TRDRP 2023
Applicant Informational Webinar

Community-Partnered Participatory Research Award (CPPRA)
Pilot Awards & Full Awards

July 20, 2022
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Danyetta Anderson, Ph.D., Program Officer, TRDRP
Samantha Toy, Pre-Award Team Lead, RGPO
Endgame definition:

Initiatives designed to permanently change the structural, political, and social dynamics that sustain the commercial tobacco epidemic in order to end it by 2035.

TRDRP’s Mission

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

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

- 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.
2023 Call for Applications: CPPRA Highlight

Resubmissions
Cycle 32 CPPRA applicants with TRDRP Grant #'s beginning with “T32”…) are allowed to resubmit for the 2023 Call for Applications.
**2023 Call for Applications: CPPRA Highlight**

*Only CPPRA applicants* will be invited to apply for training support via the Cornelius Hopper Diversity Award Supplement (CHDAS) during the prefunding process.

Provided they have been

1. Deemed **scientifically meritorious** following peer review
2. “**Selected for Funding**” on the recommendation of the TRDRP’s Scientific Advisory Panel, RGPO & TRDRP’s Directors and Program Staff
3. **Apply during the prefunding process**
4. Supplements are funded above the CPPRA Award cap.

Train promising individuals from underrepresented communities and/or those who wish to pursue careers focused on underserved communities in alignment with TRDRP’s research priorities.
Community-Partnered Participatory Research Award (CPPRA)

A group of people who share a common element:

Race/ethnicity, age, gender, sexual identity, gender identity, culture, school system, health system, mental health status, disease status or risk, disability, socioeconomic status, geographic region, or organization affiliation.

We use a flexible definition so that all community-based tobacco control efforts can form research projects under this grant type.
Community-Partnered Participatory Research Award (CPPRA)
Community-Partnered Participatory Research Award (CPPRA)

Research Plan

• Develop through collaboration with the community of interest (e.g., Community Co-PI, Community Advisory Board (CAB) and Community-Based Organization (CBO) Staff, and community members.

• The CPPRA application timeline is sufficient for CPPRA partners to gather input from their stakeholders and to hold planning meetings.

Representatives from a priority group may be involved in the research project through the Community or Academic Co-PI’s organization, CAB, or other channels

In forming a solid Research Plan community input can help:

- Identify the research question
- Develop the Research Plan approach
- Conduct the research
- Troubleshoot obstacles
- Interpret and disseminate the results
Community-Partnered Participatory Research Award (CPPRA)

- Address at least one TRDRP research priority (trdrp.org)
- The research priority must align with the proposed research question and the specific aims of the proposal
- Indicate the research priority on the Specific Aims Page

TRDRP’s Research Priorities (www.trdrp.org):

- Social and Behavioral Prevention and Treatment
- Cancer Prevention, Treatment, and Biology
- Cardiovascular and Cerebrovascular Diseases
- Environmental Exposure and Toxicology
- Neuroscience of Nicotine Addiction and Treatment
- Oral Diseases and Dental Health
- Pulmonary Biology and Lung Diseases
- State and Local Tobacco Control Policy Research
- Other Tobacco-Related Health Effects
Pilot and Full CPPRA

**Partners:** 1 Academic Co-PI, 1 Community Co-PI, Communities of interest.

- **Equitable Collaboration** with authentic community involvement throughout the process and project
- **Develop** a future prevention, treatment intervention, or grant activity that influences tobacco control systems change or policy
- **Partner Co-PIs commit to** a long-term research partnership with the expectation to continue the work after the life of the grant award, even if follow-on funding is not immediately secured
- **Disseminate** preliminary and full research findings to the community of interest
### Key Dates

