MRPI FULL PROPOSAL INSTRUCTIONS

The following set of documents contain instructions and information on how to apply for the 2014-2015 Multicampus Research Program and Initiatives Planning and Program Awards upon acceptance of an LOI.

Documents Include:

- **Instructions for accessing and completing the online application materials in proposalCentral**
- **Templates for proposal narrative with instructions and budget workbook instructions**
- **FAQs Regarding the 2014-2015 MRPI Competition and Proposal Process**

PLEASE NOTE: <u>ALL</u> Full Proposals MUST be submitted via proposalCentral in accordance with the instructions by <u>August 7, 2014 at NOON</u>. No other form of submission or any late submissions will be accepted.

UC Multicampus Research Programs and Initiatives
Proposal Submission Instructions

Proposal Submission Deadline	**Thursday, August 7, 2014 at 12 pm (noon) PDT/** (3 pm EDT as shown in pC)
Notification of Review Outcome	December 2014
Award Start Date	January 1, 2015

The following application instructions apply to proposals for **UC Multicampus Research Programs and Initiatives** solicited in response to the Request for Proposals (RFP) (http://www.ucop.edu/research-grants-program/programs/multi-campus-research-programs-and-initiatives.html). Please review the RFP carefully before applying. **To be able to complete a proposal you must have submitted an LOI prior to the LOI deadline on June 3, 2014 and have received an LOI approved notification.**

The **UC Multicampus Research Programs and Initiatives requires the signature of the applicant PI and the campus official from the host campus administering the funds on the signature page of the proposal.** PIs are responsible for ensuring all relevant research policies and budget requirements are complete and accurate. It is the applicant PI's responsibility to follow local rules for submitting a proposal and confirming that all collaborators have obtained any additional local approvals prior to submission, if required. It is the applicant PI's responsibility to obtain the host campus official signature on the signature page of the proposal prior to uploading the signature page and submitting the full proposal via proposalCENTRAL. The signature page is due at the time of proposal submission. Some campus officials may require up to two or three weeks to review and sign off on proposals. Therefore, please check with your campus official in advance to ensure you have sufficient time to complete the proposal, obtain the necessary signature, and submit all materials via proposalCENTRAL prior to the submission deadline on August 7, 2014 at 12pm noon PT.

A. Online Proposal Submission

The proposal must be submitted using the online system, proposalCENTRAL (pC) at https://proposalCENTRAL.altum.com/. The proposal submission must be **complete** by the 12:00 noon deadline (not merely initiated). Therefore, plan ahead in preparing your submission, and allow a minimum of two hours to receive confirmation of your successful submission by the deadline.

For help with proposalCENTRAL, please email pcsupport@altum.com or call 800-875-2562. ProposalCENTRAL customer support is available Monday – Friday from 5:30am - 2:00pm (PDT).

B. Step by Step Overview of Proposal Submission Process

STEP ONE: Log in to proposalCENTRAL to access materials. 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. The applicant PI should then login to proposalCENTRAL as an "Applicant". Click the "Edit" button next to the approved LOI. This will provide access to full proposal materials and 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. You must click on "Submit" after the system validates that your proposal is free of errors.

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. **You must enter the project start and end dates.** All projects must have a start date of 01/01/2015. For a two-year planning award, the end date cannot be beyond 12/31/2016. For a multi-year program award, the project end date cannot be beyond 12/31/2018. **Please ensure to update the requested budget amount.** This amount must match the total amount of the Budget Workbook. If there is a discrepancy, the lesser amount will be used for funding consideration of your proposal. You must click on "Save" in order to click on "Next" to proceed to the next section.

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). You must designate a signing official and a fiscal contact for your proposal from the host campus. The same individual may serve as both the signing official and the fiscal contact if that is the case with your institution. You can add these contacts by selecting from the list that the system populates based on your institution's profile, or by entering the individual's email address and click on "add." To add a person: Enter the email address 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'. Click on "Edit" or "Del" under the "Action" Column to make changes to an existing entry.

6. **Site Lead for Each Collaborating Campus.** Any information provided on the LOI under this section has been prepopulated. Modify the entries as necessary. You must provide contact information for **one** site lead for each participating campus and/or lab. To add a person: Enter the email address for the site lead 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'. Click on "Edit" or "Del" under the "Action" Column to make changes to an existing entry. Personnel who are not site leads should not be included in this section, but listed on the Key Personnel template instead.

7. **Abstracts & Research Area.**

   Abstract: The abstract text box provided has been pre-populated with the submitted Letter of Intent. Replace or modify the content of the letter of intent to serve as the project abstract. The abstract should summarize the primary goals, activities, scholarly contributions and expected outcomes and/or benefits of the proposed collaboration. This summary description is limited to no more than 2,500 characters, including spaces, or approximately 400 words/one typed page. 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 summary is non-confidential, and may be published or circulated by the program.

