



UC-Historically Black Colleges and Universities Initiative Application Instructions

Summer Research Internship Support Grant

2013-2014 Deadlines

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| Proposal Submission Deadline | Tuesday, March 11, 2014 (12:00 Noon PT/ 3 PM ET) |
| Expected Notification of Review Outcome: | Week of June 9, 2014 |

The following application instructions apply to proposals for Summer Research Internship Support Grant solicited in response to the UC-Historically Black Colleges and Universities Initiative (UC-HBCUI) Request for Proposals (RFP). Please review the RFP carefully before applying.

This document provides an overview of the application process using the online system proposalCENTRAL <https://proposalCENTRAL.altum.com/>. Instructions for each proposal form are provided on the form template itself.

Application Instructions and Forms for Summer Research and Graduate Admissions Pathways Grant proposals are provided separately. Requirements may differ for Summer Research and Graduate Admissions Pathways Grant proposals. Please use the appropriate forms and instructions.

A. Online Proposal Submission

The proposal must be submitted using the online system, proposalCENTRAL at <https://proposalCENTRAL.altum.com/>.

For technical help with proposalCENTRAL, please email pcsupport@altum.com or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). ProposalCENTRAL customer support is available Monday – Friday from 8:30am - 5:00pm (EST).

B. Overview of Proposal Submission Process

This section provides a brief overview of the application process. Detailed instructions are available in [Section C “Application Sections and Components”](#).

If you are a first time user, you must first [register](#) to use the system. DO NOT register if you have used proposalCENTRAL in the past.

Step 1: ‘Applicant PI’ Designation

Applications must identify an Applicant Principal Investigator for administering the award. Individual faculty members (tenured or tenure track), in any discipline, at any of the ten campuses of the University of California are eligible to apply as Principal Investigators.

Step 2: Applicant Registration with proposalCENTRAL

Registered Users: Applicants who have already registered with pC should enter their user name and password under “Applicant Login” and click the **Login** button on the pC [homepage](#). At this point, you may update your Professional Profile. NOTE: In the registration process, one of the pages, “4) Personal Data for Applications”, includes fields for applicants to provide several types of private personal information that are neither required nor requested by UC-HBCUI. There are no required entries on this page; therefore, we suggest that you skip this particular page during the registration process.

New users: Applicants who are not registered users of pC should click the **Register** button under “First Time Users” and follow the instructions to become a registered user. Applicants must first select their institution. Most California research institutions and universities are in the proposalCENTRAL database. All University of California campuses have pC profiles under “Regents of the University of California” at the designated campus. Click the **Search Registered Institutions** tab to locate your institution on the pC system. (For example: If you are searching for "University of California, Los Angeles", you can enter ‘Los Angeles’ or use ‘UCLA’ as search terms). If your institution does not appear to be in the proposalCENTRAL database, we recommend contacting proposalCENTRAL to verify that this is the case before proceeding to have an appropriate official at your institution (generally in the Contracts and Grants office) enter a new Institution Profile in proposalCENTRAL. For some institutions, there may be **multiple institution entries** in the database. To determine which entry is the correct one to use, you must contact the institution’s Contracts and Grants office or equivalent. Most institutions prefer to have a single profile for that institution. **It is the responsibility of the applicant institution** to create, update, edit the institution’s profile, or to delete extraneous profiles.

Please complete all required sections, which are marked with an asterisk.

Step 3: Start an Application

To begin an application, select the “Grant Opportunities” tab, and scroll down to “University of California – Historically Black Colleges and Universities Initiative.” Select the funding opportunity (Summer Research Internship Support Grant). On the right, click the **Apply Now** button to begin the application submission process and follow the instructions.

Requirements for the application, or other RFP terms and conditions, are available at: <http://www.ucop.edu/research/gc/hbcu>. The RFP is also available by clicking on “Program Guidelines” on pC near the bottom of the left sidebar. For technical help with proposalCENTRAL, please email pcsupport@altum.com or call 800-875-2562 (Toll-free U.S. and Canada) or +1-703-964-5840 (Direct Dial International). ProposalCENTRAL customer support is available Monday – Friday from 8:30am - 5:00pm (ET)/5:30am – 2:00pm (PT).

STEP 4: Complete all forms. The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded from proposalCENTRAL, completed and uploaded to proposalCENTRAL. See below for detailed instructions regarding [Online Data Forms](#) and downloadable [Proposal Templates](#).

Applicants may enable other users to access their profile or proposal(s) to assist with proposal writing or submission. At any time, use the “validation” check to help identify information missing from online data forms or missing proposal forms.

STEP 5: Electronic Submission. Once online data forms are completed and required proposal forms are completed and uploaded, then, the proposal is ready to be electronically submitted. An automatic validation will help identify any missing required elements.

Once submitted, an automatic email confirming the electronic submission of the proposal will be sent to the Principal Investigator.

Applicants may generate a PDF copy of the full proposal by selecting “Print Signature Page and Attached PDF files” from the “Signature Page(s)” section.

