University of California
Multicampus Research Programs and Initiatives

Full Application Smart Simple Webinar for 2023 Awards
June 2022
Applicant webinar: Agenda and Topics

- MRPI Budget and Contract Structure Overview
- Key Steps in SmartSimple
Programmatic questions email: UCRI Program Officers at UCRI@ucop.edu

Technical (SS) and administrative questions email: RGPOGrants@ucop.edu
Common errors in MRPI LOIs

**Key Personnel Table**
- *One Applicant PI* at applicant campus
- *One Co-PI* at each of the other collaborating campuses
- Other collaborators are *Co-Is; Trainees*.

- Provide a UC/institutional email address for each project team member.

- Limit Biosketches/CVs to 3 pages.
Reminders for your full application

- New campuses and/or Co-PIs cannot be added after LOI approval

- We encourage you to add Co-Is and Trainees from participating campuses

- Eligibility criteria will be strictly adhered to
Accessing SmartSimple

Login to SmartSimple: https://ucop.smartsimple.com/

Returning users login here

First-time users register here
Applicant PI Administrative Action Items

- Open the Full Application
- Invite PI Assistant to assist with application preparation and (if necessary)
- Open Budget for applicant campus
- Create subcontracts for each additional UC campus
- Invite each UC Co-PI to their subcontract

- *(when complete)* Submit to campus Signing Official
From Approved LOI to Full Application

1. Click on “In Progress Applications.”
2. Locate the row for your submitted **MRPI LOI**. The **“Status”** Column will indicate if you have been invited to submit a full application. Click **“Open”** to begin full application and access instructions and templates.
3. Click on the “Continue to Full Application” button at the bottom of the screen to access the Full Application materials.
Application Submission

Complete each section of the application.

Instructions can be downloaded from the top of every page.

Preview button generates PDF of application (including budget and all uploaded attachments)

Download templates and upload required attachments in the Documentation section.
1. Click on “Invite Personnel”
Full Application: Inviting Personnel

2. Click the plus button to add the provide access to the following roles on the SmartSimple application:

- **PI Assistant:** can edit and submit a completed application
- **Co-Investigator:** View only

3. Enter the individual’s name and email address.

4. Repeat as needed.

5. Click ‘Invite’ to send out invitation emails.
The Prime Budget (accessed from BUDGET tab) is used to enter the budget for the host campus, and Institution Contacts for the host campus. The BUDGET tab is also where you will create subcontracts for other campuses.
Budget tab - Adding Institution Contacts

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.
Do not click “Budget Complete” until you have entered all the necessary budget figures, justification notes, and subcontracts – clicking this button will lock your budget and you will not be able to make additional edits.
Each campus site with a budget will need a separate subcontract. After clicking “Add New Subcontract Budget”, click the “Open” button that appears.
Applicant PI *must* create a subcontract budget for each UC campus Co-PI, and invite the Co-PI to the subcontract.
Applicant PI must invite each campus Co-PI to their subcontract.

Select the role Co-PI Subcontractor for the campus co-PI.

Note that the co-PI can then use this functionality to invite someone else (e.g. an assistant) to fill out the subcontract.
Applicant PI must invite each campus Co-PI to their subcontract.

You must return to Main tab of subcontract and click “Request Subcontractor Completion” button for subcontractor to access subcontract.

Create a separate subcontract and repeat this process for each UC campus.
UC Co-PI Administrative Action Items

• Access Subcontract Budget
• Invite Assistant to complete subcontract budget (if necessary)
• Add named Co-Is, Postdoctoral Fellows, or Trainees from own institution to Project Personnel table (if applicable)
• Access Main Application
Subcontracts

UC co-PI: log into SmartSimple and *first* access subcontract

Click on “Pending Subcontracts” tile to access the subcontract.
Click on “Edit Subcontract Budget” to edit budget figures and justifications.

Do not click **Subcontract Budget Complete** until all figures and justifications are final.
Inviting an Assistant to Fill Out Subcontract

The Co-PI can invite someone to fill out the subcontract on their behalf. This individual will NOT have access to the full application.

Click "Invitations" to access the invitation interface.
Inviting an Assistant to Complete Subcontract

In the invitation interface, select the role **Subcontractor Assistant**, and then click “Invite”.
Co-PI Access to Application

UC Co-PI site lead: *after* the subcontract has been opened, the UC Co-PI has access to the full application.

Click "In Progress Applications" to access the main application content.

Click "Home" to access the home screen in SmartSimple.

Click "Pending Subcontracts" to access the subcontract.

---

My Applications

- **1** In Progress Applications
- **0** Submitted / Under Review Applications
- **0** Awarded Applications
- **0** Assigned Actions - Signing Official

Assigned Actions

- **0** Deliverables
- **0** Pending Letters of Reference
- **1** Pending Subcontracts
- **0** Grant Agreements for Review
The Applicant PI submits the application to the campus signing official, who then submits it to RGPO. *The signing official must submit it by the deadline; please be aware of any internal deadlines for submission.*
MRPI Awards: Tips and Reminders

• Do not add key personnel from new campuses

• The Applicant UC campus has a prime budget

• The Applicant PI invites the UC Co-PIs as subcontracts

• Each additional collaborating UC campus completes a subcontract budget “under” the Applicant UC prime budget
MRPI Awards: Tips and Reminders

• Note that Co-PIs will be listed in two places in SmartSimple
  • Project Personnel table (already there from LOI)
  • Subcontract for their campus.

• Do not click “Budget Complete” until all numbers and justifications are final
  • Email RGPOgrants@ucop.edu for help with unlocking a budget
I still have questions.....

1. Ask them today

2. Review the materials in the RFP, FAQs and Full Application Instructions

3. Visit our website at: https://www.ucop.edu/research-initiatives/programs/mrpi/Application-Information.html

4. Contact us as questions arise
Contact Information

For SmartSimple support:
Research Grants Program Office
RGPOGrants@ucop.edu

For programmatic questions:
University of California Research Initiatives (UCRI)
UCRI@ucop.edu