   Research Area: The selection of research field(s) and thematic area(s) has been prepopulated from the LOI. Modify your selection as needed.

   Primary Research Field: Please select a primary research field from the list below that most closely describes your field of research. A selection is required. The categories are:

   - Arts and Humanities
   - Social and Behavioral Sciences, Policy Studies
   - International and Area Studies
   - Biological, Life and Health Sciences
   - Environmental and Earth Sciences
   - Physical and Computational Sciences

   Secondary Research Field: If applicable, please select a secondary research field from the list below that most closely describes your field of research. A selection is optional. The categories are:

   - Arts and Humanities
   - Social and Behavioral Sciences, Policy Studies
   - International and Area Studies
   - Biological, Life and Health Sciences
   - Environmental and Earth Sciences
   - Physical and Computational Sciences

Thematic Area: Please select up to 2 thematic areas that describe your proposal, if any of the following are applicable. This selection will only be used for administrative planning, and is not a comprehensive list of eligible topics. Please note a response is optional.

01 Agriculture / Biotechnology
02 California Studies
03 Climate Studies / Climate Change
04 Cultural Studies / Ethnic Studies
05 Data Systems
06 Development Studies / Regional Economies
07 Disparities Research
08 Education
09 Energy
10 Engineering / Technology
11 Food /Nutrition / Food Systems
12 Health Systems / Public Health
13 Immigration / Migration Studies
14 Interdisciplinary Studies
15 Literature / Language
16 Media Studies / Communication
17 Nanotechnology /Materials Research
18 Neuroscience / Cognition
19 Physical Sciences
20 Policy Studies / Government
21 Sustainability
22 Urban and Regional Planning / Built Environment / Transit
23 Visual / Digital / Performing Arts
24 Women's Studies /Gender and Sexuality
25 Other / Not Listed

8. **Budget Summary.** Applicants MUST download and complete the excel template "Budget Workbook" prior to completing this form. Applicants MUST use the spreadsheet provided and not create their own. Once the Budget Workbook template is complete, transfer the requested information to this proposalCENTRAL screen from the Budget Workbook tab entitled "Tab 1. BUDGET, HOST CAMPUS". 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 on Tab 1. Note: not all budget line items from the excel workbook are needed on the proposalCENTRAL data form. (e.g. applicants only need to enter the amount corresponding to "I. Total UC to UC Transfers" and do not need to enter the breakdown of the amounts for each sub-agreements on the proposalCENTRAL data form).

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 upload the completed proposal templates for this application. Templates may also be downloaded from this section if they were not downloaded in Section 2. Templates should be completed, **converted to PDFs** as specified in the instructions within the templates, and uploaded prior to completing the validation and submission.

    Note: Make sure uploaded PDF forms <u>are not</u> password protected and <u>do not</u> contain electronic signatures.

11. **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 our consideration who could provide reviews of your proposal without conflicts 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.

    All requests to include or exclude reviewers will remain confidential. Any information provided on the LOI

under this section has been pre-populated. Modify the entries as necessary. To add a reviewer for inclusion/exclusion, click on "Add New Entry." A pop-up box will appear for you to enter the reviewer's contact information. Under the pull-down menu, select "include" or "exclude" reviewer from review. If you choose to "exclude" a reviewer, you MUST type in an explanation in the text area.

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. **The applicant PI must sign the signature page, and must obtain the signature of the host campus institution official and upload the "Signed Signature Page" to section 10**. On this page, the applicant can also click on the "Print Signature Pages and Attached PDF files" link to print out the entire 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. Please note that the system first requires that you click on "validate" to check the proposal for errors. By clicking on "validate" does not submit the proposal. If no errors are found, you can then click on "submit" to submit the proposal.

D. Proposal Templates

Proposal Templates are Word or Excel documents available on proposalCENTRAL either under Section 2 Download Templates and Instructions or Section 10 Upload Proposal Narrative 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 Section 10 on proposalCENTRAL. Be sure to select the correct Attachment Type to identify uploaded templates.

Additional instructions and guidance are located on top of each template.

