UC Cancer Research Coordinating Committee
Application Process for 2024-25 Awards

Applicant Webinar
December 2023
January 2024
Applicant Webinar: Agenda and Topics

Funding opportunity
• Brief overview
• Eligibility criteria
• Key deadlines

How to apply
• Orientation to SmartSimple

How to get answers to your questions
Programmatic questions should be directed to UCRI@ucop.edu.

Presenters:

Betty Guo  Program Officer, UCRI
           Interim Associate Director, CRCC

Laurie Stevens  Lead, 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 $85,000 maximum; $10,000 diversity & disparities trainee supplement
- 2 Categories: New Assistant Professor and Regular
- Award Start Date: October 1, 2024
- 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, 2024 – September 30, 2025)
  - See FAQs #9 & #10

Please carefully review the RFP and FAQs
Who Can Apply

New Assistant Professor (NAP) and Regular (REG)

- Applicants cannot receive funding for 2 consecutive years
- Applicants must be in compliance with CRCC reporting
- Applicants must have been at UC at least 2 years by award start
- NAP applicants must have effective initial UC appointment date between October 1, 2019 and October 1, 2022

Please carefully review the RFP and FAQs
New Assistant Professor (NAP) and Regular (REG)

• May submit only one proposal per year
• May be co-I on 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

Please carefully review the RFP and FAQs
Proposal Eligibility

NAP-specific
- May apply every year
- May propose research that is a logical extension of current research

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
<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Intent Due</td>
<td>Thursday, January 25, 2024</td>
</tr>
<tr>
<td>(Required)</td>
<td>12:00 pm Noon PT</td>
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<tr>
<td>LOI Notification</td>
<td>By Monday, February 12, 2024</td>
</tr>
<tr>
<td>Full Proposals Due</td>
<td>Thursday, April 4, 2024</td>
</tr>
<tr>
<td></td>
<td>12:00 pm Noon PT</td>
</tr>
<tr>
<td>Notification of Review</td>
<td>Thursday, August 1, 2024</td>
</tr>
<tr>
<td>Outcome</td>
<td>(expected)</td>
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</tbody>
</table>

All application materials must be submitted through SmartSimple
Diversity & Disparities in Cancer Research Traineeship Supplement

- Awardees may apply for $10,000 supplement
- To support trainees from underrepresented communities or whose research addresses the impact of cancer in underserved communities
  - Trainee works on funded parent project
  - Funding primarily for trainee(s)
- Runs concurrent with parent award; applications due 1-1.5 months after award notification

Please refer to RFP and Appendix 5
LOI Tips

- **Start early** to become familiar with SmartSimple
- Detailed **instructions** are provided in SmartSimple
- **No late LOIs will be accepted**

Due 12:00 pm **Noon** PT

Thursday, January 25, 2024

Please refer to instructions in RFP and Appendix 4
LOI Selection Process

LOIs reviewed for

• Eligibility
• Completeness and adherence to eligibility requirements

LOIs NOT reviewed for

• Scientific content
• Feasibility of project within budget guidelines
LOI Selection Process

Notification in February
• Applicants with approved LOIs will have access to the Full Application materials in SmartSimple
  ▫ Templates
  ▫ Submission instructions

Full Application
• LOIs must reasonably represent the intended project scope and topic in full application
• Any modifications in the full proposal must comply with program eligibility requirements
Full Proposal Tips

• Start early – must submit through campus **Sponsored Programs Office**!
• Use templates provided in SmartSimple
• Detailed **application instructions** will be available 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 Full 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/

- First-time users register here
- Returning users login 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 "Submit LOI" to submit the LOI.

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

Download instructions

("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”
CRCC LOI notifications will go out by February 12, 2024

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.
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
If you cannot find their name in the list, contact your department administrator or Contracts and Grants office to determine the name and email of your institution’s Signing Official. Then select “Can’t find Signing Official,” click “Add Signing Official” and complete the form.

Start typing the name of your signing official into the field and select from the list that populates.
Click “Save Draft” to save your work.

Once you have entered all the necessary budget figures and justification notes, click “Budget Complete” to lock the budget section.
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.
Submit to Signing Official

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**