



**CARE-UNIVERSITY OF CALIFORNIA INNOVATION FELLOWSHIP PROGRAM
Application Submission Instructions for 2020
Awards**

Proposal Submission Deadline	Thursday, February 20, 2020 at 12:00 noon Pacific Time (3 pm ET as shown in proposalCENTRAL)
Notification of Review Outcome	Tuesday, March 31, 2020 (expected)
Award Start Date	Wednesday, April 22, 2020

This document provides application instructions for submissions of proposals for the [CARE-UNIVERSITY OF CALIFORNIA INNOVATION FELLOWSHIP PROGRAM](#) announced on December 10, 2019. Please review the RFP carefully before applying.

Plan Ahead: A signed Departmental Approval form and Signature by the Contracts and Grants official from the applicant’s campus are required on the Signature Page of the proposal. Applicants are responsible for ensuring that all relevant requirements are complete and accurate. It is the applicant's responsibility to follow the 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 significant time to review and sign off on proposals. Please check with your campus Contracts and Grants/Sponsored Projects Office in advance to ensure that you have sufficient time to obtain the necessary signatures, and submit all materials via proposalCENTRAL prior to the submission deadline.

Part A. Online Proposal Submission

The proposal must be submitted using the online system proposalCENTRAL, which can be accessed at <https://proposalCENTRAL.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 5:30am – 2:00pm PT.

Part B. Overview of Proposal Submission Process

**Step 1:
Applicant Registration with proposalCENTRAL**

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](#). At this point, you may update your Professional Profile. NOTE: In the registration process, one of the pages, “4) Personal Data for Applications”, includes fields for applicants to provide several types of private personal information that are neither required nor requested by CARE-UC Innovation Application Instructions for 2020 CARE-UC Innovation Fellowship

Fellowship There are no required entries on this page; therefore, we suggest that you skip this particular page during the registration process.

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. Most California research institutions and universities are in the proposalCENTRAL database. All University of California campuses have pC profiles under “**The Regents of the University of California**” at the designated campus. Click the **Search Registered Institutions** tab to locate your campus 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).

proposalCENTRAL is integrating with [ORCHID](#). If you have an ORCHID ID, you may enter it into your pC profile. This is not required.

Please complete all required sections, which are marked with an asterisk.

Step 2: Start an Application

To begin an application, select the “Grant Opportunities” tab, and scroll down, or use the keyword search function, to find to “University of California Research Initiatives – Special Opportunities – **CARE-University of California Innovation Fellowship Program.**” On the right, click the **Apply Now** button to begin the application submission process and follow the instructions.

Requirements for the application, or other RFP terms and conditions, are available at <https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html>. 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 (ET)/5:30am – 2:00pm (PT).

STEP 3: 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 4: Electronic Submission. Once all of the online data forms are completed 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.

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.

Online Data Forms: proposalCENTRAL

Complete the online data forms on proposalCENTRAL as described below. Please be sure to **save your work after each entry**. To avoid loss of data, we recommend that you save your work every 10 to 15 minutes. 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. Any unsaved data will be lost.

The following numbered explanations correspond to the numbered Proposal Sections seen in the left hand column of the application page at the proposalCENTRAL web site

<https://proposalCENTRAL.com/>

Section 1: Title Page. Enter a Project Title in the space provided. Please review the information, make updates or changes as necessary, and save the form. This step must be completed before you can continue. Upon completion of Section 1, the remaining sections listed below (2-8) may be completed in any order and do not need to be completed in one session. Note: please be sure to save your work after each entry.

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

Previous Submission Section:

- Provide a response (Yes/No) to the question "Is this a resubmission?"
- If you applied to this award in previous years, please answer "Yes" and click on the dropdown menu to select your previous submission from the list of prior applications. *The "Yes" option is not applicable for the 2020 competition.*

Section 2: Download Templates & 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. Details about how to complete 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 to access the application to assist with writing or submission. This is not required.

