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 the 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 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.

Cornelius Hopper Diversity Award Supplement 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 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.

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 control or tobacco-related diseases.

Submission procedure 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, 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 him or her achieve career goals.
- Include candidate biosketch.

Resubmissions and Multiple Submissions:
Please refer to the call for applications on TRDRP's Website for policies pertaining to resubmissions and multiple submissions.

Please review the [TRDRP Call for Applications](#) carefully before applying.

Offline Proposal Submission for off-cycle Supplement Requests

The proposal must be uploaded to SmartSimple as part of the progress report submission. Should the application be funded, the award period will align with the continuation year of the parent application.

Instructions for how to complete all forms are below.

1. Documentation: Proposal Templates
Proposal Templates are Word or Excel documents available for download in this section. To complete the templates, download them, save them and enter the requested information. Once complete, convert the templates to PDF, then upload the PDF files and spreadsheets (when appropriate) to the proposal using the upload button under the appropriate document heading.

Refer to Appendix A for a list of documentations/templates and their requirements by funding award type. Additional instructions and guidance are located on top of each template.

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

TRDRP Proposal Form Requirements

Form Name & Template Availability	Notes & Page Limits	Cornelius Hopper Diversity Award Supplement (CHDAS)	Student Research Supplement Award (UT)
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. Submit BOTH the PDF file and the	Required (Up to 2 years)	Required (Up to 1 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

2. Cost and Expense Guidelines

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 provide us both versions of the budget (Excel worksheet and Adobe PDF).

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. The Student Research Supplement may be requested for 12 months while the TRDRP grant is active. The Cornelius Hopper Supplement may be requested for 24 months while the TRDRP grant is active.

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 the RFP and in the budget workbook.

1) 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 (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.

2) Consultant and Contractual
- Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

3) 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.

4) Equipment (Unit Cost over $5,000)
- Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

5) 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 in 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.

6) INDIRECT (F&A) COSTS
- **Indirect cost policy:** Indirect costs are NOT allowed for Cornelius Hopper Diversity or Student Research Supplement Awards.

Appendix A: Other Application-Related Policies and Pre- & Post Award Requirements

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

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

TRDRP and RGPO: Should you have any questions regarding your application, please contact:

- The TRDRP Program Officer for your subject area regarding program content and eligibility. Contact information available at: http://www.trdrp.org/about/staff.html

- Research Grants Program Office Contracts and Grants unit at RGPOgrants@ucop.edu or by phone at 510-987-9386 regarding application instructions and forms, and pre/post-award procedures.

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

Trainee Biosketch and Future Goals
TRDRP CORNELIUS HOPPER DIVERSITY AWARD SUPPLEMENT

(To be completed by trainee applicant)
NOTE: not to exceed a total of FIVE pages.

NAME OF TRAINEE APPLICANT:

POSITION TITLE:

EDUCATION/TRAINING *(Most applicants will begin with baccalaureate or other initial professional education, such as nursing. Include postdoctoral training and residency training if applicable. High school students should list their current institution and associated information. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	START DATE MM/YYYY	END DATE *(or expected end date)* MM/YYYY	FIELD OF STUDY

NOTE: The Biographical Sketch may not exceed five pages. Follow the formats and instructions below.
Delete instructional text from this template in your final text

A.   Personal Statement and Future Goals

This supplement is for the training of promising individuals from underrepresented communities and/or those who wish to pursue careers in one or more stated research priorities focused on underserved communities. The trainees must be living in California and include those: (a) from socioeconomic, cultural, ethnic, racial, linguistic, geographic and other backgrounds who are and/or have been underrepresented in tobacco research; or (b) pursuing a research interest focusing on cultural, societal, or educational problems as they affect underserved segments of society. Use the section below to describe how your background and career goals align with the intent of this supplement.

A.1. Personal Statement

- Describe your reasons for pursuing a career in tobacco control or tobacco-related research, or any research area covered under the current TRDRP research priorities.
- Briefly describe the goals of the proposed research and your role on the project.
- State if you are a member of a group that is underrepresented in tobacco research
- If applicable, describe your current situation(s) and/or condition(s) in your life that were or are an impediment to continuing on the path to a career in tobacco control or research related to tobacco use and tobacco-related disease, or research in any TRDRP priority area. This can include situations such as the absence of a family member who attended college; matriculation at schools with poor financial or curricular support; having a physical or learning disability; or working long hours while attending school.