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Core and Community-Partnered Participatory Research Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Opened</td>
<td>Friday, July 1, 2022</td>
</tr>
<tr>
<td>Letter of Intent (LOI) Submission Deadline</td>
<td>Thursday, August 18, 2022, no later than 12 p.m. PT</td>
</tr>
<tr>
<td>Invitation to submit a Full Application Announced</td>
<td>August 25, 2022</td>
</tr>
<tr>
<td>Due date for all Full Applications including resubmissions</td>
<td>Thursday, October 20, 2022, no later than 12 p.m. PT</td>
</tr>
<tr>
<td>Applicants Notified</td>
<td>April 2023</td>
</tr>
<tr>
<td>Award Start</td>
<td>July 1, 2023</td>
</tr>
<tr>
<td>Community Co-PI</td>
<td>Academic Co-PI</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>California non-profit</td>
<td>California academic or nonprofit research institution</td>
</tr>
<tr>
<td>Serve in a leadership role at community serving organization</td>
<td>University faculty appointment or a community research scientist designation</td>
</tr>
<tr>
<td>Committed to representing the views of the community</td>
<td>Research scientists and community-oriented academics working at a nonprofit, non-university research organization can serve in this role</td>
</tr>
<tr>
<td>A Letter of Support is required from the community organizational leadership or the Community Advisory Board (CAB)</td>
<td>Must have PI status and a Letter of Support from the institutional for grants management</td>
</tr>
<tr>
<td>No requirement for a degree</td>
<td>Committed to long-term community research partnership</td>
</tr>
<tr>
<td>U.S. citizenship is not a requirement, California residency is required</td>
<td>U.S. citizenship is not a requirement, California residency is required</td>
</tr>
</tbody>
</table>
CPPRA: Submit a Letter of Intent (LOI)

LOI Eligibility Requirements

1. Tobacco products or constituents are integral to the proposed study.

2. Focus the project on diseases identified by the Report of the Surgeon General* as being causally linked to tobacco or tobacco product use:
   - Cancers
   - Oral diseases
   - Cardiovascular diseases
   - Pulmonary diseases
   - Other tobacco-related health effects

3. Observational or laboratory project proposals should focus on tobacco products and may include co-use of other substances including cannabis.

4. Health behavior and health policy research projects focused on tobacco prevention, treatment, or regulation.

CPPRA: Strong Research Partnerships

**Partnership Plan:**
- 1 Academic Co-PI and 1 Community Co-PI
- Describe the community of interest, their representation and frequency of interaction and research team roles and responsibilities

**Community Advisory Board**

**Research Plan**
- The intent underlying all project activities - “Do No Harm”
- Engage the community in designing the research question
- **Pilot CPPRA** - the goals and research question(s) that will be addressed over the project timeline. State the research questions for the project.
- **Full CPPRA** - describe the goals, research question(s) and hypothesis(es) for the Full CPPRA project.
CPPRA: Strong Research Partnerships

**COLLABORATIVE AGREEMENT PLAN**

- Ownership of Data
- Handling Disagreements
- Plans for Broader Community Involvement in ALL phases of the Research Project
- *Team Communication Plan*
- Decision-Making Process for Community and Academic Co-PIs
- Plans for turnover of personnel
- Plans to evaluate the strength of the research partnership
- Plans for dissemination of findings
- Plans to Sustain the Research Partnership beyond the life of the grant

Example: Plan to communicate daily. Plan to periodically update & gather input from community stakeholders.
Communication: Team members plan to communicate on a predefined schedule on research progress and barriers. Consider a daily basis.

Collaboration: Academic and Community Co-Principal Investigators (Co-PI) is a partnership

Consider the multiple lived experiences, varied training/expertise of the Co-PIs, community members’ and their exposure to structural determinants of health.

Keep the Community updated, involved, and able to see their input in project activities.
## Pilot Community-Partnered Participatory Research Award

<table>
<thead>
<tr>
<th>Maximum Award/Year (Direct Cost)</th>
<th>Maximum Award Duration (Years)</th>
<th>Purpose of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500,000/year ($250,000/Co-PI/year)</td>
<td>Up to 2</td>
<td>Support development of an equitable community and academic research partnership to conduct pilot research that gathers preliminary data or addresses a research question on a tobacco-related health issue of importance to a community in California</td>
</tr>
</tbody>
</table>
Pilot CPPRA: Available Funding