Section 4: Applicant

Applicant Profile: This section requires the identification of the Applicant; all relevant information will be populated from the Applicant's profile. To update any information, click on "**Edit Professional Profile**".

Student Status:

- Provide a response to all questions. A response is required for each question.
 - Are you a full-time student enrolled in a graduate program at one of the 10 UC campuses? (Yes/No)
 - Select one of the following:
 - Doctoral
 - Master's
 - Professional

- Other, please explain
- Year in program (1st, 2nd,....6th, etc)
- Are you able to participate in a 2- to 4-week in-country placement between June 22, 2020-August 14, 2020? (specific dates and locations vary by project) (Yes/No)
- Anticipated Graduation Date (must be after October 1, 2020 to be eligible)

Section 5: Applicant Institution & Contacts

Designate a **Signing Official** and a **Fiscal Contact** for your proposal: The Signing Official is your campus Contracts and Grants Officer and the Fiscal Contact is your department Graduate Assistant.

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: Letter from Academic Advisor/Faculty Recommender

This section allows the system to send a notification to your UC academic advisor or other faculty requesting a letter of recommendation.

Enter the e-mail address of your UC academic advisor/faculty, then click ‘Add’. If the e-mail address is in our system, you will get an immediate option to ‘Send E-mail.’ (If the e-mail is not in our system, provide the first and last name of the person when prompted). Click ‘Send E-mail’. An email will be sent to the referee with a link and instructions for how to provide a letter of recommendation for your Fellowship application. When you click ‘Close Window’, the table below will be updated showing the person added. As the person submits a letter of recommendation, the “Response” column will change to “Submitted.” Your academic advisor/faculty recommender must complete this request in order for you to submit your application.

This letter must be uploaded directly by your academic advisor/faculty recommender, and the document is not visible to you, the applicant. **You should first contact your academic advisor/faculty recommender regarding this request, and inform your recommender that the letter is required and must be completed using the provided template.** The template is accessible to your advisor via proposalCENTRAL once your advisor follows the emailed instructions to log into the system.

Please see additional information on the separate instruction form: *proposalCENTRAL Instructions for Uploading a Blind Letter of Reference* in Section 2: Download Templates & Instructions on proposalCENTRAL.

Section 7: Budget Summary

A budget must be completed in this section as part of the application.

Project Period 1 must begin on April 22, 2020 and end on September 25, 2020.

There are two budget categories:
 Student Stipend (please enter \$9,000)
 Travel allowance (please enter \$2,200)

Total = \$11,200

There are no indirect costs. Please note that travel expenses are on a reimbursed actual cost basis up to \$2,200 to cover one international coach fare roundtrip to the approved summer placement location, airfare and/or mileage to the launch orientation, and airfare and/or mileage to the showcase event. All travel must comply with UC travel policy. For international travel please see <https://www.ucgo.org/>. For in-state travel, please use Connexus or your campus travel office. Lodging will be arranged and covered by CARE.

Section 8: 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.

Section 9: Upload Proposal Narrative & 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, **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.

Section 10: 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 11: Print Signature Pages

Click on the blue “Print Signature Pages” button to generate and print the signature page. **The applicant must sign the signature page, obtain the signature of the applicant’s campus signing official, and upload the scanned “Signed Signature Page” in section 10.** Only ink signatures accepted; electronic signatures are not accepted.

The applicant can also click on the blue “Print Signature Pages with Attachments” button to print out all proposal materials in one PDF document.

Section 12: Submit

Once all online and downloaded templates have been completed and uploaded, the application is ready to be submitted. Please note that the system first requires that you click on “Validate” in Section 9 to check the proposal for errors. Clicking on “Validate” only does not submit the proposal. If no errors are found, you must then click “Submit” to complete the submission. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Part D. Proposal Templates

Proposal Templates are Word documents available on proposalCENTRAL either under Section 2 Download Templates & Instructions or Section 8 Upload Proposal Narrative & Other Attachments. To complete templates, download them, save them, and enter the requested information. **Once complete, convert the templates to PDF, then upload the PDF files** to the proposal using the upload function in Section 8 in proposalCENTRAL. In some cases, the document may need to be printed, signed in ink, and scanned in before uploading as a PDF. Be sure to select the correct Attachment Type to identify uploaded templates.