Note: Please make sure uploaded PDF templates are 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:

FORM NAME	Required	Notes
Proposed Research Activities	Required	5 pages max – upload PDF.
Systemwide Benefits, Engagement, & Accountability	Required	1 page max – upload PDF.
Timeframe, Milestones and Evaluation Metrics	Required	1 page max – upload PDF.
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	2 pages max – upload PDF

Funding Disclosure	Required if applicable	Download and complete the excel template. Convert the completed file into PDF. Upload PDF only.
Curriculum Vitae	Required for Lead PI and Co-PI/Site Leads; no template provided.	One CV or Biosketch to be uploaded separately per each principal investigator (Lead PI and co-PI/site leads). CV/Biosketch limited to 3 pages maximum per person (2 pages recommended). Upload PDF.
Letter(s) of Commitment/Support	Required from host campus VCR's office	3 pages max - Provide letter(s) of commitment and support identifying campus resources (if any) as appropriate to the proposal. A letter of support from the host campus VCR office is required; additional letters of support may be included up to a total of 3 pages maximum. For example, if the host campus VCR provides a one page letter, you may include two additional letters at one page each, or one additional letter at two pages. The total number of pages of all letters must not exceed three pages. – upload PDF.
Literature Cited	Required	2 pages max -– upload PDF
MRPI Prior Accomplishments	Optional for Program Award; does not apply to Planning Award	1 page max – upload PDF.
Key Personnel	Required	Upload PDF.
Signed Signature Page	Required - Applicant PI signature and host campus institution official signature required	Print the proposalCENTRAL generated Signature Page, obtain the necessary signatures, and upload the signed signature page in PDF.

MRPI APPLICATION TEMPLATE INSTRUCTIONS

The following templates and instructions are provided for informational purposes ONLY.

To apply for the MRPI Program – you must have an accepted LOI, login to Proposal Central and download the word or excel versions of the templates and follow the online and template application instructions for proposal submission.

MRPI Proposed Research Activities

Fill in the header with the applicant PI's name.

Use this template as the proposal narrative to identify the specific aims, research activities and scholarly contributions of program or initiative, including the innovative and collaborative components that advance scholarship in an emerging field(s), multi- or interdisciplinary area(s), or area(s) of strategic importance to UC. The narrative should describe how the research will position UC as a leader in the field or thematic area, and how the proposed activities will enhance UC's competitiveness in attracting outstanding faculty and graduate students, or leveraging extramural funding and awards. Identify the specific outcomes the proposed activities are expected to achieve within the timeframe of the requested award period. As appropriate, describe faculty development and graduate student training opportunities.

The maximum length for this narrative is **5 pages**, including all tables and figures. Do not include a bibliography of literature cited in the 5 pages. Literature cited should be provided in the "MRPI Literature Cited" template.

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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Systemwide Benefits, Engagement, & Accountability

Fill in the header with the applicant PI's name.

Use this template to specify the mechanisms and collaborative approaches that will ensure <u>genuine multicampus engagement</u> and/or <u>systemwide benefit and impact</u> of the proposed collaboration, and the importance of the research to UC and to California. Benefits may include a description of how the collaboration increases efficiency through common resources while stimulating the systemwide creative process and/or promoting new educational curricula.

<u>Applicants must include a description of the proposed governance or advisory structure to ensure the research's systemwide impact and success</u>. Please also identify the resources being provided by the host and collaborating campuses to support the endeavor, and the mechanisms for ensuring accountability and research compliance.

The maximum length for this description of MRPI Systemwide Benefits, Engagement, and Accountability is **1 page**.

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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MRPI Timeframe, Milestones and Evaluation Metrics

Fill in the header with the applicant PI's name.

Use this template to specify the research timeline, benchmarks and milestones, and methods that will be used to evaluate and assess effectiveness of the initiative in making a significant impact in the field. Include specific outcome metrics as well as other evaluation methods. Use this page to justify the feasibility of accomplishing the milestones and outcomes in the proposed time period and within the requested budget. Applicants must include a description of how the program will either end, or transition to non-UCOP funds, at the completion of the funding period, as appropriate.

NOTE: Planning awards are for a maximum of 2 years, and Program awards may be for 2, 3 or 4 years. The award start date is January 1, 2015.

The maximum length for this MRPI Timeframe, Milestones and Evaluation Metrics is **1 page**.

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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MRPI PLANNING AWARD BUDGET WORKBOOK INSTRUCTIONS

A. General Overview

This Budget Workbook includes formulas and protected cells. <u>Please do not modify the formulas or formatting, rename tabs or fields, or delete tabs.</u> If you require assistance with this workbook, please contact RGPO staff.

This Budget Workbook contains one Tab to be completed by the host campus (yellow "Tab 1") that includes the <u>TOTAL</u> funds requested for complete proposal. The host campus budget ("Tab 1") includes cells for annual budget allocations to collaborating campuses (in section "UC to UC Transfers") or at the National labs (in section "Subcontracts"). Collaborating campuses requesting $25,000 or more in any program year must itemize their budget as described below. Please review the tab labeled ALLOWABLE COSTS for budget rules.

