



UC Proof of Concept Program: Commercialization Gap Grants 2012-13 Application Instructions

2012-13 Proof of Concept: Commercialization Gap Grant Deadlines

PI Letter of Intent & Project Eligibility and Commercial Assessment Form Submission Deadline*	Tuesday, October 9, 2012 (12:00 Noon PT/ 3 PM ET)
Notification of LOI & Eligibility Review (anticipated)	Tuesday, October 23, 2012
Proposal Submission Deadline	Thursday, December 6, 2012 (12:00 Noon PT/ 3 PM ET)
Expected Notification of Review Outcome	Friday, April 5, 2013
Research Commences	June 1, 2013

The following application instructions apply to proposals for **Proof of Concept (PoC) Commercialization Gap Grants**. 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 individual form are provided on the form template itself.

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 “Sections and Components”](#).

Prior to beginning your full application, your letter of intent must be approved. Access to application forms is not available until LOIs are 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” to begin the full application process.

STEP ONE: Submit a Letter of Intent. Upon receipt of notification of LOI approval, login as an applicant to proposalCENTRAL <https://proposalCENTRAL.altum.com/> and click the “Edit” button next to the approved LOI. This will provide access to online data forms and proposal form templates.

STEP TWO: Start a proposal. Once your LOI has been approved, applicants will receive an email inviting them to start a full proposal via proposalCENTRAL. Information from the submitted LOI will be copied to the proposal, where appropriate.

STEP THREE: 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 FOUR: Electronic Submission. Once online data forms are completed and proposal forms are completed and uploaded, you will submit the proposal by **clicking the “Submit”** button on the “Electronic submission” page. 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.** 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 (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

Professional 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. **Institution & Contacts.** Please review the information to be sure the institution profile is correct for the submitting campus/institution. Enter any other participating campuses or institutions which will participate on this project (separate by commas).
6. **Key Personnel.** List all key personnel, excluding the Principal Investigator. This includes co-investigators, collaborators and consultants, regardless of whether they will be supported by the project budget. **The names listed here will be used to screen potential peer reviewers for conflicts of interest.**
7. **Brief Abstract, Market Applications and Key Words.** Enter a brief non-technical abstract and a summary of the potential Market Applications. (There is a 2,500 character limit for each, including spaces. No special characters or formatting.) Enter at least 3 keywords (and up to 5) 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 "2. Budget Summary". Please ensure that the information entered matches the excel Budget Workbook. Letters A & B listed in each category on this form correspond to the letters listed in the Budget Workbook Summary.
9. **Organization Assurances.** Provide required information on approvals for the use of human subjects (IRB) and vertebrate animals (IACUC).
10. **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 ("Proposal Form Templates"). 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. Private sector/industry scientists will not be included among reviewers.
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. The Contracts & Grants officer may choose to upload this signed page as the official "[Contracts & Grants Approval and Submission Letter](#)", or upload a standard campus submission letter or form. *NOTE:* The PoC Program does not require the signature of a campus official to submit a proposal. However, local UC campus Offices of Research (C&G or SPO) may require review and sign off prior to submission. It is the PI's responsibility to follow local rules for submitting a proposal and confirm that all project participants have obtained local approval, if required, in advance of submission.

14. 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 Proof of Concept (POC) Grants:

FORM NAME	Required for POC proposals?	Notes
Project Participants	(required)	
Project Narrative	(required)	5 pages maximum plus 2 pages for citations (Total 7 pages max). See template for details.
Budget Workbook	(required)	Download the excel budget workbook and use the spreadsheets to generate the budget. Upload BOTH the PDF forms and excel workbook to proposalCENTRAL.
Budget Justification	(required)	
Biographical Sketch and Relevant Publications	(required for Principal Investigator)	3 pages maximum
Other Current and Pending Support	(required for Principal Investigator)	
Project Eligibility and Commercial Assessment Form	(optional)	If information changes after the LOI submission, it must be updated and uploaded prior to final submission of the full application.
Signature Page	(required)	Upload the proposalCENTRAL generated Signature Page with PI signature. <i>As noted above</i> , the PoC Program does not require the signature of a campus official to submit a proposal. However, local UC campus Offices of Research (C&G or SPO) may require review and sign off prior to submission. It is the PI's responsibility to follow local rules for submitting a proposal and confirm that all project participants have obtained local approval, if required, in advance of submission.