



Research Grants Program Office
University of California, Office of the President
Cancer Research Coordinating Committee

2016 REQUEST FOR PROPOSALS for award year 2017

November 18, 2015

Effective July 1, 2015, administration of the University of California Cancer Research Coordinating Committee (CRCC) moved to the Research Grants Program Office (RGPO) at the UC Office of the President. Beginning this award cycle, applications will be submitted through proposalCENTRAL and funded awards will be administered by RGPO staff. As RGPO systems may introduce new procedures and timelines, CRCC applicants should carefully read all the information included in this Request for Proposals (RFP) and the application instructions.

Overview of Funding Opportunity

The UC CRCC is a systemwide, faculty-directed cancer research program that provides competitive intramural research awards for topics in any discipline that address any aspect of cancer, including its origins, prevention and cure. Funding for this opportunity is provided through donations and bequests to UC for cancer research. CRCC funds support meritorious research spanning basic research to applied clinical research in any field relevant to cancer. The CRCC provides one-year seed grants to faculty on the ten UC campuses, with the expectation that the most promising endeavors will become competitive for larger, long-term grants from other funding sources. Currently, the CRCC awards grants to:

- New UC faculty to initiate cancer research projects;
- Established investigators in other areas of research to initiate cancer research projects;
- Established cancer investigators to initiate cancer studies in new areas.

Awards are made in two categories: New Assistant Professor (NAP) and Regular (REG), as described below. The maximum award amount for the 2017 award year will be \$55,000. The award term is January 1, 2017 through December 31, 2017. General program information regarding the CRCC may be found on our website: <http://ucop.edu/research-initiatives/programs/crcc/>.

This RFP contains information regarding due dates, eligibility and exclusion criteria, budget guidelines, application components, and the review process and program contacts. Letters of Intent (LOIs) and Applications must be submitted in compliance with this RFP and the application instructions.

Key Dates

RFP Release:	Wednesday, November 18, 2015
Applicant Teleconference* (optional):	Thursday, December 10, 2015 at 10:30 AM (register here)
Letters of Intent (required):	Thursday, January 21, 2016
Notification of LOI Decision:	by Friday, January 29, 2016 at 5:00 PM
Full Proposals Due:	Thursday, March 31, 2016
Notification of Review Outcome:	Thursday, September 1, 2016 (expected)
Award Start Date:	January 1, 2017

All submission deadlines are **12:00 noon** Pacific Time (please note that this appears as 3:00 PM Eastern Time in proposalCENTRAL).

**Because proposalCENTRAL may be new to some applicants, we are offering an optional teleconference orientation on how to use the online system. Registration and call-in information and other program updates will be available on our website at: <http://ucop.edu/research-initiatives/programs/crcc/request-for-proposals.html>.*

Overview of the Application and Selection Process

The LOI is a new requirement for the application process. Applicants must submit their LOI using the online proposalCENTRAL application system. LOIs will be reviewed for eligibility, and those that do not meet the criteria listed below will be declined. Only approved LOIs can proceed to full proposals.

Access to the full application on proposalCENTRAL is available only to those with approved LOIs, submitted by the LOI deadline. Full proposals must be submitted online and in accordance with the instructions, templates, and guidelines provided, and must conform to the requirements of this RFP. It is the applicants' responsibility to check the program website for any updates or clarifications prior to submitting the full proposal.

Full proposals undergo a competitive peer review and ranking process by the CRCC active membership, and will be scored on both merit and cancer relevance, as outlined herein. Program funding varies on a year-to-year basis, but it is expected that about \$1.75 million will be available for new awards. Final funding decisions are based on ranking and availability of funding and may not be appealed.

Eligibility and Exclusion Criteria

Adherence to eligibility requirements will be evaluated at the LOI stage, as well as during the full proposal review.

