2023 TRDRP Predoctoral & Postdoctoral Award
Full Application Webinar

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Moderator: Marjannie Akintunde, PhD  marjannie.akintunde@ucop.edu
TRDRP Program Officers, Biomedical Sciences and Health Equity

Tuesday September 13, 2022
Overview

• Programmatic Overview
  • TRDRP Mission and Overview
  • Key Dates
  • Preparing your Application
  • Project Budget
  • Predoc & Postdoc Grant Type and Scoring Criteria
  • Key Guidance to Applicants
  • Q&A

• Overview of Application System
  • Navigating SmartSimple
  • Q&A
TRDRP Mission

We transform tobacco taxes into cutting edge research to reduce commercial tobacco use and tobacco-related diseases, and inform public policy that benefits California’s diverse populations.

**Proposition 99:** The Tobacco Tax and Health Protection Act of 1988
- 25¢/pack cigarette surtax for cessation, prevention, and research
- 5¢ of each $1 collected supports tobacco-related research

**Proposition 56:** The California Healthcare, Research and Prevention Tobacco Tax Act of 2016
- Increased the retail tax on tobacco products by $2
- To expand research into the causes, early detection, and effective treatment, care, prevention, and potential cure of all types of cancer, cardiovascular and lung disease, oral disease, and tobacco-related diseases to ultimately save lives, and as a result, enhance the economy of the state.
You are here

- Submit an LOI
- Invited to Full Application (FA)
- Prepare and Submit FA
- Peer Review
- SAC Approval
- Pre-Funding
- Research!

- Key Dates
- Application Pieces
- Project Budget
- Evaluation
- SmartSimple
## Key Dates

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Call Opens</td>
<td>July 1, 2022</td>
</tr>
<tr>
<td>LOI Submission Deadline</td>
<td>Thursday, August 18, 2022 12 p.m. PT (noon)</td>
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<tr>
<td>Invitation to Full Application Announced</td>
<td>August 25, 2022</td>
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<tr>
<td><strong>Applications Due</strong></td>
<td><strong>Thursday, October 20, 2022 12 p.m. PT (noon)</strong></td>
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<tr>
<td>Applicants Notified</td>
<td>April 2023</td>
</tr>
<tr>
<td>Awards Start</td>
<td>July 1, 2023</td>
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1. Time to prepare application
2. Time to have others review
3. Referees submit letters
4. Internal Institution Deadlines
Preparing Your Application: Appendix E and Other Considerations

Appendix E tells you WHERE in the application to address WHAT, by 3 Review Criteria; Please also consider the following:

<table>
<thead>
<tr>
<th>Required Pieces</th>
<th>Who to work with</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Letters of Recommendation</td>
<td>Start early! Invite your referees and monitor their progress in SS.</td>
</tr>
<tr>
<td>(mentor plus at least 2 others)</td>
<td></td>
</tr>
<tr>
<td>• Research Plan</td>
<td>You develop these and get feedback from your mentor, colleagues including native English speakers, where needed</td>
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<tr>
<td>• Career Development Plan</td>
<td></td>
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<tr>
<td>• PI (that’s you) Biosketch (and mentor)</td>
<td></td>
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<tr>
<td>• Community Engagement &amp; Communication</td>
<td></td>
</tr>
<tr>
<td>• Mentoring Plan</td>
<td>Your mentor is responsible for developing these</td>
</tr>
<tr>
<td>• Mentor Training Experience</td>
<td></td>
</tr>
<tr>
<td>• Facilities</td>
<td>These are important and your research group may have templates you can use as a starting place</td>
</tr>
<tr>
<td>• Human Subjects Accrual</td>
<td></td>
</tr>
<tr>
<td>• Vertebrate Animals</td>
<td></td>
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<tr>
<td>• Budget (minimum of 75%)</td>
<td>Work with your department administrator, graduate student/postdoctoral office, or campus C&amp;G Office. This is important to get right!</td>
</tr>
<tr>
<td>• Institutional Contacts</td>
<td></td>
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</table>
# Postdoctoral Award and Budget

<table>
<thead>
<tr>
<th>Grant Mechanism</th>
<th>Max Stipend /Year (check your institution’s rate)</th>
<th>Institutional Allowance* /Year</th>
<th>Purpose of Award</th>
<th>Max Award Duration (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral Award</td>
<td>$70,000 at least 75% effort</td>
<td>$38,000</td>
<td>Support the mentored training of postdoctoral investigators with clear and direct commitment to and potential for contributing to the advancement of one or more stated research priorities.</td>
<td>3</td>
</tr>
</tbody>
</table>

