



**University of California Research Initiatives
Cancer Research Coordinating Committee**

Application Instructions for 2018 Awards

Proposal Submission Deadline	Thursday, April 13, 2017 at 12 pm noon PT (3 pm ET as shown in proposalCENTRAL)
Notification of Review Outcome	September 1, 2017 (expected)
Award Start Date	January 1, 2018

This document provides application instructions for submissions of proposals for the [2018 Cancer Research Coordinating Committee \(CRCC\) Awards Call for Proposals](#) released on December 7, 2016. Please review the RFP carefully before applying. **Letters of Intent (LOIs) are required for this application cycle. To access the application materials, you must have submitted an LOI prior to the January 26, 2017 LOI deadline and have received an LOI approval notification.** Prior to submitting the full application, please review all of the information submitted in the LOI and make updates or changes as needed.

Signatures of the applicant principal investigator (PI), the PI's department chair or director, and the Contracts and Grants official from the PI's campus are required on the Signature Page attachment of the proposal. PIs are responsible for ensuring that all relevant research policies and budget requirements are complete and accurate. It is the applicant PI's responsibility to follow campus rules for submitting a proposal and confirming that any and all additional campus approvals are obtained prior to submission. Once completed in ink (electronic signatures will not be accepted), the signature page must be uploaded and submitted as part of the full proposal via proposalCENTRAL. Some campus officials may require more time to review and sign off on proposals. Please check with your campus official in advance to ensure that you have sufficient time to complete the proposal, obtain the necessary signatures, and submit all materials via proposalCENTRAL prior to the proposal submission deadline.

Note: You *MUST* use the signature page template provided. Do not use the signature page generated by proposalCENTRAL.

Part A. Online Proposal Submission

The proposal must be submitted using the online system proposalCENTRAL, which can be accessed at <https://proposalCENTRAL.altum.com/>. The proposal must be **completed and submitted by the 12:00 noon deadline** (and not merely initiated). Therefore, plan ahead in preparing your submission. Allow at least two hours to receive confirmation of your successful submission by the deadline. If you do not receive this confirmation, you may contact proposalCENTRAL technical support.

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

Part B. Overview of Proposal Submission Process

STEP 1: Log in to proposalCENTRAL to access application materials. Prior to beginning your full application, your LOI must have been approved. Upon LOI approval, an email notification will be sent to the applicant PI.

The applicant PI who submitted the original LOI may log in to proposalCENTRAL at <https://proposalCENTRAL.altum.com/> to see the approval status of the LOI. Once logged into the system:

- 1) Click the blue **“Manage Proposals”** Tab.
- 2) Click **“In Progress”** on the top navigation bar.
- 3) Locate the relevant LOI submitted to the CRCC Awards and view the **“Status”** column. Applicants who are invited to submit a full proposal will see **“Proposal: In Progress, LOI: Approved.”**
- 4) Click **“Edit”** to access the application materials and to begin working on the full proposal.

Screenshot of Current System Layout:

The screenshot shows the proposalCENTRAL interface. Callout 1 points to the 'Manage Proposals' tab. Callout 2 points to the 'In Progress' filter. Callout 3 points to the 'Status' column, specifically highlighting 'Proposal: In Progress' and 'LOI: Approved'. Callout 4 points to the 'Edit' button in the table.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
	Edit	81850	Proposal: Enter a title here, then press Save. LOI: Enter a title here, then press Save.	University of California Cancer Research Coordinating Committee	CRCC Research Award	Proposal: Gee, Amy LOI: Gee, Amy	Proposal: In Progress LOI: Approved	Proposal: 3/31/2015 3:00:00 PM LOI: 10/21/2015 4:57:59 PM
	Edit	81223	LOI: Enter a title here, then press Save.	Tobacco-Related Disease Research Program	High Impact Pilot Research Award	LOI: Gee, Amy	LOI: In Progress	LOI: 9/10/2015 3:00:00 PM
	Edit	79744	LOI: Enter a title here, then press Save.	Tobacco-Related Disease Research Program	High Impact Pilot Research Award	LOI: Gee, Amy	LOI: In Progress	LOI: 9/10/2015 3:00:00 PM

Please note that proposalCENTRAL is in the process of modernizing its layout. In February 2017, the layout of the system will change. The steps to access your proposal remain the same, though the user interface will change (see below).

Screenshot of New System Layout Effective February 2017:

The screenshot shows the updated proposalCENTRAL interface. Callout 1 points to the 'Manage Proposals' tab. Callout 2 points to the 'In Progress' filter. Callout 3 points to the 'Status' column, highlighting 'Proposal: In Progress' and 'LOI: Approved'. Callout 4 points to the 'Edit' button in the table.