Additional instructions and guidance are located on top of each template.

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

Proposal Form Upload Requirements:

Form Name	Required	Notes
Proposed Project/Research Plan	Required; Word template provided.	4 pages max (2-3 page research plan and 1 page literature cited). Upload PDF.
Statement Addressing CARE priorities	Required; Word template provided.	1 page max. Upload PDF.
Personal Statement	Required; Word template provided.	1 page max. Upload PDF.
Applicant’s Academic Transcript	Required. No template provided.	Non-official transcript is acceptable. Upload PDF.
Letter from Academic Advisor (blind)	Required; Word template provided. Upload directly by academic advisor. This document is not visible to applicant.	Letter from the applicant’s academic advisor/faculty recommender recommending the applicant for the Fellowship, providing concurrence and approval of the proposed research and time commitment. Letter must be signed (ink signature only – no electronic signature accepted) and scanned to convert to PDF. This letter must be uploaded directly by your academic advisor through proposalCENTRAL. Follow instructions in Section 6) Letter from Academic Advisor/Faculty Recommender.

Form Name	Required	Notes
Intellectual Property Disclosure	Required; Word template provided.	Use this template to identify any pre-existing data/data sets, inventions, proprietary information, or other background intellectual property developed by the student, by the University of California, or by another third party that may be used or accessed by the student in the conduct of this project.
Departmental Approval	Required; Word template provided.	1 page max. Upload PDF.
Signed Signature Page	Required - Applicant signature and campus institution official signature required.	Print the proposalCENTRAL generated Signature Page, obtain the necessary signatures (ink signature only – no electronic signature accepted), scan, and upload the signed signature page in PDF.

Contact Information

Should you have any questions regarding your application, please contact:

Please contact Dane Wetschler at dane.wetschler@care.org for questions on CARE priorities and scope of the Fellowship.

For assistance with proposal development or campus guidelines related to the application process, please contact:

Campus	Contact Person	Email
Berkeley	Maryanne McCormick, Executive Director, UC Berkeley Blum Center for Developing Economies	mmccormick@berkeley.edu
Davis	Liliane Larson, Executive Director, UC Davis Blum Center	llarson@ucdavis.edu
Irvine	Ruth Gyllenhammer, Associate Director, UCI Blum Center	rgyllenh@uci.edu
Los Angeles	Michael Rodriguez, Professor, Department of Community Health Sciences and Professor, Department of Family Medicine	mrodriguez@mednet.ucla.edu
Merced	Kurt Schnier, Associate EVC/Provost for Academic Planning and Budget, Professor of Economics	kschnier@ucmerced.edu
Riverside	Justine Ross, Associate Director, Blum Initiative on Global & Regional Poverty, UCR School of Public Policy	Justine.ross@ucr.edu
San Diego	Fonna Forman, Associate Professor of Political Science and Director of the Center on Global Justice	fforman@ucsd.edu
San Francisco	Gretchen L Kiser, Executive Director, Research Development Office	Gretchen.Kiser@ucsf.edu
Santa Barbara	Joanne Nowak, Academic Coordinator, UCSB Blum Center	Joanne.nowak@ucsb.edu
Santa Cruz	Lisa Nishioka, UCSC Blum Center on Poverty, Social Enterprise and Participatory Governance	blumcenter@ucsc.edu

- Questions related to your eligibility and other funding should be directed to your department graduate advisor or campus fellowship office.
- Technical questions regarding proposalCentral submission should be directed to their customer support at 800-875-2562 or pccsupport@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 refer to the following website: <https://www.ucop.edu/research-initiatives/programs/innovation-opportunities/care-uc-fellowship.html>