- **Maximum award amount per year:** $500,000 per year (Direct Costs)
  - Community Co-PI budget max: $250,000 per year
  - Academic Co-PI budget max: $250,000 per year
- **Maximum duration:** 2 years
- **Allowable direct costs:** Salaries, trainee/internship costs, fringe benefits, supplies, participant incentives, costs to develop print and digital intervention materials, subcontracts, equipment (costing more than $5,000), publishing costs and other dissemination activities.
- **Travel:**
  - Project-related travel: As needed in each Co-PI budget (must be fully justified)
  - Travel to TRDRP conference (Mandatory): $750 for the Community Co-PI; $750 for the Academic Co-PI
  - Travel to Scientific Conference: maximum of $2,000 per year for the Community Co-PI; maximum of $2,000 per year for the Academic Co-PI

- **Indirect costs:** Full indirect costs are allowed to non-UC institutions. Indirect costs to UC campuses are capped at 30 percent, or 26 percent for projects conducted off-campus.
Pilot CPPRA Award

- **Up to 2 years of support** to:
  - collect pilot data, test proof of concept
  - test acceptability/feasibility of methods
  - rigorously evaluate an existing tobacco prevention or treatment program, or service
  - strengthen collaborative partnerships
  - Development of tools or methods to redress health disparities

- **Strong rationale** indicating potential to inform a prevention/cessation intervention in the future, or potential to inform policy

- **Collect community input** throughout the project

- It is acceptable to have a Specific Aim focused on partnership development

- **Disseminate** their results via community media
## Full Community-Partnered Participatory Research Award

<table>
<thead>
<tr>
<th>Maximum Award/Year (Direct Cost)</th>
<th>Maximum Award Duration (Years)</th>
<th>Purpose of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>$600,000/ year ($300,000/ Co-PI/year)</td>
<td>Up to 3</td>
<td>Support an <strong>existing, equitable partnership</strong> in community and academic research to conduct follow-on research that <strong>builds on preliminary data</strong>, addresses a research question on a tobacco-related health issue of importance to a community in California, and the project should lead to a sustainable tobacco prevention or treatment intervention.</td>
</tr>
</tbody>
</table>
Maximum award amount per year: $600,000 per year (Direct Costs)
  - Community Co-PI budget max: $300,000 per year
  - Academic Co-PI budget max: $300,000 per year

Maximum duration: 3 years

Allowable direct costs: Salaries, trainee/internship costs, fringe benefits, supplies, participant incentives, sub-contracts, equipment (costing more than $5,000), travel, publishing costs and other dissemination activities

Travel:
  - Project-related travel: As needed in each Co-PI budget (must be fully justified)
  - Travel to TRDRP conference (Mandatory): $750 for the Community Co-PI; $750 for the Academic Co-PI
  - Scientific conference travel: maximum of $2,000 per year for the Community Co-PI; maximum of $2,000 per year for the Academic Co-PI

Indirect costs: Full indirect costs are allowed to non-UC institutions. Indirect costs to UC campuses are capped at 30 percent, or 26 percent for projects conducted off-campus.
Full CPPRA

- **Requirement for all Full CPPRA applications:**
  - Present prior pilot data or preliminary findings
  - Describe lessons learned and how past obstacles were overcome

- **Up to 3 years of support to:**
  - Propose research for a community tobacco prevention/cessation intervention; or answer a research question deemed important to the community of interest
  - It is acceptable to collect a small amount of feasibility data to inform an intervention
  - Research that leads to evidence-informed policy briefs/deliverables is also acceptable
  - Research that aims to impact systems change, redress structural determinants of health, mitigate commercial tobacco impacts, or accelerate research findings for near-term community benefit (e.g., implementation science) within a tobacco control context are encouraged
The Full CPPRA is intended for established community-academic research partnerships

Ensure the research questions represent important tobacco-related issues in the community of interest or focus the research on priority populations

Study design should be approved by the Community Advisory Board (CAB) or checked for community appropriateness using other means
- For example, Randomized Controlled Trials/group-randomized trials are acceptable.
- The team should ensure the design is acceptable in the community of interest or fits within the culture of the research priority population.
CPPRA: Budget Considerations

- **1 Award** with two budgets

- **Subcontracts** are allowed for each Co-PI organization; must be fully justified.