1. Eligible Principal Investigators (PIs): Proposals must be submitted by a member of the Academic Senate at one of the ten UC campuses who serves as the PI for the award. PIs must be employed a minimum of 50% time on UC administered payrolls at a UC campus, and must apply through their UC campus. Awarded proposals will be administered by the department or unit identified in the proposal. A signature from the PI's Department Chair or chair of their administrative unit is required at the full proposal stage for verification of appointment, percent time employed, and Academic Senate membership.

PIs may apply in one of two categories: Regular (REG) or New Assistant Professor (NAP). Eligibility for the NAP category requires that the applicant have an effective initial UC appointment date (for the purpose of merit and promotion timing) between January 1, 2012 and January 1, 2015. If the PI's promotion schedule has been altered for any reason, changes must be explained in the LOI and will be reviewed and approved as part of the LOI process.

2. Exclusion Criteria: An applicant is eligible to receive CRCC funds for only *nonconsecutive* years. The CRCC does not award grants to laboratories already receiving substantial research support. Awards will not be made to investigators who have support for their research program (direct costs) exceeding \$350,000 in the proposed award year. In addition, it is not the intent of the Committee to continually provide support to any one laboratory or investigator.

3. Resubmission Criteria: Unsuccessful applicants in the REG category are permitted to reapply to the CRCC once in any two-year period. This restriction does not apply to applicants in the NAP category; unsuccessful applicants in the NAP category are eligible to reapply once every year.

Budget Guidelines

1. **Budget Request:** The maximum award request is \$55,000. All budget line items must directly support the research in the proposal and must be justified in relation to the scope of work. Costs to supplement other awards are not allowed.
2. **Duration of a Grant:** Grants are awarded for a one-year period, January 1, 2017 through December 31, 2017. If the research program described is of longer duration, it is the applicant's responsibility to clearly designate what part of the project is to be undertaken during the award year with CRCC funds. These seed grants are not intended to be a source of continuing support, and extramural support should be sought for projects requiring further funding. The CRCC expects that the funds provided will be used for a full year of research by the PI. The CRCC will not provide funds for a partial year of research. The funds may not be transferred to another researcher. The PI should not accept the award if there is a likelihood of leaving the University of California within the award period.
3. **Logical Extension and Overlap:** CRCC REG Awards are intended to be used to support new projects, not continuing projects. **Logical Extension**, defined as proposed research that is a direct scientific continuation of research carried out with prior extramural funding (e.g., science that one would expect in a renewal application of the extramural grant), is not allowed for REG awards. Applications in the NAP category may propose projects that are logical extensions of existing research. CRCC funds may not be used to support overlapping projects in either the REG or NAP categories. **Overlap** is defined as research that is substantially the same as research described in a pending or funded extramural proposal.
4. **Allowable Costs:** CRCC funds may be used to support graduate students and postdoctoral scholars working on the project, salary support for technical assistance, and for supplies, services and equipment required specifically for the project and not otherwise available through department or university facilities. Expenses for equipment maintenance and service contracts, personal computers (including computer hardware and/or software) and other equipment are allowed only if a sufficient justification specific to the proposed research is provided. Please note that it is not the intention of the CRCC to fund the purchase or construction of costly pieces of equipment; however, justification will be considered on a case-by-case basis. A budget itemization and justification is required in the full proposal.
5. **Non-allowable Costs:** The following costs may not be charged to a CRCC award: salary support for the PI or faculty collaborators, regular or visiting academic (either research or teaching) staff, clerical assistance or consultants; clinical trials; patient care costs; office supplies, books, periodical subscriptions; patent execution costs; membership fees; registration fees; fundraising costs; and travel expenses. CRCC grants also do not provide indirect cost recovery.

Letters of Intent: Components, Review and Selection

All applicants must submit an LOI using proposalCENTRAL. LOI instructions are available [online in proposalCENTRAL](#) and Appendix 1 of this document. LOIs must be submitted by Thursday, January 21, 2016 at 12:00 noon Pacific Time (3:00 PM Eastern Time).