*to help defray the cost of expenses such as health insurance, medical liability or other special insurance, research supplies, equipment, courses and educational materials, project related travel, and travel to scientific meetings
<table>
<thead>
<tr>
<th>Grant Mechanism</th>
<th>Max Stipend /Year (check your institution’s rate)</th>
<th>Max Tuition &amp; Fees /Year (check your institution’s tuition and fees structure)</th>
<th>Institutional Allowance* /Year</th>
<th>Purpose of Award</th>
<th>Max Award Duration (Years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predoctoral Award</td>
<td>$40,000 at least 75% effort</td>
<td>Up to $50,000</td>
<td>$4,400</td>
<td>Support the mentored training of predoctoral level student with clear and direct commitment to and potential for contributing to the advancement of one or more stated research priorities.</td>
<td>3</td>
</tr>
</tbody>
</table>

*to help defray the cost of expenses such as health insurance, medical liability or other special insurance, research supplies, equipment, courses and educational materials, project related travel, and travel to scientific meetings
How your application is evaluated

- Standard NIH scoring system that is based on the 1-9 scale
- Each application is scored on these criteria:

**Criteria Set-1 (50% scoring weight)**
- Qualifications of the applicant
- Training plan (career development plan plus mentoring plan)

**Criteria Set-2 (25% scoring weight)**
- Mentor’s qualifications and commitment
- Environment
- Community engagement plan

**Criteria Set-3 (25% scoring weight)**
- Research plan
- Tobacco-relatedness

Detailed Review Criteria

- Postdoctoral: pp 23-25 & 50-51
- Predoctoral: pp 25-27 & 52-53


See Appendix E of the 2023 Call for Applications for detailed instructions to assist applicants in communicating clearly with peer reviewers
Community Engagement

- A community engagement and communications plan is expected to be integrated into Predoctoral and Postdoctoral awards at a level appropriate to the type of research being proposed.
- Scientific Meetings ≠ Community Engagement
- Include physically distanced, contact-free, or virtual options
- Review 2023 call for examples
Other Unscored Review Criteria

Other Considerations

- Protection of Human Subjects from Research Risk
- Inclusion of Women, Minorities and Children in Research
- Care and Use of Vertebrate Animals in Research
- Biohazards
Next Steps

- Appendix E is a *new* resource for applicants that we recommend you consult early and often
  - Instructions for completing templates in SmartSimple
  - Applicant Instructions for addressing review criteria
- Make a plan to get your application in on time
  - Invite referees
  - Work on a budget with your department administrator
    - Proposition 56 requires that all research dollars must be used within California – plan your project and budget accordingly
- Connect with your Sponsored Projects Office
- Draft your research plan with enough lead time to get feedback
Additional Guidance

- Programmatic Guidance

  - Marjannie Akintunde, PhD – Marjannie.Akintunde@ucop.edu
    - Biomedical Sciences and Health Equity Program Officer

  - Becky Theilmann, PhD – Rebecca.Theilmann@ucop.edu
    - Biomedical Science Program Officer

- SmartSimple Guidance - rgpogrants@ucop.edu
Questions?
How to submit a proposal in SmartSimple

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 the application submission and review process.

• Contact: RGPOgrants@ucop.edu
Key Dates & Tips

- All materials must be submitted through SmartSimple
- Detailed instructions are provided on the website and in SmartSimple
- **Start early** to become familiar with SmartSimple
- **Submit early**: No late submissions will be accepted

<table>
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<tr>
<th>Action</th>
<th>Due Date</th>
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</thead>
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<tr>
<td><strong>Letters of Intent (LOI) Due</strong> (Required for new &amp; resubmissions)</td>
<td>Thursday, August 18, 2022 12:00 Noon PT</td>
</tr>
<tr>
<td>LOI Notification</td>
<td>August 25, 2022</td>
</tr>
<tr>
<td><strong>Full Applications Due</strong> (Inclusive of Institution Approval)</td>
<td>Thursday, October 20, 2022 12:00 Noon PT</td>
</tr>
</tbody>
</table>
Accessing SmartSimple
Login to SmartSimple: https://ucop.smartsimple.com/

Welcome to Research Grants Program Office | UCOP

The Research Grants Program Office (RGPO) oversees a broad grantmaking portfolio of over $100 million a year to support research that is critical to California, the nation and the world. RGPO programs enhance University of California’s research capacity and excellence, which helps attract top faculty, graduate students, government funding and companies to our state.

