



TOBACCO-RELATED DISEASE RESEARCH PROGRAM

General Off-cycle Submission Instructions (Supplement Awards)

Application instructions and templates for other award mechanisms are provided separately. Please use the appropriate templates and instructions for your specific award type.

The following are application instructions for:

- Cornelius Hopper Diversity Award Supplement
- Student Research Supplement Award

Request for either Supplement Award must be submitted as part of an ongoing grant's scientific progress report to be considered for funding. Supplement requests are above the award cap and are available for all PIs of non-mentoring grant types, such as the High Impact Research Project Award, High Impact Pilot Research Award, New Investigator Award or Community Practice-Based Research Awards. Applications will be reviewed by TRDRP staff.

Cornelius Hopper Diversity Supplement Awards:

Under the mentorship of a TRDRP-funded PI, this supplement is for the training of promising individuals from underrepresented communities and/or those who wish to pursue careers focused on one or more of the stated TRDRP research priorities. The trainees must be living in California and include those: (a) from socioeconomic, cultural, ethnic, racial, linguistic, and geographic backgrounds who are and/or have been underrepresented in tobacco research, or research in the topic of interest; or (b) pursuing a research interest focusing on cultural, societal, or educational problems as they affect underserved segments of society.

REQUIREMENTS:

- The Hopper Diversity Supplements are intended to support the initial entry of individuals into the field of tobacco-related research or within the stated TRDRP research priorities. Eligible trainees, working under the mentorship of a currently funded TRDRP investigator, may be undergraduate students, graduate students who have not advanced to candidacy, individuals who are working in the tobacco control field or proposed research area but do not have experience in research, community members, school personnel or health sciences students.
- Individuals who are eligible for TRDRP fellowships and other career development awards are encouraged to apply through those award types rather than asking for support through a Hopper Diversity Supplement. Individuals who have earned an advanced degree in any field are not eligible to be supported by this supplement.
- Investigators must have at least one year remaining on their TRDRP award to ensure the best conditions and results for prospective trainees. Therefore, Hopper Diversity Supplement applications must be submitted as part of an annual scientific progress report.
- Principal investigators should encourage trainees from socioeconomic, cultural, ethnic, racial, linguistic and geographic backgrounds who would otherwise not be adequately represented in their field or who are from underserved communities. However, in accordance with state law, preference will not be given to trainees based on race, color, ethnicity, gender or national origin.



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Student Research Supplement Awards:

Under the mentorship of a TRDRP-funded PI, this supplement is to foster the training of promising undergraduate and master's students living in California who want to receive research training in the areas covered by the current TRDRP research priorities, i.e., biomedical or behavioral research sciences preferably with focus on tobacco prevention and control or tobacco-related diseases.

REQUIREMENTS:

- Students enrolled in a doctoral degree program are not eligible for this supplement and should apply for the Predoctoral Fellowship Award.
- PIs should identify the prospective trainee and providing description of training in the stated research priority areas of TRDRP. If the candidate is funded by your parent grant, please explain any funding overlap.
- Include description of your track record as a mentor.
- Training plan: Describe how the research experience will enhance the candidate's skills and knowledge and help them achieve career goals.
- Include candidate biosketch.

PLEASE REVIEW THE [TRDRP 2023 CALL FOR APPLICATIONS](#) CAREFULLY BEFORE APPLYING.

Supplement Submission Process

Supplement applications must be submitted through SmartSimple. Instructions may be found [here](#):

https://ucop.smartsimple.com/files/1614305/f195642/Grantee_Instructions_for_Annual_Reportin_g_and_AAM.pdf

Instructions for how to complete all forms are below.

1. PROPOSAL TEMPLATES

Proposal Templates are Word or Excel documents available for download from the TRDRP website. To complete the templates, download them, save them and enter the requested information. Once complete, convert the templates to a PDF and upload all materials to the Award Amount Modification Activity (in SmartSimple). Submit the activity as described in the instructions above.

Note: *Please make sure that your uploaded PDFs are not password protected and do not contain electronic signatures.*



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TRDRP Cycle 2023 Proposal Form Requirements

Form Name & Template Availability	Notes & Page Limits	Cornelius Hopper Diversity Award Supplement (CHDAS)	Student Research Supplement Award (SRAS)
Training Plan - Word template provided	- Page Limit: 3 - To be completed by the Applicant Principal Investigator. - Submit single PDF.	Required	Required
Budget Summary - Excel template provided	- Complete the provided Excel workbook and convert to PDF.	Required (Up to 2 years)	Required (Up to 2 year)
Biosketch (Trainee) - Use biographical sketch template provided - Required for the trainee	- Biosketch is limited to 5 pages and is required for the trainee.	Required	Required
Budget Justification, Out of State Expenses & Facilities - Word template provided	- Page limit: 3	Required	Required



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Cost and Expense Guidelines

1. BUDGET

Applicants MUST download and complete the Excel template "Budget Summary". Applicants MUST use the spreadsheet provided and may not create their own. Once the Budget Summary template is complete, please convert to a PDF and upload to the Award Amount Modification activity.

Allowable costs: \$20,000 direct costs for salary, fringe benefits, tuition, enrollment fees for the trainee, domestic travel for the trainee, and domestic travel for research dissemination.