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Delete	Edit	49300	LOI: You are invited to submit this application. Please add your own title.	UC Lab Fees Research Program	LFRP - In-Residence Graduate Fellowships	LOI: Doe, Jane	LOI: In Progress	LOI: 6/2/2016 3:00:00 PM
	Edit	493001	Proposal: The CANCER Project LOI: The CANCER Project	University of California Cancer Research Coordinating Committee	CRCC Research Award	Proposal: Doe, Jane LOI: Doe, Jane	Proposal: In Progress LOI: Approved	Proposal: 8/4/2016 3:15:00 PM LOI: 7/25/2016 12:51:58 PM
	Edit	477199	Proposal: You are invited to submit this application. Please add your LOI. You are invited to submit this application. Please add your LOI.	University of California Research Initiatives	Multicampus Research Programs and Initiatives (MRPI) Two-Year Planning/Pilot Award	Proposal: Doe, Jane LOI: Doe, Jane	Proposal: In Progress LOI: Approved	Proposal: 7/21/2016 3:15:00 PM LOI: 6/1/2016 2:46:10 PM
	Edit	477197	Proposal: You are invited to submit this application. Please add your LOI. You are invited to submit this application. Please add your LOI.	University of California Research Initiatives	Multicampus Research Programs and Initiatives (MRPI) Multi-Year Program Award	Proposal: Doe, Jane LOI: Doe, Jane	Proposal: In Progress LOI: Approved	Proposal: 7/21/2016 3:15:00 PM LOI: 6/1/2016 2:46:14 PM
Delete	Edit	441040	LOI: Enter a title here, then press Save.	University of California Research Initiatives	Multicampus Research Programs and Initiatives (MRPI) Two-Year Planning/Pilot Award	LOI:	LOI: In Progress	LOI: 4/28/2016 3:15:00 PM

STEP 2: Preparation of proposal and required templates. The application consists of two types of forms: a) the data forms to be completed online and b) the application templates to be downloaded from proposalCENTRAL then completed and uploaded to proposalCENTRAL. Please see Section C of this document for detailed information regarding application sections and components.

We recommend that you first download and complete the templates then proceed to complete the online data forms and proposal submission process.

STEP 3: Electronic Submission. Once all of the online data forms are complete and all of the required proposal templates and documents are completed and uploaded, the proposal is ready for electronic submission. After the system validates that your proposal is free of errors, submit the proposal by clicking the “**Submit**” button on the Submit page.

After the proposal is submitted, an automatic email confirming the electronic submission of the proposal will be sent to the applicant PI.

Applicants may generate a PDF copy of the full proposal by selecting “**Print Signature Page and Attached PDF files**” from the View Application PDF page.

Part C. Application Sections & Components

The proposal application consists of two types of forms: a) the proposalCENTRAL data forms to be completed online and b) templates to be downloaded, completed and uploaded to proposalCENTRAL. Please find instructions for how to complete all forms below. *We recommend that you first download and complete the templates then proceed to complete the online data forms.*

Online Data Forms: proposalCENTRAL

Complete the online data forms in proposalCENTRAL as described below. Please be sure to **save your work after each entry**. 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 and any unsaved data will be lost.

The following instructions correspond to the sequence of Proposal Sections seen in the left hand column of the application in proposalCENTRAL.

Section 1: Title Page

The information entered at the LOI stage will be automatically entered in the proposal Title Page. **Please review all of the information on this page, make updates or changes as necessary, and save the form.** This step must be completed before you can continue. You must click on “**Save**” in order to click on “**Next**” to proceed to the next section.

Application Type:

- Using the available radio buttons, please indicate whether you are submitting 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:

- 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. 2014-2015
 2. 2015-2016
 3. 2017
- If you answered yes to any of these three questions, 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 “Yes,” please enter the year of previous submission in the available textbox.
 - If your previous submission was made through proposalCENTRAL, use the pulldown menu to select the prior application.
 - If your previous submission was not made through proposalCENTRAL, you must type in the title of the proposal in the textbox provided.

Section 2: Download Templates and Instructions

This page includes the instructions and the proposal form templates that must be completed and uploaded to proposalCENTRAL. The templates can be downloaded in any order and do not need to be downloaded in a single session. Applicants must use the templates provided. Details about each individual template are available in Part D of this document.