A.2. Future Goals in Tobacco Control or Tobacco-Related Research

•   Describe in your own words your educational background, life experiences and/or other contributions to science, research or community that may be predictive of future success in your research career. Even if your participation in the proposed research project will be your first experience, describe your previous experiences that demonstrate your academic preparation and/or work ethic. Also describe the extent that your previous and current research interests focus on cultural, societal, health or educational disparities as they affect underserved segments of our state.

•   State your career goals and describe how the proposed research or tobacco control training will further your advancement toward these goals. If applicable, describe how the proposed training may contribute towards ending California tobacco-related disease disparities.

TRDRP Cornelius Hopper Diversity Award Supplement
Proposed Training Plan: (Page Limit: 3)

INSTRUCTIONS

This template is to be completed by the Principal Investigator.

Describe the roles the principal investigator and other members of the project team will play in this training, including mentoring; be explicit regarding responsibilities. List courses or other specific didactic instruction the trainee is expected to complete. Summarize the extent to which the trainee will participate in other educational activities (e.g., attendance at informal seminars, colloquia, advisory board meetings, lectures, and regional research conferences). Please list facilities and resources that will be available to the trainee. For members of the project team who will function in a mentoring capacity, describe their previous experience as a mentor, particularly with persons at this trainee's level. Explain how the training plan will integrate the trainee into the work of the research project. If the trainee is a community member and/or public school employee, describe your experience of working and training non-academic research members. Please also discuss your past experience in learning from community and/or school research team members.

- *Insert the SmartSimple (SS) ID of the parent application, the trainee's name (Last, First) and the Applicant PI's name (Last, First) in the header.*
- *Do not change the formatting of this template including the margins or text size. Template is formatted to 0.75" margin, general text is defaulted to font Arial, size 11, and header/footer defaulted to Arial, size 10. You may wish to use font Times News Roman instead of Arial, and may change the text color or font style (i.e. bold, italic, underline) as needed. Use font size 11 for general text, size 10 for header/footer, and size 9 or 10 for table captions and graphics.*
- *You may delete all instructions (blue-colored text and any bracketed text [xxxxx]) prior to converting this document to PDF.*

Guidelines and Policies Related To Completing the *Budget Summary* **and** *Budget Justification and Facilities* **Forms**

Instructions

1   Review all instructions and guidelines prior to completing this workbook. The budget is composed of six main budget categories: 1) Personnel; 2) Consultant and Contractual; 3) Supplies & Expenses; 4) Equipment (Unallowable for Supplement Awards); 5) Travel; and 6) Indirect Costs (Unallowable for Supplement Awards). Carefully read through "Cost & Expenses Guidelines" below for information pertaining to each budget category.

2   Complete the red tab "BUDGET SUMMARY TEMPLATE" for your proposed research. This is your proposal's entire budget.
    If a subcontract is involved, provide the subcontract's budget in the subsequent green tab: "SubContract_Budget1" for the first subcontract. If you have more than one subcontract, copy the subcontract budget tab and create additional tabs, for example, name the additional tabs: SubContract_Budget2, SubContract_Budget3, etc. for each additional subcontract. Detailed contractual budgets must be included as additional tabs on this workbook, and letters of collaboration from each subcontract must be included in the Appendix.

3   Save the completed workbook and convert the completed "BUDGET SUMMARY TEMPLATE" as well as any completed "SubContract_Budget(s)" in to a single PDF file. Upload both PDF* and Excel** format on to SmartSimple.
    * For the PDF file - please upload a single PDF file that contains all completed budget spreadsheets, with the "BUDGET SUMMARY TEMPLATE" as the first page, followed by each additional subcontract budgets, if applicable.
    ** For the Excel file - you may upload the entire completed budget workbook in Excel without removing any tabs.

4   Please make sure all amounts listed on the "BUDGET SUMMARY TEMPLATE" match those that are entered in the "Budget Summary" section of SmartSimple.

Cost & Expenses Guidelines:

1) 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. On the *"Budget Justification and Facilities"* form name all individuals to be supported by the grant and provide their percent effort (months devoted to the project).

    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

Guidelines and Policies Related To Completing the *Budget Summary* **and** *Budget Justification and Facilities* **Forms**

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 12 person-months. 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.

For fellowship awards, tuition and fees should be listed under the personnel category. Explain and state the specific amounts for tuition & fees in the budget justificaiton.

2) Consultant and Contractual

Detailed contractual budgets must be included as additional tabs on this workbook, and letters of collaboration from each subcontract must be included in the Appendix.

A subcontract is not allowed to have consultant & contractual expenses (a subcontract cannot have another subcontract).

3) Supplies & Expenses

Include expected costs for supplies and other research expenses not itemized elsewhere.   Fellowship applicants should list their entire *"Institution Allowance"* under this category.