The LOI must include the following required information:

1. PI name, title and departmental and campus affiliation;
2. Applicant category: Regular (REG) *or* New Assistant Professor (NAP) and NAP eligibility criteria
3. Indication of resubmission status
4. Abstract (2400 characters/~350 words) providing a brief description of the proposed scope of research and activities (this is the body of the "Letter of Intent"; do not submit a separate letter).
5. Keywords: Supply up to 10 keywords or short phrases that characterize the proposed research.

LOIs must include required elements and will be evaluated for eligibility to submit full proposals in accordance with the criteria outlined in the Eligibility and Exclusion Criteria section above. Information provided in the LOI will be used to assist in planning for the full review. All applicants will be notified of the LOI outcome, but no feedback or comments on the proposed research will be provided.

Full Proposal: Content, Review and Selection

Proposals must adhere to all of the requirements to be forwarded to the peer review stage. For reference only, sample application materials will be made available in January 2016 on our website at:

<http://ucop.edu/research-initiatives/programs/crcc/request-for-proposals.html>.

Scope and Content of the Full Proposals

The full proposal must include the following components (maximum page length indicated for each section must be strictly adhered to):

1. Abstract (2400 characters/~350 words): The abstract should be appropriate for a general scholarly audience. Avoid disciplinary jargon or technical language specific to a single field. The abstract is not counted in the 5-page limit.
2. Common Scientific Outline Code: As a new requirement, applicants will be asked to code their research according to the [Common Scientific Outline \(CSO\)](#) classification system which is organized into six broad areas of scientific interest in cancer research. Instructions on how to select the appropriate CSO codes are available online in proposalCENTRAL and in the application instructions.
3. Proposed Research Activities (5-page maximum; up to 2 additional pages for literature cited, not included in the 5-page limit): Describe the scope of the proposed research and its significance, including: a concise statement of the problem to be solved (e.g., state the hypothesis to be tested); sufficient background to orient those not familiar with the problem; preliminary data if available or other relevant data from the applicant's work or that of others; and sufficient detail describing the applicant's proposed research and specific aims such that the Committee can evaluate the applicability and likelihood of success of the research plan, as well as the potential significance of the results.

The scope of the proposal should be suitably limited such that completion in one year is a reasonable expectation. The narrative must emphasize what the PI expects to accomplish with the CRCC funds, including expected outcomes, potential problems and alternative strategies. Sufficient detail must be given in this section to make it possible for Committee members to clearly distinguish this project from others in the applicant's research portfolio with respect to issues of potential overlap and/or logical extension.
4. Relation of Project to Cancer (1 page maximum): CRCC funds are intended to support research clearly and directly related to cancer and are not intended for support of general biological or other health research. Proposals are scored for cancer relevance separately from overall scientific merit.
5. Itemized Budget and Justification (1 page maximum): Provide an itemized budget for the proposed activities in accordance with the allowable costs and budget guidelines. A budget justification, not to exceed one page and uploaded as a separate attachment, that describes significant project expenditures is also required. The budget should include direct costs only (*no indirect costs are allowed*).
6. Other Support: Use the template provided to identify all current and pending extramural grants that provide direct financial support to the PI's laboratory. The list should include all research grants, program project grants (details and funds for the PI's sub-project only) and other pertinent extramural sources of

funds that support the applicant's research for the award calendar year. Include direct costs only. Do not include start-up funds, salary-only grants and fellowships for the PI, or training grants for graduate students that do not supply research support for the PI's laboratory or research group. For each grant, include the abstract, and describe any scientific relationship that exists between that grant and the proposed CRCC project and, specifically, how they differ.