Planning awards can request a maximum of $150,000 per year in direct costs for a maximum of two years. If you are applying for one year of support for the year of 2015, leave the column for years 2016 blank.

The itemized budget requests in Tabs 1-13 must be detailed in the budget justification form.

B. Instructions

1. Read the Allowable Costs and Guidelines tab before entering information in any Tab.

2. Access each worksheet by clicking on the corresponding Tab at the bottom of the workbook. Please note there are 13 Tabs in this workbook. Depending on the number of collaborating campuses or labs and their budget requests, not every Tab may be required, as discussed below.

3. Complete the host campus budget in yellow Tab 1, including line items for total UC to UC Transfers and Subcontracts. For each collaborating campus, select the campus name in column B of the Transfers section. For each collaborating campus or lab is requesting funds, enter the total annual amounts in the corresponding cells under Transfers or Subcontracts. Budget cells for collaborating campuses and labs that do not incur direct costs may be left blank.

> **Note**: The itemized budget lines for the host campus should include all costs incurrect directly at that campus, plus any total expenditures for MRPI activities in the identified line items that may be redistributed to other campuses for which the allocation is not pre-specified. For example, these expenditures may include faculty or graduate student grants, summer internships, or travel stipends that will be determined through a competition. Total annual allocations for known expenditures at collaborating campuses should be entered in the UC to UC Transfer section.

4. For each collaborating campuses and National Lab requesting $25,000 or more in any given year within the award period, an itemized budget is required. Complete the corresponding Tab from Tabs 2-10 (blue) for UC campuses, or from Tabs 11-13 (blue) for Labs. If the Transfers and Subcontracts sections of Tab 1 have been completed, Column I in Tab 1 will indicate whether this itemized budget is required.

> **Example 1**: If collaborating campus 1 is UC Davis requesting funding support for 2 years, and UC Davis is requesting $25,000 in project period 1 and $5,000 in project period 2, UC Davis must provide an itemized budget for the entire duration of the award using "Tab2. Budget, Coll Campus 1." The total direct cost for each period on Tab 2 must match each project period of "Collaborating Campus 1 - UC Davis" under UC to UC Sub-Agreements/Transfers.
> **Example 2**: If Collaborating campus 2 is UC Irvine, and UC Irvine is requesting $20,000 for project period 1 and $10,000 for project period 2, the budget for UC Irvine is not required to be itemized, since the total requested per year did not exceed the $25,000 threshold (even though the total requested amount for the sub-agreement to UC Irvine is $30,000), UC Irvine's total campus budget should be entered in budget category J without completing the itemized budget worksheet; however the proposed budget amount should be explained in the budget justification.
> **Note**: The collaborating campus or lab must include the requested budget amount in the proposed project periods, columns C through F as needed in the correct corresponding Tab. Explanations for these direct costs must be provided in the budget justification.
> **Note**: If the Transfers and Subcontracts sections of Tab 1 has been completed, column I in Tab 1 will indicate whether an itemized budget worksheet is required for the collaborating campus or laboratory.

5. Review Budget: Check the information entered to ensure accuracy and completeness of the relevant worksheets.

> **Note**: The itemized total(s) from the collaborating campus Tab(s) must match the totals for that campus on the host campus budget under UC to UC Transfers sections of Tab 1. The itemized total(s) from the collaborating laboratories must match the total for that laboratory on the host campus budget under Subcontracts in Tab 1. Tab 1 Column J will indicate whether these totals match.
> **Note**: Column J in Tab 1 will turn RED if the itemized costs for tabs 2- 13 do not match the total entered in Tab 1. Please ensure that all boxes in Tab 1- Column J are GREEN before submitting the finished budget.

6. Save your Excel spreadsheet.

7. Convert Workbook to PDF: Convert only the completed worksheets to PDF using the "Save as Adobe PDF" function in Excel or a PDF generator like Adobe Acrobat. **Please do not include unused Tabs in the PDF file.**

> **Note**: Review the PDF file carefully to ensure all numbers are legible.

7. Upload both the Excel budget workbook and PDF converted worksheets to proposalCENTRAL. Once worksheets have been converted to PDF, upload the PDF file and the completed excel workbook to proposalCENTRAL using the appropriate attachment type. Contact proposalCENTRAL for help with uploading attachments to the application.

8. Enter the requested budget to the application budget page. Once this Budget Workbook template is complete, enter the direct cost amounts, by budget categories and by project periods, to the proposalCENTRAL Budget Summary section using information from 'Tab 1. Budget, Host Campus'. **The alpha letters listed in each category correspond to the alpha letters listed on the proposalCENTRAL Budget Summary Screen.**

MRPI BUDGET WORKBOOK ALLOWABLE COSTS AND GUIDELINES

I. Use the separate "Budget Justification" template to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the proposal narrative and the allowable costs and guidelines described below. In-kind contributions or cost-sharing may be described in the budget justification, but do not include them in the budget workbook.

