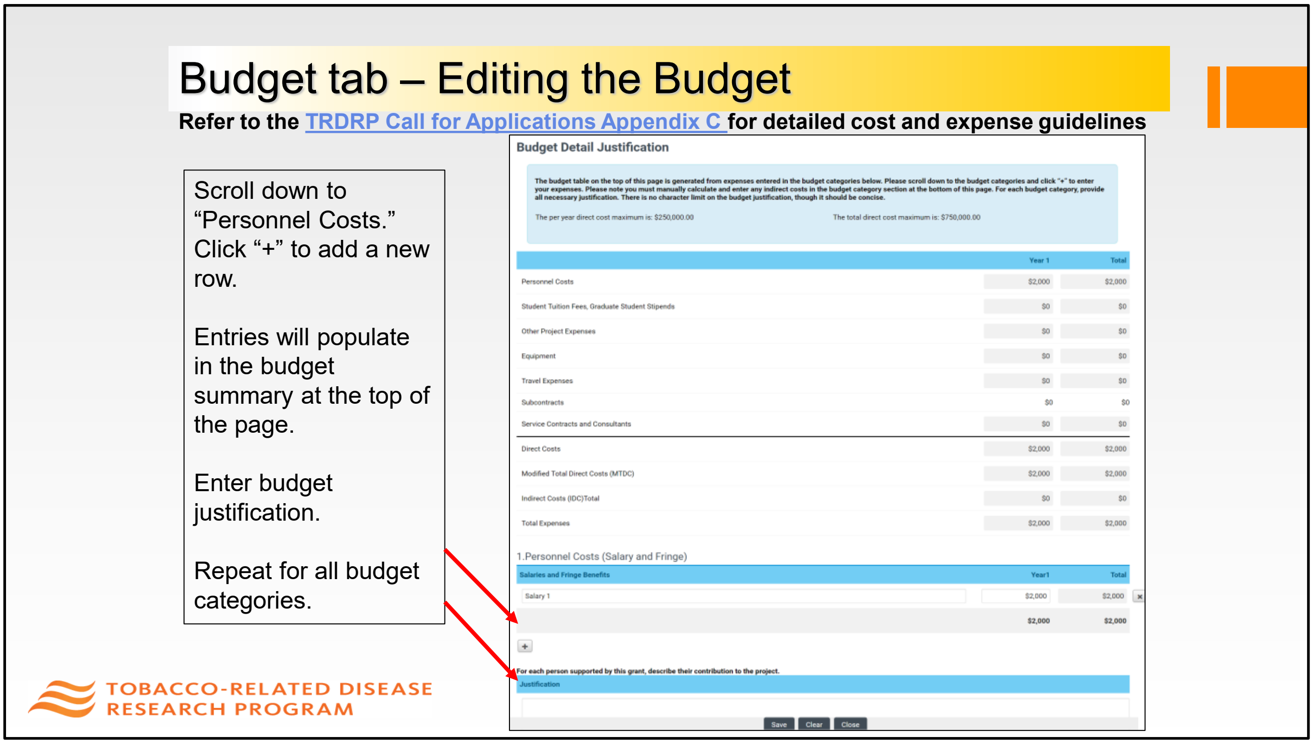
If you have subcontracts, a separate budget must be provided per subcontract by clicking on Subcontract Budget Details.

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.



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

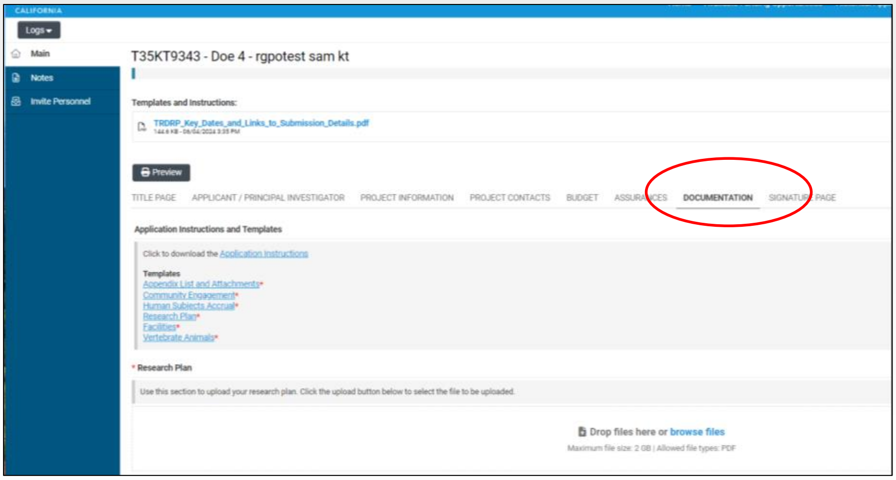
Scroll down to each budget category and click **"+"** to add a new expense and indicate the dollar amount by each year requested. The Total will calculate at the end of the row. When you click "Save," the expense will populate in the Budget Summary at the top of this screen.