C. Application Sections & Components

The proposal application consists of two types of forms, the proposalCENTRAL data forms to be completed online, and templates to be downloaded, completed and uploaded to proposalCENTRAL. Please find instructions for how to complete both form types below.

Online Data Forms: proposalCENTRAL

Complete the online data forms on proposalCENTRAL as described below. Please be sure to **save your work after each entry.** To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. For security reasons, if your session is idle (i.e. if you don't press Save or click on a link to go to another page) within 60 minutes, you will be automatically logged off. Any unsaved data will be lost.

The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the application page at the proposalCENTRAL web site <https://proposalCENTRAL.altum.com/>

- 1. Title Page.** Enter a Project Title in the space provided. Please review the information, make updates or changes as necessary, and save the form. This step must be completed before you can continue.
- 2. Download Templates and Instructions.** Click on this link to download instructions and proposal form templates to be completed and uploaded to proposalCENTRAL (see [Proposal Templates](#) for more detail).
- 3. Enable Other Users to Access this Proposal.** This section enables the Applicant PI to grant other users access to the proposal. Access levels include "View Only", "Edit" (but not submit) or "Administrator" (view, edit and submit).
- 4. Faculty PI.** Review Faculty PI information and update the profile, if necessary, by clicking the Edit Profile box. **Do not provide your Social Security Number or Passport Number. No information is required in the Personal Data section of the Personal Profile.**
- 5. Budget Summary.** Applicants MUST download and complete the excel template "Budget Workbook" prior to completing this form. Once the Budget Workbook template is complete, transfer the requested information to this proposalCENTRAL screen from the Budget Workbook tab entitled "2. Budget Summary". Please ensure that the information entered is EXACTLY AS IT APPEARS in the excel Budget Workbook. Click SAVE to calculate totals in the budget summary.
- 6. Research Plan and Other Attachments.** Click on this link to both download and upload the proposal templates provided for this proposal application. The templates can be uploaded/downloaded in any order, and do not need to be uploaded/downloaded in a single session. Template instructions are detailed below. Templates should be completed and uploaded prior to completing the validation and submission sections 7, 8, and 9 outlined below.

Note: Make sure uploaded PDF forms are not password protected and do not contain electronic signatures.
- 7. Validate.** This section allows applicants to perform an automated verification to identify any missing information from online or proposal template forms that are required for proposal submission. Incomplete data or missing templates must be addressed before the proposal may be submitted. Applicants will be allowed to continue to proposal submission once all required data is complete and all required templates have been uploaded.
- 8. Print Signature Page.** Click on this link to generate and print signature pages and combine the proposal into a single PDF document. \ Department Chair signature required for department proposal and Graduate Division Dean signature required for any graduate division collaboration/partnering. Save an electronic copy of the signed document and upload it to your application in proposalCENTRAL.

- 9. Electronic Submission.** Once all online and downloaded templates have been completed and uploaded to proposalCENTRAL, the application is ready to be submitted. You must click “submit” to complete the submission. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the Applicant PI.

Proposal Form Templates

Proposal Templates are Word or Excel documents available on proposalCENTRAL either under Section 2 Download Templates and Instructions or Section 10 Research Plan and Other Attachments. **To complete templates, download them, save them to your hard drive and complete the requested information.** Once complete, **convert templates to PDF**, then upload the PDF files and spreadsheets (when appropriate) to the proposal using the upload function in proposalCENTRAL. Be sure to select the correct Attachment Type to identify uploaded templates.

Note: Please make sure uploaded PDF templates are not password protected and do not contain electronic signatures. See proposalCENTRAL help or FAQ files for assistance in converting templates to PDF (links provided in the upper right hand corner of the proposalCENTRAL screen when logged in as “Applicant”).

Proposal Form Upload Requirements for Summer Research Internship Support Grant

| Proposal Documents | Description | File Type | Required or Optional |
|---|---|----------------------|-----------------------------|
| 1. Project Plan Narrative | Please see Project Plan Narrative for specific elements that must be addressed in the narrative and page number limitation. | PDF | Required |
| 2. Budget Summary | See the Budget Summary Workbook for details. | Excel Template & PDF | Required |
| 3. Budget Justification | Thorough explanation of expenses/budget items. | PDF | Required |
| 4. Biographical Sketch of Project Lead PI | Project PI Biographical Sketch – Lead PI Only | PDF | Required -2 page limit |
| 5. Key Academic and Administrative Personnel | List key personnel - names, titles, institutions (HBCU and UC), contact information and project roles. | PDF | Required -3 page limit |
| 6. Signature Page | Cover page for official signature of Project PI/Lead PI and any additional PIs. Department Chair signature required for department proposal and Graduate Division Dean signature required for any graduate division collaboration/partnering. | PDF | Required |
| 7. Support Letter(s) | Commitment of HBCU faculty partner(s) to the project (formal endorsement or letter(s) of support/partnership | PDF | Required -3 page limit |
| 8. Additional Attachments | Additional items to strengthen an application | PDF | Optional -3 page limit |