II. Allowable Costs:

Personnel Costs (Salaries & Fringe Benefits)

Personnel costs for research or administration time used directly on activities related to this award are allowed with the following provisions:

Faculty may charge summer salary or course buy-out. Buy-out is allowable only with concurrence of Department Chair or Dean. Faculty or researchers not paid for on state general funds may charge a percentage of their salary to this award for an amount not to exceed 20% of their appointment. A director's stipend may be requested only if the PI has a directorship appointment in accordance with the Academic Personnel Manual.

The host campus is expected to provide general administrative services. **Administrative staff** time directly related to support of the MRPI award may be charged as a prorated percentage of salary.

Postdocs may be included on the personnel line for effort in support to the proposed MRPI project.

Name all individuals to be supported by the grant and list their percent effort in the separate Budget Justification template.

Student Tuition & Fees; Grad Student Stipends

Graduate student support may be included in this line item. Do not include graduate students in Personnel Costs above.

Supplies and Other Expenses

Include expected costs for supplies and services. Publication costs to publish research directly resulting from research supported by the MRPI grant may be included.

Project Sponsored Conferences

Direct costs for proposed MRPI collaboration meeting / conferences / workshops should be included in the host campus budget. This budget category is not available to collaborating campuses. If a collaborating campus will be host for a conference, the funds can be transferred to that campus as needed, or billed and reimbursed directly by the host campus in its role as administrative lead.

Faculty & Grad Student Research Grants

Complete the "Faculty & Grad Student Research Grants" cell only if there will be an allocation for competitive grants. An MRPI that proposes to offer competitive grants should allocate that budget item to the host campus only. If you are budgeting such costs to a collaborating campus, you must provide a reason in the budget justification.

Equipment (over $5,000)

The requested equipment items must be inventoriable and cost greater than $5,000. The description and the use of the equipment must be provided in the budget justification. Proposals for equipment or resources located at only one or two campuses must include a description of how the equipment will enhance research capacity across the UC system and be made accessible to a minimum of three campuses.

Travel Expenses (Project Related)

Travel reimbursements are expected to be disbursed by the host campus. Explain other proposed arrangements in the budget justification.

Office Rental

Rental charges are only allowed if the space is located off-campus and is required for completion of MRPI program activities. Only prorated allocable costs associated with the MRPI project may be charged to the award.

Subcontracts

Subcontracts are expected to be managed through the host campus and should appear on the host campus budget, including any subcontracts with participating National Laboratories. For researchers with dual appointments, where possible the personnel costs should be included as a campus direct cost under UC to UC Transfers.

Other subcontracts may be included in collaborating campus budgets, if they are required to meet the activities of the MRPI and equivalent expertise or services are not available within the UC system. Provide explanation in budget justification.

Non-Allowable Costs

MRPI funding may not be used for clinical trials, patent execution, or to support fund raising or grant proposal preparation.

Indirect costs may not be charged to this award. National Labs must waive their indirect cost recovery on any funds paid by UCOP from the MRPI funding opportunity. Indirect costs for the labs may be covered by matching funds from non-UC sources, or through cost-sharing by the labs.

Applicant Principal Investigator: _____

(Last Name, First Name)

MRPI Budget Justification

Fill in the header with the applicant PI's name.

This template should be used to explain proposed budget expenditures as an accompaniment of the **MRPI Budget Workbook**. Briefly explain the proposed expenditures for the MRPI that appear in your budget. Please refer to the budget instructions, allowable costs and guidelines in the budget workbook in preparing your budget and justifications. You may also use this template to identify any cost-sharing or in-kind support provided to support the proposed collaboration.

The maximum length for the budget justification is **2 pages.** Please be brief but complete. Where appropriate, please specify which campus(es) will incur the costs. A proposed format for clarity is suggested below:

Personnel: The Lead PI will charge 1 month of summer salary to this award for 3 summers.
Salary + Benefits (1 summer month) = $XX. Total for 3 years = **$YY** (Host campus)

Graduate Student Support: This grant will support 4 graduate students, at $55,000 each, for 2 years. The graduate students will perform XX activities. Funding covers one graduate student stipend and tuition reimbursement at each of the our collaborating campuses. Total = $220,000/year (**$440,000 over 2 years**).