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



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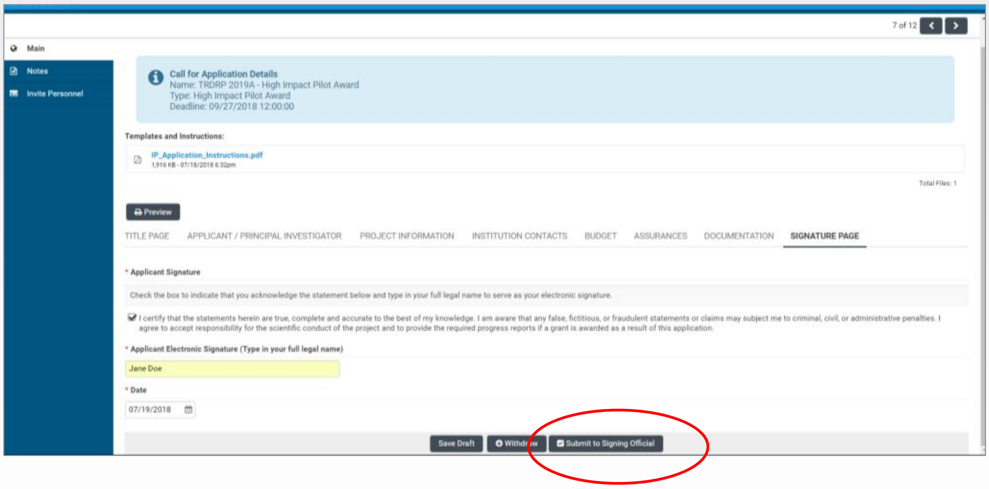
The Documentation tab is where you can find the links to download the required templates.

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



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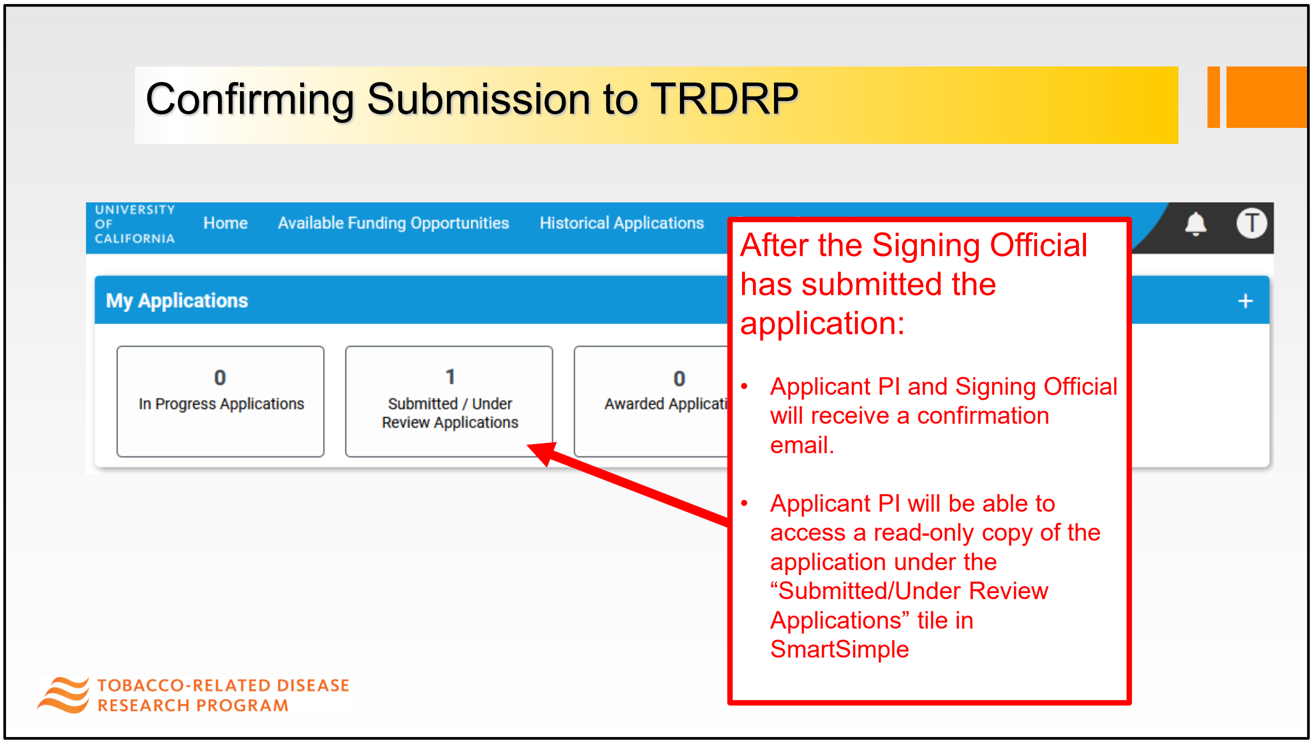
Once all online questions and downloaded templates have been completed and uploaded to SmartSimple, the application is ready to be submitted to your institution's signing official. You must click "Submit to Signing Official" to complete this step.

