



# UC Laboratory Fees Research Program Application Instructions

## Deadlines

Letter of Intent Deadline <i>Note: Letters of Intent will be approved on a rolling basis</i>	Tues., Dec. 6, 2011 by 12 PM PT/ 3 PM ET
Proposal Submission Deadline	Wed., Jan. 18, 2012 by 12 PM PT/ 3 PM ET
Notification of Review Outcome to PIs	Fri., June 1, 2012
Award Start Date	July 1, 2012

The following application instructions apply to proposals for UC Laboratory Fees Research Program solicited in response to the Request for Proposals (RFP) (<http://www.ucop.edu/labresrfp/call.html>). Please review the RFP carefully before applying.

The Lab Fees Research Program (LFRP) does not require the signature of a campus official to submit a proposal. PIs are responsible for ensuring all relevant research policies and budget requirements are complete and accurate. Please note: local campus Offices of Research (C&G or SPO) or laboratory Work for Other's offices may require review and sign off prior to submission. It is the lead PI's responsibility to follow local rules for submitting a proposal and confirm that all collaborators have obtained local approvals prior to submission, if required. Campus/lab approvals will be requested for proposals nominated for funding by review panels prior to final selection of awards.

## **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](mailto: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. Step by Step Overview of Proposal Submission Process**

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

**STEP ONE: Submit a Letter of Intent.** Prior to beginning your full application, your letter of intent must be approved. Upon LOI approval an email notification will be sent to the Applicant Principal Investigator. It will then be possible to re-enter the system as a registered user, and login as an "Applicant". Click the "Edit" button next to the approved LOI. This will provide access to online data forms and proposal form templates.

**STEP TWO: Preparation of proposal and required templates.** The proposal application consists of two types of forms, the data forms to be completed online, and templates to be downloaded from proposalCENTRAL, completed and uploaded to proposalCENTRAL.

*We recommend that you download and complete the templates first and then proceed to complete the online data forms and proposal submission process.*

**STEP THREE: Electronic Submission.** Once online data forms are complete and required proposal templates and documents are completed and uploaded, the proposal is ready to be electronically submitted. Submit the proposal by clicking the “Submit” button on the “Electronic submission” page.

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. *We recommend that you download and complete the templates first and then proceed to complete the online data forms.* 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.** Most information entered at the LOI stage will be carried over to the proposal Title Page. 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. The templates can be uploaded/downloaded in any order, and do not need to be uploaded/downloaded in a single session. (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. Applicant/PI.** Information from the Applicant PIs profile entered at the LOI stage will be carried forward to the proposal. Review Applicant 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. Applicant Institution & Contacts.** Please review the information from the submitting campus/institution. Enter any other participating campuses or institutions which will be subcontracted to perform work on this project (separate by commas).

- 6. Site Lead for Each Collaborating Campus or Institution.** Provide contact information for **one** lead co-investigator for each participating campus and/or lab. To do this: Enter the email address for the Co-Investigator in the text box provided and click 'ADD'. A window will open; enter the requested information. Complete all the required fields that are marked with a red asterisk. If the person is already registered in proposalCENTRAL some information will be pre-loaded into the contact form. Click the red 'SAVE' button and 'CLOSE WINDOW'.
- 7. Abstracts & Keywords.** Enter an abstract up to 300 words. (No special characters or formatting. The abstract should be written for a general audience and avoid jargon. Enter at least three keywords and up to five that best describe the research project.)
- 8. 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 "1. Summary". Please ensure that the information entered is exactly as it appears in the excel Budget Workbook. Letters listed in each category on this form correspond to the letters listed in the Budget Workbook Summary (ex. **A.** Direct Costs, **B.** Indirect Costs).
- 9. Organization Assurances.** Provide required information on approvals for the use of human subjects (IRB) and vertebrate animals (IACUC).
- 10. Upload Proposal Narrative and Other Attachments.** Click on this link to both download and upload the proposal templates provided for this proposal application. Templates should be completed and uploaded prior to completing the validation and submission sections 12, 13, and 14 outlined below.  
  
*Note: Make sure uploaded PDF forms are not password protected and do not contain electronic signatures.*
- 11. Reviewer Recommendations.** Applicants may submit the names of potential reviewers who are not affiliated with the applicant's campus or Laboratory. Applicants may request the exclusion of certain reviewers, and such requests must include a brief explanation/justification for such exclusion. The University of California Office of Research & Graduate Studies will constitute the panels, assign reviewers, and make final determinations regarding panel composition.
- 12. 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.
- 13. Print Signature Page.** Click on this link to generate and print signature pages and combine the proposal into a single PDF document.
- 14. Submit.** 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 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 UC Laboratory Fees Research Grants:

FORM NAME	Required	Notes
Project Participants	required	
Proposal Narrative	required	
Grant Budget Workbook	required	Download the excel budget workbook and use the spreadsheets provided to generate budget. Upload BOTH the PDF forms and excel workbook.
Budget Justification	required	
Biographical Sketch and Other Support	required for each investigator	3 pages maximum each
Appendix List and Attachments	required, if applicable	Appendices not to exceed 10 pages. If proposed project is submitted by a UC campus without a lab collaborator/co-investigator, appendix must include a letter of endorsement from a lab representative.
Submission Letter/Signature Page	Applicant/PI signature only required	Upload the proposalCENTRAL generated <a href="#">Signature Page</a> .*

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