TRDRP 2025 Call for Applications

SmartSimple Applicant Webinar for Partnered Awards

Summer 2024

RGPO Contracts & Grants
rgpogrants@ucop.edu
Partnered Awards

- **Community Partnered Participatory Research Award (CPPRA)**
  - Full
  - Pilot

- **Partnered Maternal Smoking Cessation Initiative (MSCI) Award**

See [https://trdrp.org/funding-opportunities/](https://trdrp.org/funding-opportunities/) for more details
Key Dates & Tips

<table>
<thead>
<tr>
<th>Action</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letters of Intent (LOI) Due</td>
<td>Thursday, August 22, 2024 12:00 Noon PT</td>
</tr>
<tr>
<td>(Required for new &amp; resubmissions)</td>
<td></td>
</tr>
<tr>
<td>LOI Notification</td>
<td>Monday, September 9, 2024</td>
</tr>
<tr>
<td>Full Applications Due</td>
<td>Wednesday, October 30, 2024 12:00 Noon PT</td>
</tr>
<tr>
<td>(Inclusive of Institution Approval)</td>
<td></td>
</tr>
</tbody>
</table>

- All materials must be submitted through SmartSimple (rgpogrants.ucop.edu)
- **Detailed submission instructions** are provided at TRDRP.org and in SmartSimple
- **Start early** to become familiar with SmartSimple
- **Submit early**: No late LOIs or applications will be accepted
Accessing SmartSimple
Login to SmartSimple: [https://rgpogrants.ucop.edu/](https://rgpogrants.ucop.edu/)

First-time users register here
Returning users login here
Creating an Account on SmartSimple

https://rgpogrants.ucop.edu

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”
2. Find the row that corresponds to the award you’re interested in and click “Apply.”

One partner (Applicant PI) is required for LOI submission. Other partner (Co-PI) must contribute at the full application stage.
LOI Submission Steps

Download instructions

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

Click “Submit LOI” to submit the LOI.
From Approved LOI to Invited Application

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”
Full Application: Inviting Personnel

2. Click the plus button to provide access to the following roles on the SmartSimple application:
   - **Co-Principal Investigator**: Required; Has edit access to full application, generates Co-PI's 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

Co-PI Information
### Budget tab with Multiple Budgets

**Check the Total Direct Costs against allowable budget cap**

<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>$175,000</td>
<td>$500</td>
<td>$175,500</td>
</tr>
</tbody>
</table>
Budget tab

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. If you cannot find their name in the list, click “Can’t find Signing Official”, then click “Add Signing Official.”
Click “Budget Complete” after you have entered all the necessary budget figures and justification notes.
Budget tab – Editing the Budget

Refer to the [TRDRP Call for Applications Appendix C](#) for detailed cost and expense guidelines

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.
Documentation - Downloading & Uploading Templates
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 3:36pm

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 or appropriate program officer
  - **SmartSimple guidance**: RGPOgrants@ucop.edu

- Visit TRDRP website for the 2025 Call for Applications and related information (TRDRP.org)

- Log in to **SmartSimple** (https://rgpogrants.ucop.edu) to download detailed submission instructions.