UC Cancer Research
Coordinating Committee
Application Process for 2023-24 Awards

Applicant Webinar
January 2023
Applicant Webinar: Agenda and Topics

Brief overview of funding opportunity
  • Eligibility criteria and key deadlines

How to apply
  • Orientation to SmartSimple

How to get answers to your questions
UC Research Initiatives

Research Grants Program Office

Programmatic questions should be directed to UCRI@ucop.edu.

Presenters:

Betty Guo
Program Officer, UCRI
Interim Associate Director, CRCC

Laurie Stevens
RGPO Contracts & Grants
UC Cancer Research Coordinating Committee Faculty Seed Grants

- Topics must be directly relevant to cancer
- Single PI, 1-year awards
- Up to $75,000 maximum; $10,000 diversity & disparities trainee supplement
- 2 Categories: New Assistant Professor and Regular
- Award Start Date: **October 1, 2023**
- Funded through endowments to the UC earmarked for cancer research and the California Cancer Research Voluntary Tax Contribution Fund
Who Can Apply

New Assistant Professor (NAP) and Regular (REG)

- PI must be member of UC Academic Senate
- PI must be employed a minimum of 50% time on UC-administered payrolls at a UC campus
- PI may not have >$350,000 in direct research support for award period (October 1, 2023 – September 30, 2024)
- Applicants cannot receive funding for 2 consecutive years
- NAP applicants must have effective initial UC appointment date between October 1, 2018 and October 1, 2021

Please carefully review the RFP and FAQs
Proposal Eligibility

New Assistant Professor (NAP) and Regular (REG)

- Each applicant may submit only one proposal per year
- Can revise and resubmit an unsuccessful proposal only once
- Resubmission must occur no later than two years after original submission

NAP-specific

- May apply every year

REG-specific

- May apply no more than twice in any sequential 3-year period
- Must propose new research, not logical extension of current research

Please carefully review the RFP and FAQs
Key Dates

Letters of Intent Due (Required)  
Tuesday, January 24, 2023  
12:00 Noon PT

LOI Notification  
By Monday, February 13, 2023

Full Proposals Due  
Thursday, April 13, 2023  
12:00 Noon PT

All application materials must be submitted through SmartSimple
LOI Tips

• **Start early** to become familiar with SmartSimple

• Detailed **instructions** are provided in SmartSimple

• **Submit early**: No late LOIs will be accepted
  12:00 Noon PT **Tuesday, January 24, 2023**
LOI Selection Process

LOIs reviewed for

• Eligibility
• Completeness and adherence to eligibility requirements

Notification in February

• Applicants with approved LOIs will have access to the full application materials in SmartSimple
• LOIs must reasonably represent the intended project scope and topic. Any modifications in the full proposal must comply with program eligibility requirements.
Full Proposal Tips

• Start early
• Use templates provided in SmartSimple
• Detailed application instructions will be posted in SmartSimple

• Avoid jargon
  These proposals must be able to communicate their potential impact and benefit (why do we care?) not only to other scholars, but also to a general academic audience
Research Grants Program Office (RGPO) Contracts and Grants Unit (C&G)

• Works in collaboration with multiple research programs, including UCRI and CRCC.

• Serves as interface on administrative and procedural aspects of your Letter of Intent or Application and their submission and review process.

• Provides technical support for and answers to questions about SmartSimple, including user account retrieval.

Email: RGPOgrants@ucop.edu
Accessing SmartSimple
Login to SmartSimple: https://rgpogrants.ucop.edu/

Returning users login here
First-time users register here
Creating an Account on SmartSimple
https://rgpogrants.ucop.edu

Enter your institution and complete your applicant contact information. *(Note: all UC campuses are listed in the system with their full “University of California” name.)*

If you receive a message that an account with your email address already exists, return to the main login page and click “Forgot Password.”
Preparing and Submitting an LOI

1. Click on the “Available Funding Opportunities” tab in the upper right corner.
2. Find the row that corresponds to the award you’re interested in and click “Apply.”
LOI Submission Steps

Click the section headings to access and complete each section of the LOI.

Download instructions

Click "Submit LOI" to submit the LOI.

("Save Draft" frequently; review & edit as needed.)
Accessing Your Draft LOI

1. Click the “Home” link in the upper-right hand corner of the screen
   
   *Note: you should by default land on this dashboard when you log into SmartSimple*

2. Click “In Progress Applications” to access your draft LOI.

3. After submission of an LOI or Full Application, the record can be found under “Submitted/Under Review Applications”
From Approved LOI to Full Application

1. Click on “In Progress Applications.”

2. Locate the row for your submitted **CRCC LOI**. The “Status” Column will indicate if your LOI is approved. Click “Open” to begin full application and access instructions and templates.

**CRCC LOI notifications will go out by February 13, 2023**
3. Click “Continue” button on bottom of screen to access full application materials.
Application Submission

Instructions can be downloaded from the top of every page.

Complete each section of the application.

Download templates and upload required attachments in the Documentation section.
1. In the Full Application, click on "Invite Personnel" in the left sidebar.

1. Click on “Invite Personnel”
2. Click the plus button to add an individual who needs access to the application in SmartSimple.
3. Enter the individual’s name and email address.
4. Repeat as needed.
5. Click ‘Invite’ to send out invitation emails.
Click the Budget tab

Click “Open” to start entering information

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner - Institution</th>
<th>Total DC</th>
<th>Total IDC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Jane Doe 2 - MERCY HOUSING CALIFORNIA</td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
</tbody>
</table>

Total |
$141,750 | $42,225 | $183,975
Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, click “Can’t find Signing Official.” Then click “Add Signing Official” and complete the form.
Budget tab - Editing the budget

Do not click “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.
Scroll down to “Personnel Costs.” Click “+” to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.
Click "Save Draft" before clicking on the "Submit to Signing Official" button to submit your application.
I still have questions…

1. Ask them **today**
2. Read the FAQs
4. Check website for **updates**: We may update program announcements or the FAQ document
5. For programmatic questions, email us at **UCRI@ucop.edu**
6. Ask for guidance from your **campus Research Office**