7. Additional Attachments (all required unless otherwise noted):

- a) PI biosketch, not to exceed two (2) pages, using the NIH template (exclude the Personal Statement, Contribution to Science, and Research Support sections);
- b) Signature of Department Chair or Chair of the PI's administrative unit verifying the PI's appointment eligibility, using the template provided;
- c) For projects requiring IRB or IACUC approval: a one-page summary of any human subjects or animal use issues that require approval (*if applicable*);
- d) For resubmissions only: the "Revised Proposal" template must be included with the application if the grant being submitted is a revision of one that was not previously approved for CRCC funding (*if applicable only*); and
- e) Letters of collaboration for individuals who will be participating in the project in a significant way, on an ongoing basis (*optional*).

Proposals must be submitted through the PI's campus Office of Research (C&G or SPO). The PI is responsible for obtaining all required signatures and following campus proposal submission procedures.

Proposal Review and Scoring Criteria

The review process is competitive and the CRCC will evaluate proposals based on the scoring criteria and program priorities. Committee members are faculty drawn from the University of California system with a wide variety of expertise. Review assignments will be made to ensure a fair and balanced review and to address conflicts of interest.

Proposals receive a combined score based on merit and cancer relevance. Scoring is based on specific consideration of the following:

1. Significance of Questions/Problems to be Solved: Proposed research should address compelling questions related to cancer research or proposed cutting-edge directions that are likely to lead to important scientific or scholarly breakthroughs relevant to any aspect of cancer.
2. Proposed Methods: Methods proposed are appropriate and feasible for the questions to be solved.
3. Probability of Success: Proposed research project can be accomplished within the 1-year time frame of the award.

In making funding recommendations, reviewers also consider:

1. Budget: Appropriateness of requested budget for the proposed activity.
2. Overlap and Logical Extension: REG proposals that are found to have overlap or be logical extensions of existing research projects may receive a recommendation for zero budget (not funded) regardless of the merit score. For NAP applications, logical extension criteria do not apply, but overlap will still be considered as part of the funding recommendation.

Final Selection

A rank-ordered list of proposals will be forwarded to the CRCC Executive Secretary for final determination of awards based on available funding. Funding decisions are not subject to appeal.

Upon nomination for funding, applicants will be required to provide updated Other Support information and meet other pre-funding criteria. Funded proposals must comply with all relevant UC, state, and federal research policies and PIs are required to submit a progress report at the end of the fund year, and final report of research outcomes in four years. Publications and other dissemination resulting from research supported by the CRCC must acknowledge CRCC support in the publication.

Research Program Oversight

The CRCC Executive Secretary is responsible for program oversight. CRCC awards are administered by the Research Grants Program Office at the UC Office of the President. Funded proposals will be assigned to a program officer who will serve as the primary program contact.

Additional Information

For questions on program scope and priorities, please contact: UCRI@ucop.edu. We also encourage you to review the CRCC Application Frequently Asked Questions (FAQ) document on our [website](#).

Administrative questions regarding the application process may be directed to: RGPOGrants@ucop.edu

Technical Questions related to use of proposalCENTRAL: Please email pcsupport@altum.com or call 800-875-2562 (Toll-free U.S. and Canada) Technical support for online submission is available through proposalCENTRAL (Monday – Friday 8:00 AM – 5:00 PM Eastern Time. Please note that from California, you must call between 5:00 AM and 2:00 PM).

Updated Program Announcements, FAQs and RFP clarifications (if any), and Applicant Information teleconference information will be posted on the CRCC page of the [UCRI website](#). To ensure LOI and proposal submissions meet all program requirements, PIs and grant administrators are strongly encouraged to check the website for any program updates prior to submission:

<http://ucop.edu/research-initiatives/programs/crcc/index.html>



University of California Research Initiatives Cancer Research Coordinating Committee

Letter of Intent Instructions for 2017 Awards

The University of California (UC) Office of the President is pleased to provide applicant instructions for submission of a Letter of Intent (LOI) to the [2017 Cancer Research Coordinating Committee \(CRCC\) Awards Call for Proposals](#) announced on November 18, 2015. Submission and approval of a LOI is required to submit a full proposal to this Request for Proposals (RFP). Once the LOI is approved, applicants will be invited to submit a full proposal. LOIs will be screened for eligibility and completeness. No feedback or comments will be provided on the LOI submission. LOIs must be submitted electronically **by January 21, 2016 before 12:00 noon Pacific Time** in the **proposalCENTRAL (pC) system**. We encourage early submission of LOIs. Please note: LOIs will not be accepted after the deadline.

OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI must be submitted using the online system pC at <https://proposalCENTRAL.altum.com/>. Applicants may submit LOIs via the online system anytime between November 18, 2015 and January 21, 2016. The LOI submission must be **completed** (not merely initiated) by the 12:00 noon PT deadline. Therefore, plan ahead in preparing your submission.

Step 1: Applicant Registration with proposalCENTRAL

Applicant Principal Investigators (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.

The screenshot shows the proposalCENTRAL homepage. At the top, there is a navigation bar with links for FAQ, Customer Service, Help, and Login. The main heading is "Welcome to proposalCENTRAL". Below this, there is a paragraph of text about the website and contact information. The page is divided into two main sections: "APPLICATION LOGIN" and "PEER REVIEWER". The "APPLICATION LOGIN" section has a "Username or E-mail" field, a "Password" field, a "Forgot Your Username/Password?" link, a "LOGIN" button, and a "Need an account?" link. The "PEER REVIEWER" section has a "CLICK HERE" button. Two red arrows point from text boxes to the page: one from "Existing users log in here" to the "LOGIN" button, and another from "New users register here" to the "CREATE ONE NOW!" button.

proposalCENTRAL
Making the world a brighter place, one idea at a time.

Welcome to proposalCENTRAL

An e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com

APPLICATION LOGIN

Username or E-mail

Password

[Forgot Your Username/Password?](#)

LOGIN

[Need an account?](#)

CREATE ONE NOW!

PEER REVIEWER

CLICK HERE

[Existing users log in here](#)

[New users register here](#)

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. Every applicant must first select his/her institution. All UC campuses have confirmed institution profiles in pC under “Regents of the University of California.” 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. Below is a list of UC campuses and their corresponding profile names in pC. When selecting your institution, please look in the “Institution Status” column to ensure that you are selecting the confirmed institution profile.

Campus	pC Profile Name
UCB	The Regents of the University of California, Berkeley
UCD	The Regents of the University of California (University of California Davis)
UCI	The Regents of the University of California (Irvine)
UCLA	The Regents of the University of California, Los Angeles
UCM	The Regents of the University of California, Merced
UCR	The Regents of the University of California, Riverside (UCR)
UCSB	The Regents of the University of California, Santa Barbara
UCSC	The Regents of the University of California, Santa Cruz
UCSD	The Regents of the University of California, San Diego
UCSF	The Regents of the University of California, San Francisco (Contracts & Grants)

Step 2: LOI Submission

- To prepare an LOI, log in to pC and select the “**Grant Opportunities**” tab. You can either use the menu bar in the center to select “**University of California - Cancer Research Coordinating Committee**” and then click on “**Filter list by GrantMaker,**” or scroll down the list until you see “**University of California - Cancer Research Coordinating Committee.**”
- On the right, click the **Apply Now** link to begin the LOI submission process. For more information about the requirements for the LOI or other RFP terms and conditions, please reference the most recent RFP document posted on the [CRCC website](#).

The screenshot shows the proposalCENTRAL Application System interface. At the top, there's a navigation bar with links for FAQ, Customer Service, Help, and Logout. Below this is a menu bar with tabs for Manage Proposals, Professional Profile, Institution Profile, and Grant Opportunities. The Grant Opportunities tab is selected. Below the menu bar, there's a section for All Opportunities with a total of 1 Opportunity. A dropdown menu shows the selected opportunity: University of California - Cancer Research Coordinating Committee. Below this, there's a button for Filter List by GrantMaker. A table displays the opportunity details, including Grant Maker, Programs, LOI Deadline, Proposal Deadline, Contact Information, and Apply Now. The Apply Now button is highlighted with a red callout box.