Equipment purchases and indirect costs are not allowed. Supplements may be requested for 24 months while the TRDRP grant is active. Renewal of a second year is dependent on satisfactory progress in the first year.

Additional information on allowable costs and guidelines are available on the "Instructions" tab on the Budget Summary Excel Workbook.

Use the separate "**Budget Justification & Facilities**" template to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the research plan and the allowable costs and guidelines described in current TRDRP Call for Applications and in the budget workbook.

a. Personnel

- The Budget Summary line item for Personnel should reflect the total cost of all individuals identified as supported by the grant and their level of effort. In the personnel section of the application, be sure to name all individuals to be supported by the grant and provide their percent effort (months devoted to the project). All paid individuals must also be listed on the budget.
- Follow the NIH Guidelines and Calculation scheme for determining Months Devoted to Project, available at the links below:
 - NIH Guidelines:
 - http://grants.nih.gov/grants/policy/person_months_faqs.htm
 - NIH Calculation
Scheme: http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls
- When computing salary for key personnel, use only the base salary at the applicant organization, excluding any supplementary income (e.g., clinical or consulting incomes). TRDRP does not enforce a salary cap, as long as the overall budget adheres to the costs & expenses guidelines and the amount requested stays within the allowable costs.
- Graduate students may be paid as personnel on Non-Fellowship awards and may also receive tuition remission. Tuition remission in this circumstance, however, will be considered compensation. The total compensation (salary plus fringe benefits plus tuition listed under "Personnel") may not exceed \$30,000 per project year



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(total for all students). A maximum of \$10,000 per year is allowed for the combined costs of tuition/enrollment fee remission, fringe benefits, and health insurance. On non-fellowship mechanisms, there is no provision for institutional allowance.

b. Consultant and Contractual

- Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

c. Supplies & Expenses

- Include expected costs for supplies and other research expenses not itemized elsewhere, up to \$2,200/year.
- Pooled expenses may be allowed as a direct cost at the discretion of the Program only if: 1) the project will be directly supported by the pooled expenses, 2) the pooled expenses have been specifically excluded from the indirect cost rate negotiation, and 3) the pooled expenses have been allocated consistently over time within the organization. Please explain any requested pooled expense requests in the Budget Justification.

d. Equipment (Unit Cost over \$5,000)

- Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

e. Travel

- **Travel – RGPO Meeting:** TRDRP may organize an event requiring your travel to the Oakland area within the funded grant period. Funds up to \$750 should be set aside for attending the Research Grants Program Office (RGPO) Meeting during the first year of the grant. This is NOT APPLICABLE to the Dissemination Awards. All other applicants, including fellowship applicants, should budget a one-time \$750 expense under year 1 in a travel budget line labeled: "Travel - RGPO Meeting".
- **Travel - Project Related:** Project-related travel expenses are allowable only for travel directly related to the execution of the proposed research activities. Label such expenses as "Travel – Project Related." These expenses must be fully justified in the budget justification.
- **Travel - Scientific Meetings:** Scientific conference travel is limited to \$2,000 per year (excluding a mandatory allocation of \$750 in one year of the project for travel to the TRDRP Conference under Travel - RGPO Meeting). The same limit applies to Fellowship recipients. Label such expenses as "Travel-Scientific Meetings" and explain in budget justification.

f. INDIRECT (F&A) COSTS

- **Indirect cost policy:** Indirect costs are NOT allowed for Cornelius Hopper Diversity or Student Research Supplement Awards.



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Other Relevant Policies

HUMAN MATERIAL AND ANIMAL SUBJECTS:

Approvals for use of human material and animal research subjects are not required at the time of application. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. This deadline may be negotiable depending on the circumstances of the proposal. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.

Other Requirements:

Upon request, awardees must supply the following information or documents:

1. Verification of Principal Investigator status from an appropriate institutional official.
2. Documentation of 501(c)(3) non-profit organization status for the organizations.
3. Documentation of the DHHS-negotiated (or equivalent) indirect cost rate for non-U.C. institutions.
4. Detailed budgets and justifications for any subcontract(s).
5. IRB or IACUC applications or approvals pertaining to the award.
6. Resolution of any scientific overlap issues with other grants or pending applications.
7. Resolution of any study section recommendations.

PUBLICATIONS ACKNOWLEDGEMENT AND OPEN ACCESS:

All scientific publications and other products from a RGPO-funded research project must acknowledge the funding support from UC Office of the President, with reference to TRDRP and the assigned grant ID number.

RGPO is committed to disseminating research as widely as possible to promote the public benefit. All publications based on funding received from RGPO are subject to the University's Open Access Policy. To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers on the grant will deposit an electronic copy of all publications in eScholarship, UC's open access repository promptly after publication. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication.

All TRDRP grant recipients must abide by other pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting as outlined in the Grants Administration Manual (GAM) available at the link below:

http://www.ucop.edu/research-grants-program/files/documents/srp_forms/srp_gam.pdf



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CONTACT INFORMATION

For the most up-to-date application and review cycle information refer to the following website: <http://www.trdrp.org/funding-opportunities/index.html>

Please contact Jen Jackson at jennifer.jackson@ucop.edu with questions.

The Tobacco-Related Disease Research Program (TRDRP) is part of the Research Grants Program Office of the University of California, Office of the President.