

UC Multicampus Research Programs and Initiatives Letter of Intent Submission Instructions

The University of California Office of Research and Graduate Studies is pleased to provide applicant instructions for submission of a Letter of Intent to the university-led [Call for Proposals for UC Multicampus Research Programs and Initiatives \(MRPI\)](#) announced on January 23, 2009. Submission and approval of a Letter of Intent (LOI) is required to submit a full proposal to this RFP, however LOIs are non-binding. Once the LOI is approved, applicants will be invited to submit a full proposal. Letters of Intent must be submitted **by Monday, March 16, 2009 before 12:00 noon Pacific Time**. 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, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>. Applicants may submit LOIs via the online system anytime between February 13 and March 16, 2009. The LOI 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.

Step 1: 'Applicant PI' Designation

Proposals should identify a Director and host campus for administering the award. The Director must be a full-time UC faculty member with PI status at the host campus (Exceptions will be considered if justified in the proposal and supported by the PI's campus). The proposal should be submitted through the Director's campus. For the purpose of online application through pC, the Director must serve as the Applicant Principal Investigator (Applicant PI) and should submit the LOI on behalf of the initiative. Other campuses or researchers with a significant role in the initiative should be designated as collaborators. Participation by the national laboratories in the proposed activities is encouraged where it enhances the research objectives, however, Lab investigators may not serve as the primary PI/MRPI Director, unless they have campus PI status and apply through their UC campus.

Step 2: Applicant Registration with proposalCENTRAL

Applicant PIs must register as users of pC to submit an LOI or complete proposal.

Registered Users: Applicants who have already registered with pC should enter their user name and password under "Applicant Login" and click the **Login** button on the pC homepage.

New users: Applicants who are not registered users of pC should click the **Register** button under "First Time Users" and follow the instructions to become a registered user. Applicants must first select their institution. All University of California campuses have pC profiles under "Regents of the University of California" at the designated campus. Click the **Search Registered Institutions** tab to locate your institution on the pC system. (For example: If you are searching for "University of California, Los Angeles", you can enter 'Los Angeles' or use 'UCLA' as search terms). Please complete all required sections, which are marked with an asterisk.

Step 3: LOI Submission

To submit an LOI, select the "Grant Opportunities" tab, and scroll down to "UC Multicampus Research Programs and Initiatives (MRPI)." On the right, click the **Apply Now** button to begin the LOI submission process and follow the instructions. Requirements for the LOI, or other RFP terms and conditions, can always be obtained by accessing the RFP document at:

http://www.ucop.edu/research/mru_rfp.html. The RFP is also available by clicking on "Program Guidelines" on pC near the bottom of the left sidebar.

Should you require technical assistance when using the online submission system, please contact proposalCENTRAL at 1-800-875-2562 from 5:30 a.m. to 2:00 p.m. Pacific Time, Monday through Friday, or by e-mail at pcsupport@altum.com.

STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

Additional details on each section of the online LOI submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered LOI sections in the left hand column of the LOI page on the pC web site. To view the LOI page, please select **Apply Now**, or, if

you have already started the LOI submission process and would like to make changes or complete your submission, you may select **Edit** under the “Manage Proposals” tab. All parts of the application can be edited before submission. Sections 1, 3, 4, 5 and 6 require online entry of information:

Section 1: Title Page

This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-6) may be completed in any order, and do not need to be completed in one session; however, please be sure to save your work after each entry.

Please select one primary research category that best describes your field of research. The categories are: a) international and area studies, b) arts and humanities, c) social and behavioral sciences, d) biological and health sciences, e) emerging sciences and technology, especially physical sciences and engineering, and f) critical California issues. If your research falls into more than one category, please select a secondary category, as applicable. If more than two categories apply, please indicate which one(s) in the text of your LOI.

Section 1 includes a box to indicate the proposed budget of the initiative. Only the estimated total award requested under this RFP is required for the LOI (not a full budget). Please indicate only the financial award you are requesting under the MRPI RFP, not the total cost of the program or initiative. Please note: for the purpose of the LOI, only a budgetary estimate is required. Applicants may adjust the total budget requested at the proposal application stage.

Section 2: Download Templates and Instructions

This section includes downloadable LOI submission instructions.

Section 3: Designate Access

This section allows applicants to designate others, for example a Collaborating Investigator, to access and modify the application.

Section 4: Applicant PI

This section requires the identification of the Applicant PI.

Section 5: Applicant Institution

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

Section 6: Identification of Co-Investigators

This section provides an opportunity to identify collaborating investigators from other campuses for the proposed initiative. Please provide co-investigators’ institutional affiliation and contact information. Please note: Applicants should list no more than one co-investigator per campus as part of this LOI submission. In the proposal itself, the names and roles of all participating faculty, researchers and graduate students engaged in the program or initiative may be provided.

Section 7: Uploading the LOI Document

Applicants are required to prepare a one-page LOI in accordance with the instructions on page 3 of the RFP. The LOI should not exceed one page in length. This document may be uploaded to pC in Word (.doc) or Adobe file (.pdf) format and should include the following:

- 1) Name, title and affiliation of the proposed Director;
- 2) Host campus;
- 3) Campuses (including national labs, if applicable) that will have a significant role in the proposed activities, including brief description of any specialized facilities or resources relevant to the proposed activities;
- 4) Brief description (in abstract form) of proposed scope of research and activities, and disciplinary field emphasis;
- 5) Proposed start date and anticipated number of years of support (2-5 Years) to be requested. Please note that existing MRUs may propose a start date of July 1, 2009 for the MRPI. New

MRPI should propose a start date of January 1, 2010 or July 1, 2010 for budgeting purposes. Final determination of the start date for awarded proposals will be made by the UCOP Office of Research and Graduate Studies.

Section 8: Verification of LOI Submission

Section 8 enables applicants to verify successful submission of an LOI to pC. The system will notify applicants of any outstanding information required to complete the submission process.

Section 9: Submission of the LOI

Following the submission of an LOI to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support. Do not wait until the LOI deadline to submit, or you may be logged out of the system. Plan to submit at least 2 hours before the deadline to ensure successful submission.

For additional information about the MRPI RFP, please refer to http://www.ucop.edu/research/mru_rfp.html Technical questions regarding proposalCentral submission should be directed to pcsupport@altum.com

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

- Kathleen Erwin, Director, Research Program Application & Review Center at PARC@ucop.edu
- Cathie Magowan, Director, Science, Technology & Engineering at cathie.magowan@ucop.edu