Conferences/Travel: This grant includes one systemwide conference in Year 2. There will be 100 UC faculty and graduate students invited to attend. Expected travel reimbursements = $30,000. Other conference expenses (venue, etc) = $10,000. **Total cost = $40,000.**

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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Applicant Principal Investigator: _____

<div align="right">(Last Name, First Name)</div>

MRPI Literature Cited

Fill in the header with the applicant PI's name.

Use this template to provide identify the literature cited in your narrative and proposed activities. This should not be a list of all literature relevant to your research. Include only those cited in your proposal.

The maximum length for this MRPI Literature Cited template is **2 pages**.

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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Systemwide Funding Disclosure

Each proposed MRPI collaboration is required to disclose all systemwide (UCOP) sources of current and anticipated funding. Please list each source of systemwide (UCOP) funding using the template below, in accordance with the following definitions and guidelines:

1. "MRPI Collaboration" refers to the specific collaborative team proposed in this MRPI proposal, as well as support for an existing MRU, ORU, institute or center that will house/host the MRPI collaboration. Include systemwide funding at all campus locations.

2. "Systemwide/UCOP sources of funding" refers to all funding sources provided by the UC Office of the President. This includes statewide funds, specific funding programs, one-time special allocations, and permanent systemwide support. If you are uncertain whether to include a source, please disclose it.

3. In **Section 1 - Current Sources of UCOP (Systemwide) Research Funds** please list each source of systemwide/UCOP support that you are currently receiving as of July 1, 2014, or have been awarded as of July 1, 2014. Include all funding for which the end dates extend past 12/31/2014. That is, all funding for the FY 14-15 academic year, and beyond, must be disclosed.

4. In **Section 2 - Anticipated UCOP (Systemwide) Research Funds** please list each source of systemwide/UCOP support that you anticipate receiving beginning January 1, 2015 or after that would overlap in time with the MRPI award period. This section is for all new, anticipated funding not yet received as of the application deadline, but which has been committed or awarded. If you have submitted proposals or requests for which you have not yet received any notification at the time of application, you do not need to include them. However MRPI proposals nominated for funding based on the peer review will be required to update this information before final funding decisions are announced.

5. For each source of funding, complete all boxes/cells, providing the following: the funding program source or name; the total annual allocation; the designated use of these funds (eg: operations; research; or a specific activity or expenditure); and the funding end date, if any. Please also indicate whether these funds will overlap with the proposed MRPI award (start date of January 1, 2015). **If you have more than 4 Current or Anticipated sources of funding, please complete and submit additional copies of this form. After completing all relevant cells, please save this form and make a PDF copy. Upload both the excel version and the PDF to proposalCENTRAL.**

Section 1: Current of UCOP (Systemwide) Research Funds	Current UCOP Funding 1	Current UCOP Funding 2	Current UCOP Funding 3	Current UCOP Funding 4
Name of Funding Program/Source				
Total Annual Allocation:				
Designated Use / Purpose				
End Dates (if any; if none or indefinite, please enter "indefinite")				
Does the funding overlap with the proposed MRPI Award Period?				

Section 2: Anticipated UCOP (Systemwide) Research Funds	Anticipated UCOP Funding 1	Anticipated UCOP Funding 2	Anticipated UCOP Funding 3	Anticipated UCOP Funding 4
Name of Funding Program/Source				
Total Annual Allocation:				
Designated Use / Purpose				
End Dates (if any - if none or indefinite, please enter "indefinite")				
Does the funding overlap with the proposed MRPI Award Period?				

Totals

Total Current Sources of Funding	$ -
Total Anticipated Sources of Funding	$ -
Total Systemwide Funds	$ -

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MRPI PRIOR ACCOMPLISHMENTS (OPTIONAL)

Fill in the header with the applicant PI's name.

This template should be used <u>only</u> for proposals for Program Awards provide <u>optional</u> supplemental information identifying specific prior accomplishments of the collaboration. Previously funded MRPIs, MRUs, or ORUs with systemwide activities may use this space to identify the specific outcomes or benefits accomplished from prior systemwide funding. Collaborations that have had other forms of seed funding may also complete this template. In either case, <u>identify the source, amount and length of prior funding</u> that was used to accomplish these outcomes.

The maximum length for the MRPI Prior Accomplishments is **1 page**.

The minimum font size is 11 point, and the recommended font is Times New Roman or Arial. The minimum margin size is 1 inch. Please delete these instructions above the line before converting this form to a PDF and uploading it to proposalCENTRAL.

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MRPI Key Personnel

Fill in the header with the applicant PI's name.
The purpose of this form is to identify the name and role of Key Personnel on the project.
Key Personnel refers to individuals who contribute in a meaningful way to the scientific conduct of the research. Please identify the Principal Investigator, Co-Principal Investigator(s), and Co-investigator(s), as defined below. Named Post-Docs and Graduate Students may be listed here if they have been identified for specific activities in relation to the research conduct.