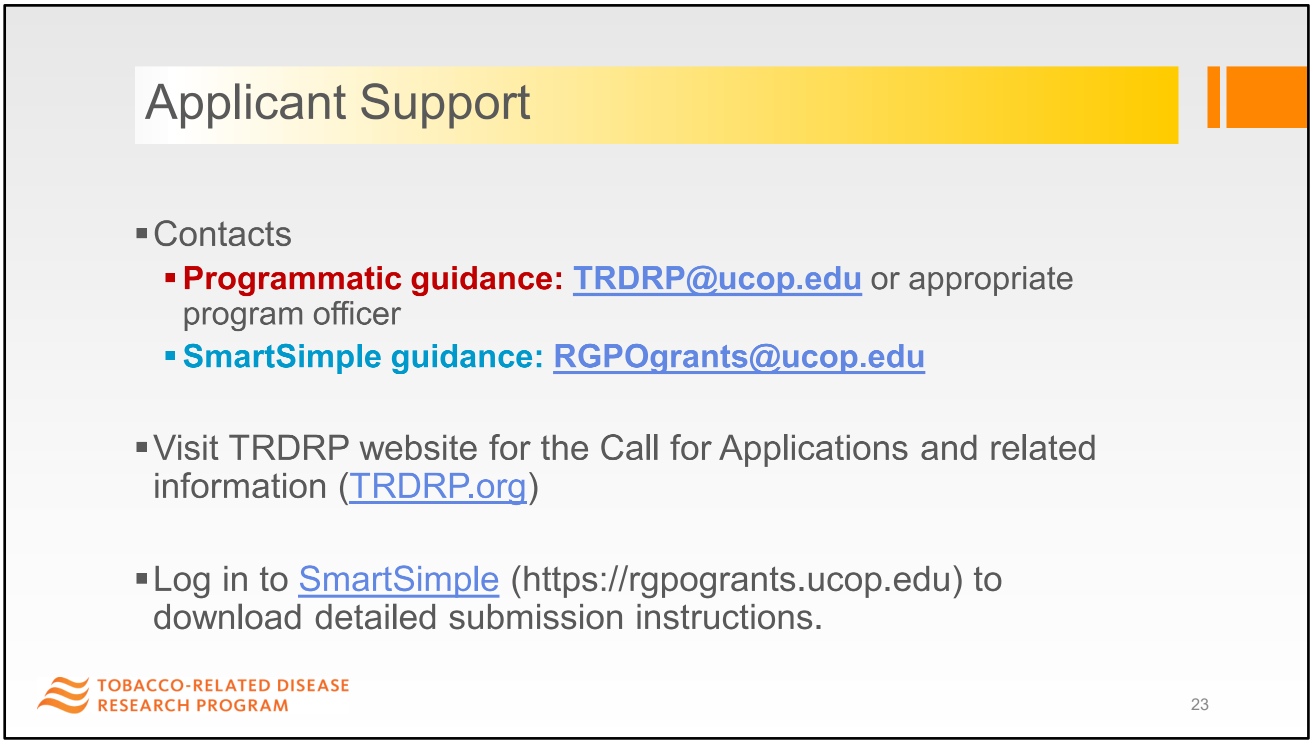
Your institution's signing official will receive an email notification to log in, review, and either submit the application, or send the application back to the Applicant PI for revision. Note: The signing official must complete this step prior to the application deadline. Please plan submission timelines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



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.



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.