TOBACCO-RELATED DISEASE
RESEARCH PROGRAM

Administrative Supplement Request Instructions

Purpose

The purpose of the administrative supplements is to provide limited funding to current grantees impacted by research facility closures and/or research activity suspension due to the COVID-19 pandemic.

Eligibility

Grantees conducting TRDRP-funded research with grants that were active between March and December 2020 are eligible to apply for funds. Emergency COVID-19 Seed and Continuation Awards are not eligible for this supplement.

Available Supplement Funding

Eligible grantees may request up to the amount listed in the table below to offset expenses incurred during work stoppage due to COVID-19. The supplement must be used during the no cost extension period of the award and may be used to supplement personnel, supplies and expenses (e.g., to offset vivarium costs or change cotinine testing strategy) and sub-contractual costs. Indirect costs are allowed. TRDRP will pay the approved rate for the final budget year of the grant unless the institutional F&A rate has decreased, in which case TRDRP will pay overhead at the new, lower rate.

Award Type	Maximum Amount
Predoctoral Fellowship (DT)	$15,000
Postdoctoral Fellowship (FT)	$30,000
New Investigator Award (KT)	$100,000
High Impact Pilot Research Award / Pilot Award (IP)	$100,000
High Impact Research Project Award / Research Award (IR)	$125,000
All Other Award Types	Contact Your Program Officer

Application process:

Grantees may initiate an administrative supplement request through SmartSimple. This is initiated by submitting a request for a No Cost Extension (NCE) in the final year of the award. The SmartSimple instructions for completing requests can be found here: https://ucop.smartsimple.com/files/1614305/f195642/Grantee_NCE_instructions.pdf.

To initiate the administrative supplement request, the grantee must first submit a NCE Request of at least six months and mention the intention to apply for an administrative supplement as part of the justification. The NCE request should be submitted at least 30 days prior to the end date of the award.

Grantees will then be assigned the following activities to complete in SmartSimple. These activities will be due 60 days after the PI has been notified of their availability; however, RGPO will not consider the administrative supplement request until all of these reports are submitted. Instructions on how submit these reports may be found here:
https://ucop.smartsimple.com/files/1614305/f195642/Grantee_Instructions_for_Annual_Reporting_and_AAM.pdf

1. Annual Fiscal Forecast
2. Annual Scientific Report
3. Award Amount Modification using the Administrative Supplement Request form (the form is available on the TRDRP website at https://www.trdrp.org/funding-opportunities/).

The Administrative Supplement request requires the following information:

a. A budget for the requested administrative supplement funds
b. A description of the ways in which the research was disrupted (e.g. how long the lab was closed / operating at partial capacity or how research subject recruitment was impacted).
c. A description of how funds were spent during the closure and any other sources of supplemental income received to manage the COVID disruption (e.g., CARE Act, Institutional funds, Paycheck Protection Program).
d. A description of how the administrative supplement will be applied and which milestones will be completed using the supplement.

To be granted an administrative supplement, grantees must demonstrate that research progress was disrupted by the COVID-19 pandemic and that there are insufficient remaining funds to complete the original research aims during the NCE period. The administrative supplements may not be used to expand the scope of the research project.

Allowable Budget Costs

The following budget items are allowed under the same rules and restrictions as the Call for Applications:

- Personnel Costs (Salary and Fringe)
- Student Tuition, Fee and Stipends
- Other Expenses – including supplies, laboratory costs
- Travel – Project Related
- Service Contracts and Consultants
- Sub-Contracts

Indirect costs are allowed based on the MTDC of the supplement budget. TRDRP will pay the approved rate for the final budget year of the grant unless the institutional F&A rate has decreased, in which case TRDRP will pay overhead at the new, lower rate.

The following budget items are not allowed

- Equipment
- Scientific Travel
- TRDRP Meeting Travel

Administrative supplement requests will be reviewed by TRDRP staff to determine if the supplement is justified and if approved, the award period for supplemental funds will align with the NCE time period.

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

Should you have any questions regarding your request, please contact:

- The Assigned TRDRP Program Officer for your project 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 SmartSimple instructions.

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