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.

4) Equipment (Unit Cost over $5,000)

Not allowed for Cornelius Hopper or Student Research Supplement Awards. For all other Awards, each requested equipment item must be >$5,000 and identified on the *"Budget Justification & Facilities"* form.

5) Travel

Guidelines and Policies Related To Completing the *Budget Summary* **and** *Budget Justification and Facilities* **Forms**

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 in NOT APPLICABLE to the Special Projects mechanism. All other applicants, including fellowship applicants, should budget a one-time $750 expense under year 1 for "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. These expenses must be fully justified on the "Budget Justification & Facilities" form. Fellowship applicants should not list any travel expenses here; all related travel expenses should be covered as part of the "Institution Allowance" listed under Supplies & Expenses.

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, though Fellowship applicants should not list any travel expenses here; all related travel expenses should be covered as part of the "Institution Allowance" listed under Supplies & Expenses.

6) INDIRECT (F&A) COSTS

Indirect cost policy: Indirect costs are NOT allowed for Postdoctoral Fellowship Awards, Predoctoral Research Fellowship Awards, Student Research Supplement Awards, and Cornelius Hopper Diversity Award Supplements. F&A costs are not allowed for Special Projects or Scientific Conference Awards. For other awards, Non-UC institutions are entitled to full F&A of the Modified Total Direct Cost base (MTDC); UC institutional F&A is capped at 25% MTDC.

Modified Total Direct Costs (MTDC) include salaries and wages, fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract) to an outside institution. MTDC does not include (indirect costs are not allowed on): capital expenditures, charges for patient care, scholarships and fellowships (including postdoctoral stipends), tuition remission and graduate student stipends, rental costs of space, equipment purchases more than $5,000 per item, the portion of each sub grant and subcontract in excess of the first $25,000 and the total cost of any subcontract from one UC to another UC campus. On a non-fellowship award, you may apply indirect costs to graduate student salary (under salaries/wages) but not to tuition & fees.

For all eligible projects that allow grantees to recover the full amount of their federally negotiated indirect cost rate agreement, grantees must also accept the full federally recognized F&A rate for all award subcontractors (except for subcontracts to another UC institution, where F&A is not allowed).   If a grantee or subcontractor does not have a federally negotiated F&A rate at the time of the proposal submission, the grantee and/or subcontractor may estimate what the federally negotiated rate will be at the time of award and include this rate in the proposed budget, or may request a "De Minimis" F&A rate of 10% MTDC. A higher indirect rate that has been accepted for state or local government contract or other California grantmaker contract may be approved at the discretion of the Program Director and the Research Grants Program Office Executive Director.

Guidelines and Policies Related To Completing the *Budget Summary* **and** *Budget Justification and Facilities* **Forms**

INDIRECT COSTS ON SUBCONTRACTS

The award recipient institution will pay indirect costs to the subcontractor.

For non-UC subcontracted partners, TRDRP will allow full F&A of the Modified Total Direct Cost (MTDC), as defined above.

F&A costs are not allowed for one UC institution's management of a subcontract to another UC institution.

The amount of the subcontracted partner's F&A costs can be added to the direct costs cap of any award type. Thus, the direct costs portion of the grant to the recipient institution may exceed the award type cap by the amount of the F&A costs to the subcontracted partner's institution.

OTHER PRE- & POST- AWARD POLICIES

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

Budget Caps and Maximum Duration of Funding Mechanisms

Grant Mechanisms	Purpose	Maximum Award/Year (Direct Cost)	Max Duration (yrs)
Student Research Supplement Award[1]	Allow active research training and participation by an undergraduate or graduate student under the mentorship of a currently-funded TRDRP PI of a non-training award. Supplements are above the award mechanism cap.	$20,000	1
Cornelius Hopper Diversity Supplements[2]	Train promising individuals from underrepresented communities and/or those who wish to pursue careers in one or more stated research priorities focused on underserved communities.	$20,000/year	2

[1]Student Research Supplement Award applications will be accepted as a part of the mentoring PI's application under High Impact Research Project Award , High Impact Pilot Research Award, New Investigator Award, or Community Practice-Based Research Planning/Implementation Award grant types only. Decision on awarding supplements will be made after applications have been peer-reviewed and selected for funding, by the TRDRP Scientific Advisory Committee (SAC). Funded supplements are eligible for competitive renewals for up to $20,000/year through the duration of the parent grant.

[2]Cornelius Hopper Diversity Supplement applications will be accepted as a part of the mentoring PI's application.

Applicant Principal Investigator: _____

<div align="center">(Last Name, First Name)</div>

BUDGET SUMMARY

This form is required for all award types.