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: The Applicant PI must be identified in this section; all relevant information will automatically be populated from the Applicant PI’s proposalCENTRAL 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. Responses entered in the LOI will be automatically entered on the proposal Applicant PI page. Review and edit your responses as needed for the following questions:

- 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 the time of submission, do you have research support for calendar year (CY) 2018 that exceeds a total of \$350,000 in direct costs?” A response is required.
- Provide a response (Yes/No) to the question: “At the time of submission, do you have pending awards that, if funded, would bring your total research support to more than \$350,000 in direct costs for CY2018?” A response is required.

Section 5: Applicant Institution

Institution information entered in the LOI will be automatically entered on the Applicant Institution page. At the proposal stage, you must designate a **Signing Official** and a **Fiscal Contact** for your proposal. The same individual may serve as both the Signing Official and the Fiscal Contact if that is the case for your institution.

These contacts can be added by selecting from the “List of Institution Officials” that the system populates based on your institution’s profile, or by entering the individual’s email address and

clicking “**Add**.” For the latter method, a new window will open; enter the requested contact information and complete all the required fields marked with a red asterisk. If the person is already registered in proposalCENTRAL, some information will be automatically entered into the contact form. To save the information you entered, click the red “**Save**” button and “**Close Window**.” Once you have entered a Signing Official or Fiscal Contact, you may make changes to an existing entry by clicking on “**Edit**” or “**Remove**” in the Action column.

Section 6: Faculty Collaborator(s), if any

Responses entered at the LOI stage will be automatically entered in the proposal stage. Review and edit your responses as needed to provide accurate 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

Responses entered at the LOI stage will be automatically entered in the proposal stage. You may edit the information previously provided in the LOI. **Note:** *The Common Scientific Outline code described below was not required in the LOI; it is a required field for the full application.*

Abstract: In the textbox provided, concisely summarize the proposed project. This abstract is limited to 2,400 characters including spaces (approximately 350 words) and should be written in a manner that is appropriate for a general scholarly audience. 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.

Common Scientific Outline Code: Applicant PIs must 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, and each of these broad areas is divided into four-nine subcategories. A response is required.

Enter the CSO code(s) for your application’s research topic in the space(s) provided on the Abstract page. Coding is best done by the individual writing the research plan and abstracts. Please refer to the CSO coding scheme for more details:
<https://www.icrpartnership.org/cso/CSO.pdf>.

First, familiarize yourself with the major heading under which you think your research belongs. For example, studies about the biology of breast cancer cells would match the CSO category “Biology.” Epidemiology studies most likely would fall under either CSO categories “Etiology” or “Prevention.”

Second, enter the one or two CSO codes that best categorize your application:

- Use a single CSO code if it best describes the complete topic area of the proposed research. **Many applications are adequately characterized by one code.**
- If your project fits under more than one CSO category, then add a second code. The second code should represent a different, but integral part of the research and represent some portion of the total effort.

Section 8: Budget Summary

A budget must be provided in this section as part of the application. 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 should not be included in the budget.

All CRCC awards are for only one year of direct support (full year, no partial year research) and for up to \$55,000 per award. Funds cannot be transferred to another researcher.

- I. **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.
 - **Personnel Costs (Salaries & Fringe Benefits)**
 - Provide the total personnel costs in the Budget Summary.
 - Salary support allowed for postdoctoral scholars and technical assistance (non-academic appointments) only.
 - Name all individuals to be supported by the grant and list their percent effort in the separate Budget Justification.
 - **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 specifically for the proposed project.
 - Do not include general office supplies.
 - **Equipment (over \$5,000)**
 - The requested equipment items must be inventoriable and cost more than \$5,000. The description and the use of the equipment must be provided in the Budget Justification.
- II. **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.

Section 9: Organization Assurances

Answer the Yes/No questions regarding the usage of human subjects and vertebrate animals. If you answered "Yes" to any question, indicate the status of IRB and/or IACUC approval, as well as provide the approval dates, if available. Additionally, a Human Subjects, Animal Use or Toxic Substances template must be completed and uploaded as part of the application.

Section 10: Upload Proposal Narrative and Other Attachments

Click on this link to 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 according to the instructions in each template, **converted to PDFs** as specified in the instructions within the templates, and uploaded prior to completing the validation and submission. Refer to Part D of this document for a list of required documents. **Note:** *Make sure uploaded PDF forms are not password protected and do not contain electronic signatures.*

Section 11: Reviewer Recommendations

This section is optional and is not required.

Recommendations: Proposals are reviewed by active members of the 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 UC faculty members. Recommendations will undergo the CRCC process for selecting new members. To make nomination(s), please list the name, address, and email address of the potential CRCC member(s).