1. Click on “Grants Opportunities”


2. Filter List by “University of California – Cancer Research Coordinating Committee”

3. Click “Apply Now” to start LOI

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

STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details for 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 website. 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.



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CRCC

[FAQ](#) || [Customer Service](#) || [Help](#) || [X1 Close Window](#)
Gee, Amy

LOI To: University of California - Cancer Research Coordinating Committee CRCC Research Award
Title (Applicant): *Enter a title here, then press Save.* (Gee, Amy)

Deadline: 1/20/2016 3:00:00 PM (U.S. Eastern Time)

LOI Sections
Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

- 1) [Title Page](#)
- 2) [Download Templates & Instructions](#)
- 3) [Enable Other Users to Access this Proposal](#)
- 4) [Applicant PI](#)
- 5) [Applicant Institution](#)
- 6) [Faculty Collaborator\(s\), if any](#)
- 7) [Abstract](#)
- 8) [Reviewer Recommendations](#)
- 9) [Validate](#)
- 10) [Signature Page\(s\)](#)
- 11) [Submit](#)

Proposal Sections
LOI must be submitted and approved before Proposal can be completed.

Support Links
[Grantmaker Website](#)
[Program Guidelines](#)
[Email to Program Admin](#)
[Application FAQs](#)

Proposal Identifiers
LOID: 81850

Title Page

[Save](#) [Print](#) [Next>](#)[Cancel](#) [Exit](#)

Enter a title for your application, then press Save.
Do not exceed 60 characters, including spaces. Quotation marks not allowed. Press Next to save any changes and go to the next proposal section.

*** Project Title**

Application Type

*** Application Type** ☐ Regular (REG)
☐ New Assistant Professor (NAP)

For New Assistant Professor (NAP) applications, please specify month and year of UC appointment:

If promotion schedule has been altered for any reason, please provide the time frame and a brief explanation:

CRCC History – Did you receive CRCC Support during Previous Three Award Years (include title if yes):

*** 2013-2014:** ☐ Yes ☐ No
If yes, title of proposal

*** 2014-2015:** ☐ Yes ☐ No
If yes, title of proposal

*** 2015-2016:** ☐ Yes ☐ No
If yes, title of proposal

Revised Proposal

*** Is this a revision of a previously submitted proposal:** ☐ Yes ☐ No
If yes, please enter year of original submission.

Title Page

[Save](#) [Print](#) [Next>](#)[Cancel](#) [Exit](#)

Complete each of the LOI sections as indicated in the instructions below

Section 10) Signature Page(s) allows you to print a PDF version of your LOI. You DO NOT need to obtain signatures for the LOI.

Be sure to “Submit” your LOI in section 11 once you are complete

Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-8) may be completed in any order and do not need to be completed in one session. Note: 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 are allowed.

Application Type:

- Using the available radio buttons, please indicate if this is a **Regular (REG)** application, or a **New Assistant Professor (NAP)** application. A response to this question is required.
- For New Assistant Professor (NAP) applications, you must specify the month and year of UC appointment in the textbox provided.
 - If your promotion schedule has been altered for any reason, please provide the time frame and a brief explanation in the textbox provided.

CRCC History – Did you receive CRCC Support during Previous Three Award Years (include title if yes):

- Using the available radio buttons, please indicate if you have received CRCC support during the three awards years listed. A response is required for each year.
 1. 2013-2014
 2. 2014-2015
 3. 2015-2016
- If you answered yes to any of the years listed, you **MUST** include the title of the proposal funded.

Revised Proposal:

- Provide a response (Yes/No) to the question “Is this a revision of a previously submitted proposal?”
- If you select “Yes,” please enter the year of original submission in the available textbox.

