An applicant principal investigator may request that the subcontractor complete the subcontract budget.

Below are instructions on how a subcontractor should complete a subcontract budget.

1. **Accessing SmartSimple**
   - If an applicant requests that you (the subcontractor) complete a subcontract budget, you will receive an email from SmartSimple with instructions to create a password and log in to your account at [https://ucop.smartsimple.com](https://ucop.smartsimple.com).

2. **Home Screen and My Subcontracts**
   - Once logged in to [https://ucop.smartsimple.com](https://ucop.smartsimple.com), you will see the Home screen that shows the status of Applications, Assigned Actions, and Subcontracts in your account. As a subcontractor, look for **"My Subcontracts"** at the bottom of the page, and click **"Assigned Actions-Subcontracts."**
3. **Open Subcontract Budget**
   - Find the project for which you are invited to complete a subcontract budget. Click “Open” to access the subcontract budget interface.

4. **Complete Subcontract Budget**
   - Confirm that the Subcontractor Information is accurate and that the Subcontract Type is correct.
   - Click “Edit Subcontract Budget.” A separate window will open.
   - **Note:** A subcontract is not allowed to have another subcontract. Please do not try to add another subcontract.
   - If you log in and are unable to edit the subcontract budget, it is most likely because another user is simultaneously accessing the main application. A message will appear at the bottom of the screen indicating that the subcontract budget is currently locked. The subcontract budget will be locked and unavailable for editing until the other user closes the main application. Log out, and return at a later time to complete the subcontract budget.
1. Scroll down to **1. Personnel Costs (Salary and Fringe)**. Click “+” to add a new Personnel expense and indicate the dollar amount by each year requested. The Total will calculate at the end of the row. Enter justification notes. When you click “Save,” the expense will populate in the Budget Summary at the top of this screen. Repeat this step for each Personnel expense in your budget.

2. Repeat this process for each of the remaining budget categories.
   - **Student Tuition Fees, Graduate Student Stipends**
   - **Other Project Expenses**
   - **Equipment**
   - **Travel Expenses**
- **Service Contracts and Consultants**
- **Indirect Costs/Facility Administrative (FA) Costs**
  - Please note you must manually calculate and enter the Indirect Costs based on your Modified Total Direct Costs (MTDC). Refer to Appendix D for details on indirect costs.
- **Institution Allowance (for predoctoral and postdoctoral fellowship awards only):**
  - Please break down the institution allowance by budget category and enter expenses associate with each budget category type in their relevant row(s). Do not lump institution allowance into a single line item.
- **Budget Justification:**
  - A textbox is available under each budget category to provide the budget justification relevant to that particular category. There is no character limit on the budget justification, though the expectation is that the justification is concise.
- Click “Save,” then “Close” to return to the Subcontract Budget Summary.

5. **Submit Subcontract Budget**
   - Once you have entered all the necessary budget figures and notes, click “Subcontractor Budget Complete.” You can revise the subcontractor budget by clicking “Revise Budget.”
   - Confirm that your subcontract budget has been submitted by returning to the Home screen, and click on “Assigned Actions-Subcontracts.” The status of the subcontract budget will be “Submitted.” The Applicant PI will also see the status of your budget as “Submitted” in the application interface.
Contact Information

For questions about these application instructions and forms, please contact the Research Grant Programs Office Contracts and Grants Unit at:

RGPOgrants@ucop.edu
510-987-9386

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