Exclusions: You may identify CRCC members who you do not want to review your proposal. A list of the current CRCC membership is posted on the CRCC website: <http://ucop.edu/research-initiatives/programs/crcc/committee-membership.html>. Such requests MUST include a brief explanation of the perceived conflict of interest. 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.

Section 12: ORCID

ORCID for the Applicant/PI is automatically populated from the Professional Profile (My Profile, Personal Data For Applications section). Please note that not all information on the applicant/PI profile is required. The Applicant/PI ORCID is not required at the LOI stage but it is required at the full application stage. If the Applicant/PI does not have an ORCID, please register for one at orcid.org prior to completing the full application.

The ORCID can be added/edited in the Applicant/PI’s Professional Profile. Click the “Edit Professional Profile” to make edits to the profile. Alternatively, you can go directly to the Professional Profile tab in your proposalCENTRAL management window to make changes.

Section 13: Validate

This section enables applicants to verify that the application is ready to submit. The system will notify applicants of any incomplete information that is required to complete the application.

Section 14: View Application PDF

Please note that this section is made available so applicants may print or download their application in PDF format. Click on the “**Print Signature Pages and Attached PDF files**” button to view, print or download the completed application. **DO NOT use the signature page generated in this section to obtain signatures for your application.** Download the “**Signature Page**” template from Section 2 to obtain all necessary signatures, and upload the signed signature template in Section 10.

Section 15: Submit

Click the “**Submit**” button to submit your application. Following the submission of an application in proposalCENTRAL, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact proposalCENTRAL technical support.

Part D. Proposal Templates

Proposal templates are Word or Excel documents available on proposalCENTRAL in both Section 2 Download Templates and Instructions and Section 10 Upload Proposal Narrative and Other Attachments. Applicants must use the templates provided. **To complete the templates, download them, save them to your hard drive and complete the requested information.** Once complete, **convert word templates to PDF**, then upload the PDF files to the proposal using the upload function in Section 10 Upload Proposal Narrative & Other Attachments Here.

All Excel files must be uploaded as both Excel and PDF. Be sure to select the correct Attachment Type to identify uploaded templates.

Additional instructions and guidance are included in each template.

Note: Please make sure uploaded PDF templates are not password protected and do not contain electronic signatures. See proposalCENTRAL help or FAQs for assistance in converting templates to PDF (links provided in the upper right hand corner of the proposalCENTRAL screen when logged in as “Applicant”).

Application Upload Requirements:

Below is a list of all required and optional documents that may be submitted as part of your application. The “Requirement” column indicates whether a document is required, conditional or optional. The “Notes” column indicates any special instructions and whether a template is provided.

	Form Name	Requirement	Notes
1.	Research Proposal	Required	Download and complete Word template. 8 pages max (5 pages Proposed Research Activities, 1 page Relationship to Cancer & up to 2 pages Literature Cited). Upload PDF.
2.	Revised Proposal Form	Conditional: required if application is a resubmission; template provided	Download and complete Word template. 2 pages max. Upload PDF.
3.	Biosketch	Required for PI only.	Limited to 2 pages. Please use the NIH template with the following modifications to adhere to the page limit: <i>include</i> 1) the NIH Positions and Honors section and 2) Publications (relevant peer-reviewed publications only); <i>exclude</i> the Contribution to Science and Research Support sections. If space allows within the two-page limit, at your discretion, you may include a brief Personal Statement.
4	Budget Justification	Required; template provided	Download and complete Word template. 1 page max. Upload PDF.
5	Other Support	Required; template provided	Download and complete Excel template. Upload 1) Excel Workbook and 2) single PDF file that includes all completed tabs.
6	Research Compliance: Human Subjects, Animal Use, and Toxic Substances	Required; template provided	Download and complete Word template. 1 page max. This form is required regardless of your project’s compliance status. Upload PDF.
7.	Letter(s) of Collaboration	Optional; no template provided	Letters of collaboration may be included from individuals who will be participating in the project in a

			significant way, on an ongoing basis (<i>optional</i>). Letters may not exceed one page each. Do not submit any letters from individuals not directly participating in the research. Upload PDF.
8.	Signed Signature Page	Required; Applicant PI signature and campus official signature required; template provided	Download and complete “Signature Page” Word template in Section 2. DO NOT use the proposalCENTRAL generated Signature Page. Obtain the necessary signatures in ink, convert and upload signed page in PDF.

Contact Information:

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, please refer to the following website: <http://ucop.edu/research-initiatives/programs/crcc/>