Each project must have one, and only one, Applicant/Lead PI. Each campus that collaborates in the project and receives funding from this award must have one identified Site Lead/Co-PI. There is no maximum number of MRPI Key Personnel, however *only individuals who contribute to the research in a meaningful way should be listed*. CVs for Key Personnel should be uploaded separately, and not part of this form.

Definitions & Guidelines

- **Applicant /Lead Principal Investigator** (**PI**; See RFP for eligibility requirements): The Principal Investigator serves as the proposal applicant. S/he is responsible for the overall conduct of the research, and for providing progress, fiscal and other reports to the funder. The PI serves as the project's main research and administrative contact. S/he should be located at the host campus. If the applicant PI is not located at the host campus, please use the "Systemwide Engagement and Accountability" template (in the proposal narrative) to justify the separation and explain how the project will ensure compliance with all reporting requirements and UC research policy.

- **Co-Principal Investigators (Co-PIs)** Co-PIs serve as the site lead at each collaborating campuses or labs. Each collaborating campus must have one identified Co-PI. The Co-PI is responsible for research activities and fiscal oversight at his/her campus.

- **Co-Investigators.** Co-investigators are additional research collaborators at each campus or lab who contribute in a significant manner to the research. Co-Investigators must be UC faculty, research staff or post-docs.

NOTE: MRPI awards are intended to catalyze the distributed expertise of the UC system. It is expected that expertise required for the conduct of the research can be found within the UC system. Extramural collaborators funded by other sources may be permitted if critical to success of the project. However, the inclusion of any Co-Investigators from outside the UC system who are proposed for inclusion in the budget must be justified in relation to both their unique expertise not otherwise available in the UC system, and its necessity for success of the project. Use the 'Budget Justification" and "Systemwide Benefits and Engagement" templates, as appropriate, for these justifications.

Complete the form below, then delete these instructions above the blue line before converting the form to a PDF and uploading it to proposalCENTRAL. *Minimum font size is 11 point. Times New Roman or Arial font are recommended.*

Name (Last, First)	Title	Campus/ Lab	Role

Sample Name1, PhD	Professor	UCSD	Principal Investigator
Sample Name2, PhD	Assistant Professor	UCD	Co-PI
Sample Name3, PhD	Associate Professor	UCSB	Co-PI
Sample Name4, PhD	Post-Doctoral Fellow	UCSD	Co-Investigator

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University of California

Multicampus Research Programs and Initiatives Program

Frequently Asked Questions – FY 2014-15
Version: May 21, 2014

1. **Who can apply?**

This opportunity is open to UC multicampus collaborations involving three or more UC campuses (or a minimum of 2 UC campuses and one of the UC-managed national labs (LBNL. LLNL. LANL). The application is submitted by a Lead PI at a UC campus on behalf of the collaboration. Each participating site (campus or national lab) that receives funding through the award must identify a site lead (or "collaborating PI"). There can be only one Lead PI, and one Co-PI, per campus. Additional research collaborators at each campus or lab may be included as Collaborating Investigators, or "Co-I". While there is no specific limit on the number of Co-Is, only those who contribute in a significant manner to the research should be listed. To serve as a PI or Co-PI, you must hold an academic appointment that confers PI status as outlined in the UC Contracts and Grants Manual, and in accordance with you campus Office of Research policy.

2. **How do I apply?**

Applications are submitted electronically using the proposalCentral website. ProposalCentral can be accessed at https://proposalcentral.altum.com/LOI instructions are attached to the RFP at http://www.ucop.edu/research-grants-program/_files/mrpi/2015_MRPI_RFP_Final_v0501.pdf . Instructions to the full application are available upon acceptance of the LOI after June 3, 2014. Full proposals are due August 7, 2014. No late LOIs or proposals can be accepted.

3. **Can I submit more than one application?**

The proposal is submitted by a Lead PI on behalf of the multicampus collaboration. The collaboration represents a team of faculty across multiple campuses engaged in research on a thematic issue or topic that has the potential to significantly benefit UC as a system, and meet the other funding priorities. A collaboration cannot apply for both a program and a planning award. There is no explicit prohibition on applying for two Program Awards, or on an individual faculty member or researcher participating in more than one proposal.

However, please note that the intent of the MRPI is to encourage cutting edge research of the highest priority in a particular thematic or interdisciplinary area that takes advantage of UC's distributed excellence across the system. Funding is expected to be highly competitive. The reviewers will look for strong evidence of genuine collaboration and coordination, and the submission of multiple proposals runs the risk of communicating a lack of prioritization, cohesion and commitment to a particular effort. We encourage you to focus your efforts on submitting one strong proposal rather than multiple disjointed proposals.

