

How to submit a proposal (LOI and application) in proposalCENTRAL

presented by

Research Grants Program Office (RGPO)
Contracts and Grants Unit (C&G)

- C&G works in collaboration with TRDRP, serving as interface on administrative and procedural aspects of your **Letter of Intent** or **Application** and their submission and review process.
- Contact information:
 - **Email: RGPOgrants@ucop.edu** (Best method)
 - **Phone: 510-987-9386**

Key Dates

Letters of Intent Due <i>(Required)</i>	<u><i>All deadlines: 12:00 Noon PT</i></u> Thursday, February 8, 2018
LOI Notification	<i>Rolling basis, no later than</i> Monday, February 12, 2018
Full Proposals Due	Wednesday, February 28, 2018
Resubmissions Due	Thursday, March 15, 2018

*All application materials must be submitted
through proposalCENTRAL*

LOI Tips

- Required for 6 core funding mechanisms (see Call for Applications for details)
- **Start early** to become familiar with proposalCENTRAL
- Detailed **instructions** are provided on the website and in proposalCENTRAL
- **Submit early**: *LOIs approved on rolling basis*
all deadlines are NOON Pacific Time

*proposalCENTRAL posts time as 3 pm ET;
equivalent to 12:00 Noon Pacific Time*

LOI Selection Process

LOIs reviewed for

- Eligibility
- Completeness and adherence to eligibility requirements

Notification on rolling basis

- Applicants with approved LOIs will have access to the full application materials in proposalCENTRAL
- 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
- Detailed **application instructions** will be provided in proposalCENTRAL

Accessing proposalCENTRAL

Login to proposalCENTRAL (pC): <https://proposalcentral.altum.com/>



FAQ | Customer Service | Help | Login

Welcome to proposalCENTRAL

An e-grantmaking website shared by many government, non-profit, and private grant-making organizations. If you have any questions about registration on our site, how to apply for a particular grant, or anything else we can help you with, please contact our customer support hotline at 800 875 2562 (Toll-free U.S. and Canada), +1 703 964 5840 (Direct Dial International) or by email at pcsupport@altum.com

APPLICATION LOGIN

[Forgot Your Username/Password?](#)

[CREATE ONE NOW!](#)

PEER REVIEWER

[CLICK HERE](#)

to access the online review

Log in Here

Create New Account Here

OPPORTUNITIES

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Creating an Account on proposalCENTRAL

<http://proposalcentral.altum.com>



*Username:

Please create a username for this account. Your username and/or email address, in combination with the password created below, allow you to access your proposalCENTRAL account.

*First Name:

Please enter your first name

*Last Name:

Please enter your last name

*Email:

Please provide a primary email address for this account. This email address will be used for all correspondence and notifications from proposalCENTRAL and the participating grant-makers. This email address can be used in place of the username to login.

*New Password:

Please enter a password for this account. Passwords must be 6 to 12 characters in length, with at least one alpha and one numeric character.

*Confirm Password:

Please re-type the password for confirmation.

*Challenge Question: "Mother's maiden name?"

Please provide a challenge question and an answer below it. These will be used for verification by Customer Service or if the user forgets their password.

*Answer:

Please note that your username and password will be included in e-mails sent to you by the system and any grant makers for which you submit applications.

By checking the Boxes below, you represent that both you and the person whom this profile represents agree to the Terms of Service and will abide by the Acceptable Use Policy for proposalCENTRAL

I agree to the [Terms of Service](#).

I agree to the [Acceptable Use Policy](#).

Save

Cancel

Preparing and Submitting an LOI

Total: 8 Opportunities

Filter by Grant Maker ▾ TRDRP Tobacco-Related Disease Research Program (University of California) ✕

Deadlines displayed in
U.S. Eastern Time

Show 25 entries

Click Apply Now to start your application (includes letter of intent if required)

Search:

Grant Maker	Programs (Click for Guidelines)	LOI Deadline	Proposal Deadline	Contact Information	Apply	FAQ
Tobacco-Related Disease Research Program (University of California)	Community Practice-Based Research Planning Award 	8/21/2017 3:00:00 PM	9/25/2017 3:00:00 PM	Contact TRDRP 	Apply Now	
Tobacco-Related Disease Research Program (University of California)	Cornelius Hopper Supplement 		9/25/2017 3:00:00 PM	Contact TRDRP 	Apply Now	
Tobacco-Related Disease Research Program (University of California)	High Impact Pilot Research Award 	8/21/2017 3:00:00 PM	9/25/2017 3:00:00 PM	Contact TRDRP 	Apply Now	
Tobacco-Related Disease Research Program (University of California)	High Impact Research Project Award 	8/21/2017 3:00:00 PM	9/25/2017 3:00:00 PM	Contact TRDRP 	Apply Now	
Tobacco-Related Disease Research Program (University of California)	New Investigator Award 	8/21/2017 3:00:00 PM	9/25/2017 3:00:00 PM	Contact TRDRP 	Apply Now	

1. Click on the “**Grant Opportunities**” tab.

2. Choose “**Tobacco Related Disease Research Program**” and click on “**Filter List by GrantMaker**”

3. Click “**Apply Now**” to start an LOI.

LOI Submission Steps

Complete each section of the LOI

Download Instructions in Section 2

No need to submit LOI signature page

Be sure to click "Submit" after LOI has been validated

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LOI Sections

Complete each section of the LOI below. Click the Next button to save and go to the next section or click directly on the sections listed below.

