



University of California Research Initiatives Letter of Intent Submission Instructions for the President's Research Catalyst Awards

2016 Awards

The University of California Office of the President is pleased to provide applicant instructions for submission of a Letter of Intent to the university-led [Call for Proposals – UC President's Research Catalyst Award](#) announced on April 23, 2015. Submission and approval of a Letter of Intent (LOI) is required to submit a full proposal to this RFP. Once the LOI is approved, applicants will be invited to submit a full proposal. Invitations to submit full proposals will be limited to no more than 30 proposed collaborations. No feedback or comments will be provided on the LOI, nor the reasons for selection or non-selection. Letters of Intent must be submitted electronically **by June 4, 2015 before 12:00 noon Pacific Time in the proposalCENTRAL 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, proposalCENTRAL (pC) at <https://proposalCENTRAL.altum.com/>. Applicants may submit LOIs via the online system anytime between April 22, 2015 and June 4, 2015. The LOI submission must be **complete** by the 12:00 noon PT 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

LOIs must identify an Applicant Principal Investigator (Applicant PI) and host campus for administering the award. The Applicant PI must have PI status at a UC campus. The Applicant PI should submit the LOI on behalf of the collaboration and is the responsible PI for the full proposal. The Applicant PI is identified in Section 4 of the LOI, as detailed below.

Each collaborating campus must identify one site lead called a Collaborating Principal Investigator (Co-PI). Co-PIs are identified in Section 6 of the LOI, as detailed below. Participation by the national laboratories and other UC research entities in the proposed activities is encouraged where it enhances the research objectives, however, these investigators may not serve as the Applicant PI, 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 and complete a proposal <https://proposalCENTRAL.altum.com/>.

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

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

Step 3: LOI Submission

To submit an LOI, log into pC, select the “Grant Opportunities” tab, and scroll down to the “University of California Research Initiatives – PRCA.” On the right, click the **Apply Now** link to begin the LOI submission process. Requirements for the LOI, or other RFP terms and conditions, can always be obtained by accessing the RFP document, which is available on the [UCRI website](#). The RFP is also available by clicking on “Program Guidelines” on pC near the bottom of the left sidebar.

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

STEP BY STEP: KEY SECTIONS FOR LOI SUBMISSION

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

Section 1: Title Page

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

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

Estimated Budget: Enter the estimated total amount requested. Indicate the proposed budget in whole dollar amount. Do not use cents.

Project Period: Enter the anticipated project period (2 or 3 years).

Current Collaboration Status: Provide a response (Yes/No) to the question “Is your proposed Catalyst Award collaboration affiliated with an existing MRU, ORU, or established UC research institute or center?”

- If you select “Yes,” please identify the name of the MRU/ORU/Institute/Center in the textbox provided. Names of multiple centers may be entered in the same textbox, separated by a semi-colon (;).

Current UCOP Funding:

- Provide a response (Yes/No) to the question “Do any of the participating collaborators on this proposal currently receive other sources of UCOP (systemwide) research funding?”
- Provide a response (Yes/No) to the question “Do any of the participating collaborators on this proposal anticipate receiving other UCOP (systemwide) research funding during the proposed award period?”

Note: Regardless of the responses to the above questions, all LOIs must submit a “Systemwide Research Fund” disclosure form. Details available below in “Section 2: Download Templates and Instructions”.

Section 2: Download Templates and Instructions

This section includes downloadable LOI submission instructions and the template for “Systemwide Research Fund” disclosure. All LOIs are required to complete and submit the “Systemwide Research Fund” disclosure. The form may be downloaded here, completed offline, then uploaded to the proposalCENTRAL system as part of your LOI in “Section 9: Attach Systemwide Research Funding here”.

Section 3: Enable Other Users to Access this Proposal

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

Section 4: Applicant PI

This section requires the identification of the Applicant PI.

Section 5: Applicant Institution

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

Section 6: Site Lead - Each Collaborating Campus/Institution

Provide contact information for the lead Collaborating Principal Investigator from each participating site. For each lead collaborating PI entry, you must provide the full ranked title the person assumes at his/her institution. (e.g. Assistant Professor, Associate Professor, vs. Professor). List only one site lead per participating site – do not include other collaborating investigators or other grant personnel.

Section 7: Responses to Criteria

Please briefly summarize how your proposed collaboration addresses each of the following components. LOIs will be reviewed for compliance with the eligibility criteria and will be prioritized based on adherence to program goals and funding priorities. Please refer to the RFP for additional guidance. Each response is limited to 1,000 characters, including spaces, or approximately 150 words. Information must be entered as text only (scientific notations, special characters, fonts, and other richtext formatting cannot be saved or displayed).

- Briefly summarize the components and structure of the multicampus/systemwide collaboration, including the use or access to shared resources, if any.
- Briefly describe and justify the composition of the research team and approach to faculty collaboration and mentorship.
- Briefly summarize the structure and opportunities for graduate student research and training.
- Briefly summarize the approach to undergraduate engagement in research or components that will expand curricula or enhance education.
- Briefly summarize the structure or approach for public engagement in and benefit from the research.

Section 8: Abstract, Fields, & Campuses

Abstract: In the text box, briefly describe the proposed project in non-scientific terms that could be understood by a general audience. This abstract should summarize the primary activities, scholarly contributions, expected outcomes, and benefits to California and beyond. This summary description 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 summary is non-confidential, and may be published or circulated by the program.

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, Public Policy
- 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, Public Policy
- 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

Campus: Please select all UC campuses, laboratories, and medical centers involved in this collaboration. A response is required. Please note a minimum of 3 UC campuses must be involved (Labs and other non-campus entities do not count toward this minimum requirement).

- Campus - UC Berkeley
- Campus - UC Davis
- Campus - UC Irvine
- Campus - UC Los Angeles
- Campus - UC Merced
- Campus - UC Riverside
- Campus - UC San Diego
- Campus - UC San Francisco
- Campus - UC Santa Barbara
- Campus - UC Santa Cruz
- Division of Agriculture and Natural Resources
- Lab - Lawrence Berkeley
- Lab - Lawrence Livermore
- Lab - Los Alamos
- Other UC Research Institution(s)

Section 9: Attach Systemwide Research Funding here

A completed "Systemwide Research Funding" form is required for all LOIs. You must convert the form to a PDF file. To attach your completed "Systemwide Research Funding" pdf file, click the Browse button in the section directly below, and select the file to attach.

The LOI instructions and the Systemwide Research Funding template are available for you to download at the bottom of this section.

Section 10: 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 full 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. 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

Section 11: Validate

Section 11 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 12: 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 is approved for full application submission.

Section 13: 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 the content or eligibility of proposals for the RFP, 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.

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

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.