4. **Should I apply for a Two-year Planning Award or a Multi-year Program Award?**

The RFP offers two kinds of awards. You may apply for one kind, or the other, but not both.
Planning awards are for *new* multicampus collaborations only. They are non-renewable and proposers can request a maximum of $150,000 in direct costs per year for up to 2 years. Recipients of Planning awards are eligible to apply for Program awards in the future. Program awards can be for new or existing multicampus collaborations. They have no maximum dollar request, and can request 2, 3, or 4

years of support. Existing MRPIs, MRUs, ORUs with systemwide activities, and other established multicampus collaborations may apply for Planning Awards only. New collaborations that require more than 2 years of funding, more than $150,000 in direct costs may apply for program awards.

ELIGIBILITY GUIDELINES

5. **Who is eligible to submit a proposal?**
The Lead PI must have PI status at a UC campus (for guidelines on PI status, contact your campus Office of Research or refer to Section 1-530 of the UC Contracts and Grants Manual).

6. **Are researchers from Lawrence Berkeley National Lab (LBNL), Lawrence Livermore National Lab (LLNL) or Los Alamos National Lab (LANL) eligible to apply?**
The Lead PI must have PI status at a UC campus. PIs from the three UC-managed labs may apply as a lead PI only if they have PI status at a UC campus and apply through that UC campus . Researchers based solely at one of the three UC-managed National Laboratories are eligible to serve as Co-PIs or Co-Investigators(as defined in Q # 1 above).

7. **How many campuses must be involved?**
Involvement of a minimum of 3 UC campuses is required. Collaboration among at least 2 UC campuses and one or more of the UC-managed labs is also allowable.

8. **May I submit an application to extend/renew my current MRPI Award?**
Current MRPI awardees are eligible to apply for a renewal, using the Program Award type only.   Please keep in mind that established multicampus endeavors must demonstrate compelling benefit to the UC research enterprise as well as compelling justification for ongoing system-wide support.

9. **Can Non-UC Researchers Collaborate on an MRPI Project?**
Funding for the MRPI program comes from the campus assessment fund to support systemwide research. UC PIs must lead the collaborations, and should find experts across the UC system with whom to collaborate. In rare cases, if expertise, resources, or facilities are unavailable at any UC campus or UC-managed national lab, the PI may request funds for a contract to obtain specific services outside UC. This request must be accompanied by an explanation about why the expertise or facilities cannot be identified within UC.

10. **Can MRPI funding be used to conduct clinical trials?**
    No.

AWARD AMOUNTS AND BUDGET

11. **How much total funding is available through this competition**
We anticipate at least $9.5 million total over two years will be available to fund all MRPI awards in the initial two year period. However, the UC budget for 14-15 is not yet approved and the total available MRPI funding may change, particularly over a two-year time period.

12. **Is there a budget limit per application?**

Planning awards can request a maximum of $150,000 per year in direct costs for a maximum of two years. *Program* awards have no minimum or maximum dollar request.

13. **What expenditures are allowable under the Multicampus Research Programs and Initiatives Program?**

Budget instructions are provided in the Budget Workbook instructions. Non-allowable costs include: Indirect costs; clinical trials; patent execution or; support for fundraising or grant proposal preparation.

14. **Can MRPI funds be used to support undergraduate students as well as graduate students?**

Yes, as long as the purpose is to support the research endeavor and not student financial aid or general education activities.

APPLICATION GUIDELINES

15. **Is a Letter of Intent (LOI) required in order to submit a proposal?**

Yes, all applicants must submit an LOI prior to submitting a full proposal.

16. **We missed the deadline to submit a Letter of Intent, can we still submit a full proposal without the LOI?**

No, unfortunately we are unable to accept Letters after the deadline.

17. **Is the LOI binding?**

The LOI must fairly present your proposed collaboration, research topic, and approximate total budget. Updates may be made to the proposed collaboration, personnel, and abstract when the full proposal is submitted. However, these should fall within the scope of the original LOI. The final proposal submission must include a detailed final budget request.

18. **What, if any, selection will be made based on the LOI?**

LOIs will be reviewed to confirm eligibility as described in the RFP. No selection will be made based on the proposed research topic or content of the abstract, however UCRI staff may provide feedback on the perceived alignment between the proposed collaboration and MRPI's guiding principles and funding priorities and LOIs that appear to fall outside the intended scope of this program may be rejected.

19. **What is the maximum number of pages allowed with the full application?**

Please see the full Application Instructions for a table of allowed attachments and page limits.