TRDRP 2025 Call for Applications

SmartSimple Applicant Webinar for Single Investigator Awards

Summer 2024

RGPO Contracts & Grants
rgpogrants@ucop.edu
Single Investigator Awards

- Research Award
- Pilot Award
- New Investigator Award
- Postdoctoral Award
- Predoctoral Award
- Single Investigator Maternal Smoking Cessation Initiative (MSCI)

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

Returning users login here

First-time users register 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” tab in the upper right corner.

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

“Applicant PI” is responsible for initiating and submitting LOI and full application for any award type and would receive award if selected. Trainees should apply for the Predoctoral or Postdoctoral Award under their own name.
LOI Submission Steps

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

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.
From Approved LOI to Full Application

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.”
Full Application: Inviting Personnel

REQUIRED for Predoctoral and Postdoctoral; Optional for Research, Pilot, New Investigator, and Single Investigator-MSCI

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 click Submit.
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.
**Project Contacts: Institution Contacts & Project Personnel**

**Institution Contacts**

Institution Contacts are read-only from entries on the Budget tab.

**Project Personnel**

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

<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 2 - MERCY HOUSING CALIFORNIA</td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
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<tr>
<td>Total</td>
<td></td>
<td>$141,750</td>
<td>$42,225</td>
<td>$183,975</td>
</tr>
</tbody>
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Save Draft  Withdraw  Submit to Signing Official
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

Refer to the TRDRP Call for Applications Appendix C for detailed cost and expense guidelines.

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
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.
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.