

Name of PI/Mentor: [Insert PI Last Name, First Name]  
CRCC Proposal Title and Award Year: [Insert Title, CRCC Award Year]  
Principal Investigator (PI) Campus: [Insert PI Campus Name (e.g., UC Berkeley)]

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### **SUPPLEMENT OVERVIEW**

The UC Cancer Research Coordinating Committee (CRCC) is pleased to offer Faculty Seed Grant recipients the opportunity to request an award supplement. The supplement will provide up to \$10,000 to support trainees from underrepresented communities or whose research addresses the impact of cancer in underserved communities. The intent of this CRCC supplement is to foster a pipeline of cancer researchers whose careers will enhance workforce diversity and/or strengthen research in topics that address cancer disparities.

The supplement will support the trainees in conducting cancer research, and applicant Principal Investigators are expected to actively provide research mentorship to the trainees. The research activities must fall within the scope of the PI's funded CRCC award, and the one-year supplement must run concurrent with the parent award. One or more trainees may be supported by the supplement. Funding may be requested to support one trainee for a year, or 2-3 trainees for a summer or academic term.

Trainees from socioeconomic, cultural, ethnic, racial, linguistic and geographic backgrounds who are not well-represented in cancer research careers, who are from underserved communities, or whose work is aimed at addressing cancer disparities are encouraged. In accordance with state law, preference will not be given to applicants based on race, color, ethnicity, gender or national origin.

**PI/Mentor Eligibility:** Faculty Seed Grant award recipients who request a supplement to run concurrent with a new CRCC award.

**Trainee Eligibility:** Enrolled University of California (UC) undergraduate students or first-year students in a terminal master's program. Post-baccalaureates not concurrently enrolled in a graduate program are also eligible if they graduated from a UC undergraduate program no more than 10 months prior to the CRCC award start date or if they are formally enrolled in a UC post-baccalaureate program.

### **SUPPLEMENT APPLICATION CHECKLIST**

- The trainee(s) is from an underrepresented community or the research addresses the impact of cancer in underserved communities
- The training plan describes research activities, mentoring plan and other training opportunities
- The trainee(s)' research activities are within the scope of the funded CRCC project
- A candidate nomination is included for each candidate
- The candidate nomination describes their background, interests and experience that makes them a strong candidate for this supplement
- Budget items are allowable and justified
- Requested costs primarily support the trainee(s)
- A resume, CV or biosketch is attached for each candidate

### **INSTRUCTIONS**

*Use this template to request a CRCC Diversity and Disparities in Cancer Research Traineeship Supplement. The supplement request should outline: 1) the training plan and trainees' research activities; 2) the trainee's background; 3) the budget and justification (maximum \$10,000). Append the resume, CV or biosketch for each nominated trainee (maximum 2 pages per candidate). Each section is*

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*required. The italicized blue text provides general guidance regarding the content and requirements for each section.*

***Do not change the general formatting of this template (including the margin settings): simply delete the blue instructional text and insert your narrative.*** Use unbolded, black font for the narrative text. The text of the narrative should remain at Calibri or Times New Roman (or equivalent size) font and size 11.

Select ***“Edit Header”*** to insert the proposal title, PI campus name, and the applicant principal investigator’s name in the header using blue text. Start the content of your proposed research on the next page. Once complete, please ***delete this entire cover page of instructions, and subsequent instructions (all blue text) within each section.*** Save and convert the file into a PDF and submit this file by uploading into the SmartSimple: Click on the Deliverables tab by the prefunding deadline and upload the final and complete file under Supplement.

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### **Training Plan** *[Maximum: 2 pages total]*

**List of Abbreviations** *Provide a list of abbreviations used and their definitions, if applicable.*

*Briefly identify the research activities the trainee(s) will undertake, their relationship to the funded parent CRCC award, and how the training plan will integrate the trainee(s) into the work of the research project. (The trainees' research must be within the scope of the funded CRCC project.) Describe the mentoring plan for the trainee(s), specifically outlining the roles and responsibilities the Principal Investigator and other members of the project team will have for training and mentoring. Identify other educational activities (e.g., attendance at informal seminars, coursework, seminars, colloquia, advisory board meetings, research conferences), if any, that will be incorporated into the traineeship. Please list facilities and resources that will be available to the trainee(s). For members of the research team who will function in a mentoring capacity, briefly describe their relevant experience as a mentor. Delete this instructional text once this section is complete.*

### **Candidate Nomination** *[Maximum: 1 page per candidate]*

*Summarize the background, interests and experience that make the nominated trainee(s) strong candidate(s) for a tailored traineeship to foster a pipeline of cancer researchers whose careers will enhance workforce diversity and/or strengthen research that addresses the impact of cancer in underserved communities. This nomination form may include information on the Principal Investigator's prior work with the candidate in a teaching or training capacity, as well as the candidate's career goals. If more than one trainee is proposed, each candidate must have a separate nomination form. Include the trainee name(s), trainee type (undergraduate, master's student or post-baccalaureate), email address, and student ID number (if the candidate is a student). Delete this instructional text once this section is complete.*

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**Budget Request and Justification** [Maximum: Use table below]

The project period for this supplement is one year, concurrent with the parent CRCC Faculty Seed Award (even if the traineeship period outlined in the request is shorter). In no case may the request exceed the parent award project year. Budget rows that are not needed may be left blank. Enter a brief justification for each budget line item requested. Please adhere to the Allowable and Non-Allowable Cost guidelines below. Delete this instructional text once this section is complete.

**Allowable Costs and Guidelines**

The supplement funds are primarily intended to support the trainee(s) in the form of personnel costs. Maximum total request: \$10,000

Personnel Costs: Include the compensation to be paid to the trainee(s) here. Compensation may be in the form of hourly wage, stipend, or salary and benefits. The justification should indicate the pay rate, hours or other compensation calculation. Personnel time for other project personnel (other than the trainee[s]) is not allowed.

Supplies and Other Expenses: Supplies and other expenses may only be requested if necessary for training, as described in the Training Plan, and justified below. Supplies must be directly related to the trainee's participation in the parent award research, and may not supplant supplies covered by the parent award.

Travel Expenses – Project-related: Trainee travel may be requested if travel occurs within the award year, and is directly related to conducting the research, participating in educational activities outlined in the training plan, or presenting research findings at a conference.

Non-allowable Costs: Equipment purchases, financial aid, or indirect cost recovery.

BUDGET CATEGORY	Amount	Brief Budget Justification
Personnel Costs (Salary and Fringe Benefits)	\$	
Supplies and Other Expenses	\$	
Travel Expenses – Project-related	\$	
<b>TOTAL DIRECT COSTS</b>	<b>\$</b>	

**Candidate(s) Resume/Biosketch** [Maximum: 2 pages per candidate]

Append a resume, CV or biosketch for each nominated trainee. The resume or CV should specifically indicate the candidate's education, training and other relevant experience.

Once all sections are complete, combine the entire application into a single PDF. (All blue instructional text should be deleted.) Submit the PDF file by uploading into the SmartSimple: Click on the Deliverables tab and upload the final and complete file under Supplement by the prefunding deadline.