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, a Collaborating Investigator for example, to access their profile or proposal(s) to assist with proposal writing or submission.

Section 4: Applicant PI

Applicant Profile: This section requires the identification of the Applicant PI; all relevant information will be populated from the Applicant PI's profile. To update any information about the Applicant PI, click on “**Edit Professional Profile**”.

Eligibility of Principal Investigator and Extramural Support: For information about eligibility requirements, please refer to the RFP posted on the CRCC website.

- Provide a response (Yes/No) to indicate if you are a member of the Academic Senate. A response is required.
- In the textbox provided, indicate your Percent Time on UC Payroll at one of ten UC Campuses. A response is required.
- Provide a response (Yes/No) to the question: “At this time, does your currently available financial support exceed \$350,000 in direct costs?” A response is required.
- Provide a response (Yes/No) to the question: “At this time, do you have funded and pending financial support for calendar year 2017 that exceeds a total of \$350,000 in direct costs?” A response is required.

Section 5: Applicant Institution

See information about how to select your Applicant Institution in the “Step 1: Applicant Registration with pC” section above.

Section 6: Faculty Collaborator(s), if any

Provide contact information for any faculty collaborator(s) involved with this project on an ongoing basis. This section is optional and is not required.

Section 7: Abstract

Abstract: In the textbox provided, concisely summarize the proposed project. This abstract serves as the LOI and is limited to 2,400 characters including spaces (approximately 350 words). Information must be entered as text only (scientific notations, special characters, fonts,

and other rich-text formatting cannot be saved or displayed. The text will automatically wrap: Carriage returns should be used for the start of a new paragraph but should NOT be used at the end of each line.) The abstract is non-confidential, and may be published or circulated by the Program. An abstract is required.

Keywords: In the textbox provided, list ten keywords or short phrases that characterize your proposal. A response is required.

Section 8: Reviewer Recommendations

Proposals are reviewed by active members of the UC CRCC, who must be members of the UC Academic Senate with expertise in areas relevant to cancer research. We are always interested in identifying qualified individuals from among the UC faculty. Recommendations will undergo the CRCC process for selecting new members. To make nomination(s), please list the name, address, and email address of the reviewer(s).

We make every effort to avoid conflicts of interest in assigning proposals for review. You may identify CRCC members who you do not want to review your proposal. Such requests **MUST** include a brief explanation of the perceived conflict. Final determination of review assignments is at the discretion of the Program. All requests to include or exclude reviewers are confidential. To add a reviewer for inclusion/exclusion, click on “**Add New Entry**,” and a pop-up box will appear for you to enter the reviewer’s contact information. If you choose to exclude a reviewer, you **MUST** type in an explanation in the text area.

Section 9: Validate

Section 9 enables applicants to verify that the LOI is ready for submission. The system will notify applicants of any outstanding information required to complete the submission process.

Section 10: Signature Page(s)

Please note that a signed signature page is **NOT** required as part of the LOI submission. This section is made available so applicants may print or download their LOI submission. Click on the “Print Signature Pages and Attached PDF files” button to view, print, or download the completed LOI. A signed signature page will be required at the full application stage, should the LOI be approved for full application submission.

Section 11: Submit

Click on the “**Submit**” button to submit your LOI to the program. 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 your application, please contact:

- UC Research Initiatives at UCRI@ucop.edu regarding program content and eligibility
- Research Grants Program Office at RGPOGrants@ucop.edu or by phone at 510-987-9386 regarding application and pre/post-award procedures.
- Technical questions regarding proposalCentral submission should be directed to their customer support at 800-875-2562 or pcsupport@altum.com. Please note their hours are 8:30am – 5pm ET/ 5:30am – 2pm PT.

For the most up-to-date application and review cycle information refer to the following website: <http://ucop.edu/research-initiatives/programs/crcc/>