The SmartSimple Grants Management System is now accepting letters of intent (LOIs) and applications for the Tobacco-Related Disease Research Program (TRDRP). For information regarding the 2019 call for applications, please visit TRDRP’s website at www.trdp.org

Principal Investigator Registration
Register Here

Returning users login here

Login to SmartSimple

Forgot Password?
1. Click on “In Progress Applications.”
2. Locate the row for your submitted TRDRP LOI. Confirm approval of your LOI under the “Status” Column. Click “Open” to begin full application and access instructions and templates.
3. Click on the “Continue to Full Application” button at the bottom of the screen to access the Full Application materials.
Application Submission

Complete each section of the application. (“Save Draft” frequently to save entered information; review & edit as needed.)

Download templates and upload required attachments in the Documentation section.

When finished, click “Submit to Signing Official.”
Inviting Personnel

1. Click on "Invite Personnel" in the left sidebar.

REQUIRED for Predoctoral and Postdoctoral applicants

1. Click on “Invite Personnel”
2. Click the “+” button to provide access to the following roles on the SmartSimple application:

- **Referee or Mentor Referee**: Required for Predoctoral and Postdoctoral awards; Submit a blinded letter of reference in support of the Applicant (min. 1 Mentor Referee and 2 Referees required)
- **PI Assistant**: can edit and submit a completed application
- **Co-Investigator**: View only

3. Enter the individual’s name and email address.
4. Repeat as needed.
5. Click ‘Invite’ to send out invitation emails.
Referees should click the icon to select and upload a PDF letter.

Then clickSubmit.
1. Click the Project Contacts tab and scroll to the Letters of Reference section.

2. Once a letter is submitted, its status will change from Draft to Submitted.

3. This section should have at least three entries (1 Mentor Referee + 2 Referees) with the status of “Submitted” before you submit the application to your Signing Official.

Note: Referees’ names will appear in this section only after they have accepted the invitation. If you don’t see their name here, double check the Invite Personnel tab to confirm their acceptance status and contact them outside of SmartSimple if necessary.
Institution Contacts are read-only from entries on the Budget tab.

Project Personnel – List all personnel involved in your project and upload required biosketches. List yourself as the Applicant Principal Investigator.
Click the Budget tab

Click “Open” to start entering information
Start typing the name of your signing official into the field and select from the list that populates. Repeat for each Institution Contact.

If you cannot find their name in the list, click “Can't find Signing Official.” Then click “Add Signing Official.”
Budget tab – Editing the budget

Translational Research Award Application » Budget

Back to Application

Budget Instructions:

Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.

INSTITUTION CONTACTS  BUDGET SUMMARY  BUDGET DETAILS  SUBCONTRACT BUDGET DETAILS

Budget Summary

Jane Doe 1 - MERCY HOUSING

Please click the Edit Budget button below to enter your budget information.

Edit Budget

Do not click “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.
Budget tab – Editing the budget

Scroll down to “Personnel Costs.”
Click “+” to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.

The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click “+” to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise.

The per year direct cost maximum is: $250,000.00
The total direct cost maximum is: $750,000.00

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Student Tuition Fees, Graduate Stipends</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Project Expenses</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subcontracts</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Service Contracts and Consultants</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Direct Costs</strong></td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Modified Total Direct Costs (MTDC)</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Indirect Costs (IDC)Total</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

1. Personnel Costs (Salary and Fringe)

<table>
<thead>
<tr>
<th>Salaries and Fringe Benefits</th>
<th>Year 1</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary 1</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

For each person supported by this grant, describe their contribution to the project.

Justification
Call for Application Details
Name: TRDRP 2019A - High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 09/27/2018 12:00:00

Templates and Instructions:
- IP_Application_Instructions.pdf
  1.016 KB - 07/18/2018 3:32pm

**Applicant Signature**
Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

- I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

**Applicant Electronic Signature (Type in your full legal name)**
Jane Doe

**Date**
07/19/2018

[Submit to Signing Official]
Confirming Submission to TRDRP

After the Signing Official has submitted the application:

- Applicant PI and Signing Official will receive a confirmation email.
- Applicant PI will be able to access a read-only copy of the application under the “Submitted/Under Review Applications” tile in SmartSimple.
Additional Guidance

- Programmatic Guidance

  - Marjannie Akintunde, PhD – Marjannie.Akintunde@ucop.edu
    - Biomedical Sciences and Health Equity Program Officer

  - Becky Theilmann, PhD – Rebecca.Theilmann@ucop.edu
    - Biomedical Science Program Officer

- SmartSimple Guidance - rgpogrants@ucop.edu
Thank you for your attention and...

Questions?