- 1 Title Page
- 2 Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant/PI
- 5 Applicant Institution
- 6 Abstract, Keywords, Research Area, & Study Section
- 7 Validate
- 8 Submit

Proposal Sections

LOI must be submitted and approved before Proposal can be completed.

Support Links

- Grantmaker Website
- Program Guidelines
- Email to Program Admin

TRDRP

LOI To:	Tobacco-Related D
Program:	High Impact Pilot f
Title (Applicant):	Test IP LOI 2018A
Deadline:	8/21/2017 3:00:00

Title Page

Next>> Save Print Cancel Exit

Enter a title for your application, then press Save.
Press Next to save any changes and go to the next proposal section. ?

* Project Title Test IP LOI 2018A
Do not exceed 75 characters.

Title Page

Next>> Save Print Cancel Exit

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From Approved LOI to Invited Application

Manage Proposals Professional Profile Institution Profile Grant Opportunities

Create New Proposal

All **In Progress** Submitted Awarded

Click Create New Proposal button to select a grant program and start your grant application (Includes letter of intent if required).

Show 25 entries

Search:

Delete	Edit	Identifier	Title	Grant Maker	Program	Investigator	Status	Due Date
Delete	Edit	90787	2018A CHDAS Test	Tobacco-Related Disease Research Program (University of California)	Cornelius Hopper Supplement		In Progress	9/25/2017 3:00:00 PM
Delete	Edit	90786	2018A Test UT	Tobacco-Related Disease Research Program (University of California)	Student Research Supplement		In Progress	9/25/2017 3:00:00 PM
	Edit	90702	Proposal: 2018A FT Test LOI: 2018A FT Test	Tobacco-Related Disease Research Program (University of California)	Postdoctoral Fellowship Award	Proposal: LOI:	Proposal: In Progress LOI: Approved	Proposal: 9/25/2017 3:00:00 PM LOI: 7/10/2017 2:38:34 PM
	Edit	90700	Proposal: 2018A KT Test LOI: 2018A KT Test	Tobacco-Related Disease Research Program (University of California)	New Investigator Award	Proposal: LOI:	Proposal: In Progress LOI: Approved	Proposal: 9/25/2017 3:00:00 PM LOI: 7/10/2017 2:38:44 PM

1. Click the **“Manage Proposals”** tab.
2. By default, the system displays your **“In Progress”** page. Locate the row for your submitted **TRDRP LOI**.
3. Confirm approval of your LOI under the **“Status”** Column.
4. Click **“Edit”** to begin full application and access instructions and templates.

Complete each proposal section. (Responses from the LOI stage will pre-populate; review & edit as needed.)

Download instructions & templates in section 2.

Upload all required attachments and the signed signature page using the template provided in Section 10.)

Click “**Submit**” after validating the proposal.

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LOI Sections

Click link to view Letter Of Intent.

Proposal Sections

Click name below to go to that section.

- Title Page
- 2 Download Templates & Instructions
- 3 Enable Other Users to Access this Proposal
- 4 Applicant/PI
- 5 Institution & Contacts
- 6 Letters of Recommendation
- 7 Abstracts
- 8 Budget Summary
- 9 Organization Assurances
- 10 Research Plan and Other Attachments
- 11 Validate
- 12 Print Signature Page(s) When Application Complete
- 13 Submit

Title Page

Next>> Save Print Cancel Exit

Enter a title for your application and press SAVE. (After you save your application, a NEXT button will

* Project Title 2018A FT Test
Enter a title here, then press Save. Do not exceed 75 characters

Application History:
Specify if this is -
* Please select:

Was the prior proposal submitted on proposalCENTRAL?
* Please select:

If YES, select the prior proposal from this list: **Resubmission**
* Select Prior Application

Support Links

TRDRP

Proposal To: Tobacco-Related
Program: Postdoctoral Fe
Title (Applicant): 2018A FT Test (
Deadline: 9/25/2017 3:00

proposalCENTRAL Support

Contact proposalCENTRAL support for all technical issues, including user account retrieval.

- Email: **pcsupport@altum.com**
- Phone (Toll Free): **1-800-875-2562**
- Normal Business Hours:
 - M-F 8:30am - 5:00pm Eastern Time
 - M-F 5:30am – 2:00pm Pacific Time**

Additional Information

- Visit TRDRP website for Call for Applications or mechanism information (TRDRP.org)

proposalCENTRAL Help Links:

- <https://proposalcentral.altum.com/docs/RegInst.pdf>
- <https://proposalcentral.altum.com/docs/RegUser.pdf>
- <https://proposalcentral.altum.com/docs/CreateApp.pdf>
- RGPO Contracts & Grants contact information:
 - **Email: RGPOgrants@ucop.edu** (Best method)
 - **Phone: 510-987-9386**