



UC Lab Fees Research Program

Letter of Intent Submission Instructions

FY2011-2012

Submission and approval of a LOI is required to submit a full proposal to this RFP. LOIs are non-binding and used for administrative and review planning purposes. Once the LOI is approved, applicants will have access to the proposal forms and instructions in proposalCENTRAL. LOIs may be submitted beginning Thursday, October 27, 2011 through Tuesday, December 6, 2011. LOIs must be submitted on proposalCENTRAL and will be approved on a rolling basis.

OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI must be submitted using the online system, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>.

Step 1: 'Applicant PI' Designation

LOIs must identify an Applicant Principal Investigator for administering the award. Any researcher with Principal Investigator (PI) status at the University of California, Los Alamos National Laboratory, or Lawrence Livermore National Laboratory is eligible to apply. Investigators at Lawrence Berkeley National Laboratory (LBNL) who hold PI status at a UC campus may submit proposals through the campus.

Step 2: Applicant Registration with proposalCENTRAL

PIs must register as users of pC to submit an LOI and complete a proposal <https://proposalCENTRAL.altum.com/>.

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.

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

Step 3: LOI Submission

To submit an LOI, select the "Grant Opportunities" tab, and scroll down to "UC Lab Fees Research Program." On the right, click the **Apply Now** button to begin the LOI submission process and follow the instructions.

Requirements for the LOI, or other RFP terms and conditions, are available at: <http://www.ucop.edu/labresrfp/call.html> . 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 (EST).

STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details on each section of the online LOI submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered LOI sections in the left hand column of the LOI page on the pC web site. To view the LOI page, please select **Apply Now**, or, if you have already started the LOI submission process and would like to make changes or complete your submission, you may select **Edit** under the “Manage Proposals” tab.

Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-7) may be completed in any order, and do not need to be completed in one session; however, please be sure to save your work after each entry.

Title: Please enter the project title here. Do not exceed 60 characters. No special characters allowed.

Research Category: Please select a primary research category from the list below that most closely describes your field of research. The categories are:

1. Physical Sciences and Astronomy
2. Biological and Life Sciences
3. Earth and Environmental Sciences
4. Engineering, Computer and Computational Sciences
5. Social Sciences and Humanities
6. Other (Please specify)

Field/Discipline: Please select the category that most closely matches the proposed research.

1. Anthropology or Sociology
2. Arts and Humanities
3. Astronomy and Space Sciences
4. Biology
5. Biophysics
6. Bioengineering and Biofuels
7. Chemistry and Materials Science
8. Computer Science
9. Earth Sciences
10. Economics
11. Energy
12. Engineering
13. Environmental Sciences
14. Mathematics
15. Oceanography or Water Resources
16. Policy and Security Studies
17. Physics
18. Social Studies of Science and Technology
19. Statistics
20. Other (Please specify)

Estimated Budget: Section 1 includes a box to indicate the proposed budget. Enter the estimated total amount requested.

Project Period: Enter the anticipated project period (1 to 3 years).

Section 2: Download Templates and Instructions

This section includes downloadable LOI submission instructions.

Section 3: Enable Other Users to Access this Proposal

This section allows applicants to designate others, for example a Collaborating Investigator, to access their profile or proposal(s) to assist with proposal writing or submission.

Section 4: Applicant PI

This section requires the identification of the Applicant PI.

Section 5: Applicant Institution

See information about how to select your Applicant Institution under the section “Step 2: Applicant Registration with pC” above.

Section 6: Lead Co-Investigator for Each Collaborating Campus/Institution. Provide contact information for one lead co-investigator for each participating campus and/or lab.

Section 7: Letter of Intent

In the text box provided, give a summary of the project in non-scientific terms that would be understood by a general audience. The summary will be public information. The summary is limited to no more than approximately 300 words. Information entered must be text only (scientific notations, special characters, fonts, and other rich-text formatting cannot be saved or displayed. Carriage returns can be used for the start of a new paragraph but should NOT be used at the end of each line.

Section 8: Reviewer Recommendations

The University of California, Office of Research & Graduate Studies will constitute the panels, assign reviewers, and make final determinations regarding panel composition. You may suggest qualified individuals for consideration who could provide reviews of your proposal without conflict of interest. Please list the name, address, email address and telephone number of reviewers. In addition, you may identify scientific peers who you do not want to review your proposal. If you request exclusion of a reviewer you MUST provide an explanation.

Section 9: Validate LOI

Section 9 enables applicants to verify successful submission of an LOI to pC. The system will notify applicants of any outstanding information required to complete the submission process.

Section 10: Submission of LOI

Following the submission of an LOI to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support.

Should you have any questions regarding the content or eligibility of proposals for the RFP, please contact:

- Research Grants Program Office by phone at 510-987-9386
- or email at RGPOGrants@ucop.edu

For the most up-to-date application and review cycle information refer to the following website:

<http://www.ucop.edu/labresrfp/call.html>

Technical questions regarding proposalCentral submission should be directed to pcsupport@altum.com.