- All **out-of-state** subcontracts and collaborations must be well-justified. *Please note that funding for out-of-state expenses are extremely limited and TRDRP does not encourage such expenses.*

- SmartSimple, TRDRP’s grant management system, treats funded Pilot and Full CPPRA grants as **one project with two budgets**

- **One organization** will be responsible for officially submitting grant materials. The submitting applicant must be able to support grants management activities.
CPPRA Peer Review Criteria Sets

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

**Criteria Set-1 (40% scoring weight) – “Research”**
- Statement of Goals, Research Questions, and Specific Aims
- Background, Significance, and Relevance to a Tobacco-Related Area
- Research Plan: Research Design, Conceptual Framework, and Data Analysis Plan

**Criteria Set-2 (40% scoring weight) – “Partnership”**
- Partnership Collaboration Plan and Team Communication Process
- Potential for the Proposed Work to Benefit the Community and Lead to an Intervention
- Community Engagement and Capacity Building
- Dissemination Approaches and Sustainability Plan
- Statement of Future Goals

**Criteria Set-3 (20% scoring weight) - “Resources”**
- Investigative Team
- Environment, Facilities, and Resource Availability
- Community Assets

See page 8 of the CPPRA Call for Applications for the Review Criteria
CPPRA Peer Review Criteria

All applications are scored individually during peer review on a 1–9 Scale for each of the following 3 Review Criteria Sets: Research, Partnership and Resources

Review Criteria Set-1: Research

Review Criteria Set-2: Partnership

Review Criteria Set-3: Resources

Average Overall Scientific Merit Score

The average of the scientific merit ratings assigned by all panel members. It is calculated automatically by SmartSimple.
Non-Scored Review Criteria

Other Considerations (Not part of Scientific Merit Score)

- **Budget**: Appropriate level, overlap and out-of-state contracts
- **Protection of Human Subjects** from Research Risk
- **Inclusion** of Women, Minorities, and Children in Research
- **Care and Use of Vertebrate Animals** in Research
- **Biohazards**
Avoid Administrative Rejection

- Follow all instructions
  - Program (2023 CPPRA RFP)
  - Submission (SmartSimple)
- Respond to all text boxes
- Submit ALL required forms and templates
- On time

LOI and Application Instructions
Please review the “SmartSimple LOI and Full Application Submission Instructions” for the technical instructions for accessing and completing your application. All required fields in SmartSimple must be completed prior to submission of the LOI and Full Application. The sections noted below provide supplemental programmatic instruction to guide the content of your submission.

Application Section: Documentation

<table>
<thead>
<tr>
<th>Upload Item (Template/Form)</th>
<th>Page limit</th>
<th>Required or optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Agreements</td>
<td>3</td>
<td>Required</td>
</tr>
<tr>
<td>Community Advisory Board</td>
<td>2</td>
<td>Required</td>
</tr>
<tr>
<td>Biosketches (All Personnel listed on Key Personnel form)</td>
<td>5 (each biosketch)</td>
<td>Required</td>
</tr>
<tr>
<td>Facilities</td>
<td>1 per institution</td>
<td>Required</td>
</tr>
<tr>
<td>Research Plan</td>
<td>15 + references</td>
<td>Required</td>
</tr>
<tr>
<td>Human Subjects</td>
<td>No limit</td>
<td>Required</td>
</tr>
<tr>
<td>Vertebrate Animals</td>
<td>No limit</td>
<td>Optional</td>
</tr>
<tr>
<td>Appendix list and uploads</td>
<td>30</td>
<td>Optional</td>
</tr>
</tbody>
</table>
The Spirit of Community-Partnered Research

- **Cultural humility** for academics and community-based organizations to understand each other’s assets, workflow processes, strengths, and organizational constraints.

- **Each partner’s personal investment in the project in balance with understanding differences in how work gets done.** Each partner may feel passionate about how the work gets done or how the community is being helped. Remember to pause and reflect before acting or reacting at all stages of the community-partnered research process.

- **A big heart to share everything** with respect to the project and take steps to fully understand the expertise each partner brings to ensure project success and longevity of the partnership.

- **Commitment to the long haul**: continual work on the problem, community buy-in, competing issues, actual partnership growth may not always feel linear.
Q & A
How to Submit a Proposal (LOI and Full Application) 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 your Letter of Intent (LOI) or Full Application and their submission and review process.

