UC Smoke and Tobacco Free Student Fellowship
Application Submission Instructions

2016 Awards

The University of California Office of the President is pleased to provide applicant instructions for submission of a proposal for the UC Smoke and Tobacco Free Student Fellowship Call for Applications announced on April 27, 2016. Proposals must be submitted electronically **by May 25, 2016 before 12:00 noon Pacific Time in the proposalCENTRAL system**. Please note: proposals will not be accepted after the deadline.

OVERVIEW OF ONLINE PROPOSAL SUBMISSION PROCESS
The application must be submitted using the online system, proposalCENTRAL (pC) at https://proposalCENTRAL.altum.com/. Applicants may submit proposals via the online system anytime between April 27, 2016 and May 25, 2016. The proposal submission must be **complete** by the 12:00 noon PT deadline (not merely initiated). Therefore, plan ahead in preparing your submission, and allow a minimum of two hours to receive confirmation of your successful submission by the deadline.

Step 1: 'Applicant' Designation
Proposals must identify an Applicant (Applicant Name) and host campus for administering the award. The Applicant need not have Principal Investigator (PI) status at a UC campus. The Applicant should submit the proposal on behalf of the mentoring department, who is responsible for the proposal. The Applicant is identified in Section 4 of the proposal, as detailed below.

Step 2: Applicant Registration with proposalCENTRAL
Applicants must register as users of pC to submit a proposal https://proposalCENTRAL.altum.com/.

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.

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. All University of California campuses have pC profiles under "Regents of the University of California" at the designated campus. Click the **Search Registered Institutions** tab to locate your institution 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). Please complete all required sections, which are marked with an asterisk.

Step 3: Proposal Submission
To submit a proposal, log into pC, select the "Grant Opportunities" tab, and scroll down to the "Tobacco-Related Disease Research Program" (TRDRP) – "UC Smoke and Tobacco Free Student Fellowship". On the right, click the '**Apply Now'** link to begin the proposal submission process. Requirements for the proposal (RFP), or other RFP terms and conditions, can always be obtained by accessing the RFP (or equivalent Call for Applications) document, which is available on the TRDRP website. The RFP is also available by clicking on the attachments in "Programs" column in the Grant Opportunities tab in pC.

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 (EST).

STEP BY STEP: KEY SECTIONS FOR PROPOSAL SUBMISSION
Additional details on each section of the online proposal submission form are provided below. Please note: the numbered sections listed below directly correspond to the numbered proposal sections in the left hand column of the proposal page on the pC web site. To view the proposal page, please select **Apply Now,** or, if you have already started the proposal submission process and would like to make changes or complete your submission, you may select **Edit** under the "Manage Proposals" tab.

Section 1: Title Page
This section must be completed first. Upon completion of Section 1, the remaining sections listed below (2-7) may be completed in any order, and do not need to be completed in one session; however, please be sure to save your work after each entry.

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

Start Date: please enter 7/1/2016

End Date: please enter 6/30/2017

Total Amount Request: please enter $12,000 here

The information above will appear on the application face page.

Campus: Please select your UC campus affiliation. A response is required.
- Campus - UC Berkeley
- Campus - UC Davis
- Campus - UC Irvine
- Campus - UC Los Angeles
- Campus - UC Merced
- Campus - UC Riverside
- Campus - UC San Diego
- Campus - UC San Francisco
- Campus - UC Santa Barbara
- Campus - UC Santa Cruz
- Other UC Research Institution(s)

Section 2: Download Templates and Instructions
This section includes downloadable proposal submission instructions and the following required templates. The forms may be downloaded here, completed offline, then uploaded to the proposalCENTRAL system as part of your proposal in "Section 6: Attach Documents".

Application Requirements
1. Application face page with student and faculty mentor contact information and signatures (generated in Section 8 upon completion of all proposalCENTRAL application pages and signed and attached in Section 6: Attach Documents before final submission)
2. Project summary describing the proposed project with the following sections (750 word maximum for undergraduates and 1200 word maximum for graduate students):
   a. Goal of the project
   b. Significance of the project
   c. Approach/methods for the project
3. A statement describing the personal or career-related reasons for choosing the project (750 word maximum)

4. Curriculum vitae (CV) or resume
5. A letter of recommendation and commitment from the faculty mentor
6. A copy of the student's email message notifying the local campus smoke and tobacco free task force that they are interested in applying for this fellowship (here is a list of campus contacts).

Section 3: Enable Other Users to Access this Proposal
This section allows applicants to designate others, for example another Mentor, to access their profile or proposal(s) to assist with proposal writing or submission.

Section 4: Applicant
This section requires the identification of the Applicant and the best contact information for the applicant as of June 2016 (when award notifications will be made).

Section 5: Applicant Institution & Contacts
See information about how to select your Applicant Institution under the section "Step 2: Applicant Registration with pC" above.

This section also should be used to add the Mentor's profile. First, enter and confirm the Mentor's email address. A contact screen will then open requesting additional contact information for the Mentor. Please complete this information and "save". This information will appear on the application face page.

Section 6: Attach Documents
Completed "Project Summary, Personal Statement, Applicant Resume, Mentor Letter of Support, Email to Smoke and Tobacco Free Task Force, and signed Face Page" forms are required for all proposals. You must convert the form to a PDF file. To attach your completed the completed pdf files, click the Browse button in the section directly below, and select the file to attach.

Section 7: Validate
Section 11 enables applicants to verify that the proposal is ready for submission. The system will notify applicants of any outstanding information required to complete the submission process.

Section 8: Signature Page(s)
Please note that a signature page signed by the student applicant and faculty mentor is required as part of the proposal submission. This section is also made available so applicants may print or download their proposal submission. Click on the "Print Signature Pages and Attached PDF files" button to view, print, or download the completed proposal. The signed signature page should be uploaded in space available for the Application Face Page in Section 6: Attach Documents.

Section 9: Submit
Click on the "Submit" button to submit your proposal to the program. Following the submission of a proposal to pC, applicants will receive an e-mail message confirming receipt of the application. If you do not receive this confirmation within 2 hours, please contact pC tech support.

Should you have any questions regarding the content or eligibility of proposals for the RFP, please contact:

- Phillip Gardiner at the Tobacco-Related Disease Research Program at Phillip.gardiner@ucop.edu regarding program content and eligibility.
- Research Grants Program Office at RGPOGrants@ucop.edu or by phone at *510-987-9386* regarding application and pre/post-award procedures.

For the most up-to-date application and award information refer to the following website: www.trdrp.org

Technical questions regarding proposalCentral submission should be directed to their customer support at 800-875-2562 or pcsupport@altum.com. Please note their hours are 8:30am – 5pm ET/ 5:30am – 2pm PT.