Carefully review all Instructions and guidelines on the red "Instructions" tab as well as additional information on the "Caps&Duraction" tab prior to completing this workbook.

Fellowship award applicants should also review additional guidelines in the

Enter the applicant's name on the top of this spreadsheet.

Enter the total amount requested for each year for each budget category. These are the total amounts for the entire project, including any and all subcontracts.

The grey shaded areas will calculate automatically.

BUDGET CATEGORIES:		FY YEAR Year 1	FY YEAR Year 2	TOTALS
Personnel				$ -
Consultant and Contractual				$ -
Supplies and Expenses				$ -
Equipment				$ -
TRAVEL	Travel – RGPO Meeting		■■■■■	$ -
	Project-related			$ -
	Scientific Meetings			$ -
DIRECT COSTS		$ -	$ -	$ -
INDIRECT (F&A) COSTS*		-	-	$ -
YEARLY TOTAL COSTS		$ -	$ -	$ -

TRDRP Proposal Budget Summary

Budget Justification and Facilities
TRDRP Cornelius Hopper Diversity Award Supplement (Page Limit: 3)

INSTRUCTIONS

First, provide a response below regarding out-of-state funding by double-clicking on the box, and select the value to be "checked" or "not-checked." A response is required for all applications and does not necessarily impact the evaluation of your application. Then, proceed to complete each section. Use the structure provided and do not remove the section numbers or headings.

- *Insert the SmartSimple ID of the parent application, the Trainee's name (Last, First), and the Applicant PI's name (Last, First), in the header.*
- ***Do not*** *change the formatting of this template including the margins or text size. Template is formatted to 0.75" margin, general text is defaulted to font Arial, size 11, and header/footer defaulted to Arial, size 10. You may wish to use font Times News Roman instead of Arial, and may change the text color or font style (i.e. bold, italic, underline) as needed. Use font size 11 for general text, size 10 for header/footer, and size 9 or 10 for table captions and graphics.*
- *You may delete all instructions (blue-colored text and any bracketed text [xxxxx]) prior to converting this document to PDF.*

Section A: Out-of-State Funding (response required for all applications): Does your proposed research involve Out-of-State (Outside of California) expenses?

- **No**   ☐ The proposed research does **NOT** have Out-of-State funding.
- **Yes**   ☐ **The proposed research involves Out-of-State funding.**

If you selected **"No,"** skip to section C. **If you selected "Yes," you MUST complete Section B.**

Section B. Out-of-State Collaboration, Contracts or Expenses Justification:
[Proposition 56 mandate requires that all research dollars must be used within California. However, small amount of funding for projects with out-of-state components can be considered through Proposition 99 revenue. Provide detailed and specific information if you have an 'out-of-state' component in your budget. Provide details on each of the proposed out-of-state relationships proposed. Please note TRDRP does not encourage applications with Out-of-State Expenses.]

Section C: Budget Justification:
[Name each person to be supported by this grant, their percentage FTE committed to the project, and their role in the project. Explain the need for contractual arrangements, major supply items, and project-related travel. Subcontract budget details and letters of collaboration should be placed in the appendix. If no expenses are associated with a particular budget category, put "No Expenses".]

- *Personnel*:
- *Consultant & Contractual:*
- *Supplies & Expenses:*
- *Equipment:*
- *Travel*:
  a.   *RGPO Meeting*:
  b.   *Project-related*:
  c.   *Scientific Meetings*:

Section D: Facilities: *[Briefly describe the facilities and resources (e.g., laboratory space, core facilities, major equipment, access to populations, statistical resources, animal care, and clinical resources) that are needed and are available for successfully carrying out the proposed research. Make sure all of the research needs described in the research plan are addressed in this section. Describe resources to be supplied by subcontractors and those that are external to the institution.]*

Section E: Human Subject and Animal Use
[Mark the appropriate check boxes below; this section does not count towards the 3 page limit]

1. This project proposes the use of human subjects, specimens, tissues, fluids or primary cell cultures:

    Yes ☐
    No ☐

2. This project includes *in vitro* studies that utilize human tissues, specimens, fluids or primary cell cultures that cannot be linked to a living individual:

    Yes ☐
    No ☐

3. This project will be conducted with human subjects (or on material of human origin such as tissues, specimens and cognitive phenomena linked to medical treatments or methods) for which an investigator (or colleague) directly interacts with the study participants:

    Yes ☐
    No ☐

4. This project uses animals or animal tissues:

    Yes ☐
    No ☐

5. None of the above.

    Yes ☐
    No ☐