• Contact RGPOgrants@ucop.edu
Key Dates & Tips

<table>
<thead>
<tr>
<th>Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Intent (LOI) Due (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>Full Applications Due (Inclusive of Institution Approval)</td>
<td>Thursday, October 20, 2022 12:00 Noon PT</td>
</tr>
</tbody>
</table>

- 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:** Late LOIs or applications will not be accepted.
Accessing SmartSimple

Login to SmartSimple: [https://ucop.smartsimple.com/](https://ucop.smartsimple.com/)

Returning users
login here

First-time users
register here
Creating an Account on SmartSimple
https://ucop.smartsimple.com

Enter your institution and complete your applicant contact information.

If you receive a message that an account with your email address already exists, return to the main login page and click “Forgot Password.”
Preparing and Submitting an LOI

1. Click on the “Available Funding Opportunities” tab in the upper right corner.
2. Find the row that corresponds to the award you’re interested in and click “Apply.”
LOI Submission Steps

1. Click "Submit LOI" to submit the LOI.

2. Download instructions.

3. Click the section headings to access and complete each section of the LOI.

4. Click "Submit LOI" to submit the LOI.
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

Instructions can always be downloaded at the top of each page.

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.”
1. Click on “Invite Personnel”
2. Click the plus button to provide access to the following roles on the SmartSimple application:
   - **Co-Principal Investigator**: *Required to add Co-PI*; Edit access to full application, generates their own prime-level budget
   - **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.
Confirming Addition of Co-PI

** Applicant PI Information **

- **Applicant Last Name:** Doe 4
- **Applicant First Name:** Jane
- **Applicant Institution:** MERCY HOUSING CALIFORNIA
- **Email:** [Redacted]
- **Address:** 555 Fifth Avenue
- **Phone:** (555) 555-555

** Co-PI Information **

- **Applicant Last Name:** Smith 3
- **Applicant First Name:** Bob
- **Applicant Institution:** RGPOTest University 1 (a UC institution)
- **Email:** [Redacted]
- **Address:**
- **Phone:** (555) 555-555
Budget tab with Multiple Budgets

<table>
<thead>
<tr>
<th>Action</th>
<th>Owner - Institution</th>
<th>Total DC</th>
<th>Total IDC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Jane Doe 4 - MERCY HOUSING CALIFORNIA</td>
<td>$100,000</td>
<td>$500</td>
<td>$100,500</td>
</tr>
<tr>
<td>Open</td>
<td>Bob Smith 3 - RGPOTest University 1 (a UC institution)</td>
<td>$75,000</td>
<td>$0</td>
<td>$75,000</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td><strong>$175,000</strong></td>
<td><strong>$500</strong></td>
<td><strong>$175,500</strong></td>
</tr>
</tbody>
</table>

CHECK the Total Direct Costs against allowable budget cap before clicking Budget Complete.
Click the Budget tab

Click “Open” to start entering information
Budget tab – Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates. 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

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

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

Jane Doe 1 - MERCY HOUSING CALIFORNIA
Budget Summary

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.
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.
Submit to Signing Official – Co-PI

B26BB1411 RGPO Test CBCRP CRC Pilot

Templates and Instructions:

CBCRP_Submission_Instructions_by_Award_Type.pdf
21.3 KB - 10/18/2019 3:55pm

Total Files: 1

Co-PI Institution Signature Documents

Download the [Signature Page for Non-Submitting Institutions](#). Obtain the required ink signatures and upload a scanned copy here. A separate signed Signature Page must be uploaded for each non-submitting institution.
Submit to Signing Official – Submitting Applicant PI
Confirming Submission to TRDRP

After the Signing Official has submitted the application:

- Applicant PI, Co-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.
Applicant Support

- **Contacts:**
  - **Programmatic Guidance:** trdrp@ucop.edu
  - **SmartSimple Guidance:** RGPOgrants@ucop.edu

- Visit TRDRP website for the 2023 call for applications and related information (TRDRP.org)

- Log in to SmartSimple (ucop.smartsimple.com) to download detailed submission instructions.
Q & A