TOBACCO-RELATED DISEASE RESEARCH PROGRAM

Student Research Award Supplements (SRAS):

Application instructions and templates for other award mechanisms are provided separately. Please use the appropriate templates and instructions for your specific award type.

The following are application instructions for the Student Research Award Supplement. The purpose of this supplement **is** to foster undergraduate and master's student research and allow active research training and mentoring by providing supplemental funding to existing TRDRP awards, in order to bring new workforce into the stated TRDRP research priority areas.

A request for this supplement must be submitted **as part of an ongoing grant's scientific progress report** to be considered for funding. Investigators must have at least one year remaining on their TRDRP parent award to ensure the best conditions and results for prospective trainees. Applications will be reviewed by TRDRP staff.

PLEASE REVIEW THE [CURRENT CALL FOR APPLICATIONS](#) CAREFULLY BEFORE APPLYING.

Supplement Submission Process

Supplement applications must be submitted through SmartSimple. Instructions may be found here: https://ucop.smartsimple.com/files/1614305/f195642/Grantee_Instructions_for_Annual_Reporting_and_AAM.pdf

Proposal Templates are Word or Excel documents available for download from the [TRDRP website](#). To complete the templates, download them, save them to your local computer, and enter the requested information. Once complete, convert the templates to a PDF and upload all materials to the Award Amount Modification Activity (in SmartSimple). Submit the activity as described in the instructions above.

Note: *Please make sure that your uploaded PDFs are not password protected and do not contain electronic signatures.*

TRDRP SRAS Proposal Form Requirements

Form Name & Template Availability	Notes & Page Limits	Student Research Supplement Award (SRAS)
Training Plan - Word template provided	- Page Limit: 3 - To be completed by the Applicant Principal Investigator. - Submit single PDF.	Required
Budget Summary - Excel template provided	- Complete the provided Excel workbook and convert to PDF.	Required (Up to 2 year)
Biosketch (Trainee) - Use biographical sketch template provided - Required for the trainee	- Biosketch is limited to 5 pages and is required for the trainee.	Required
Budget Justification, Out of State Expenses & Facilities - Word template provided	- Page limit: 3	Required

1. BUDGET

Applicants MUST download and complete the Excel template "Budget Summary". Applicants MUST use the spreadsheet provided and may not create their own. Once the Budget Summary template is complete, please convert to a PDF and upload to the Award Amount Modification activity.

Allowable costs (trainee support only): $20,000 direct costs for salary, fringe benefits, tuition, enrollment fees for the trainee, domestic travel for the trainee, and domestic travel for research dissemination.

Equipment purchases and indirect costs are not allowed. Supplements may be requested for 24 months while the TRDRP grant is active. Renewal of a second year is dependent on satisfactory progress in the first year.

Additional information on allowable costs and guidelines are available on the "Instructions" tab on the Budget Summary Excel Workbook.

Use the separate "**Budget Justification & Facilities**" template to explain budget allocations being requested. All proposed expenditures must be consistent with the activities described in the research plan and the allowable costs and guidelines described in current TRDRP Call for Applications and in the budget workbook.

a. Personnel

- The Budget Summary line item for Personnel should reflect the total cost of all individuals identified as supported by the grant and their level of effort. In the personnel section of the application, be sure to name all individuals to be supported by the grant and provide their percent effort (months devoted to the project). All paid individuals must also be listed on the budget.

- Follow the NIH Guidelines and Calculation scheme for determining Months Devoted to Project, available at the links below:
  - NIH Guidelines:
  - http://grants.nih.gov/grants/policy/person_months_faqs.htm
  - NIH Calculation Scheme: http://grants.nih.gov/grants/policy/person_months_conversion_chart.xls

- When computing salary for key personnel, use only the base salary at the applicant organization, excluding any supplementary income (e.g., clinical or consulting incomes). TRDRP does not enforce a salary cap, as long as the overall budget adheres to the costs & expenses guidelines and the amount requested stays within the allowable costs.

b. Consultant and Contractual

- Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

c. Supplies & Expenses

- Include expected costs for supplies and other research expenses not itemized elsewhere, up to

$2,200/year.

- Pooled expenses may be allowed as a direct cost at the discretion of the Program only if: 1) the project will be directly supported by the pooled expenses, 2) the pooled expenses have been specifically excluded from the indirect cost rate negotiation, and 3) the pooled expenses have been allocated consistently over time within the organization. Please explain any requested pooled expense requests in the Budget Justification.

d. **Equipment (Unit Cost over $5,000)**
   - Not allowed on Cornelius Hopper Diversity or Student Research Supplement Awards.

e. **Travel**
   - **Travel – RGPO Meeting:** TRDRP may organize an event requiring your travel to the Oakland area within the funded grant period. Funds up to $750 should be set aside for attending the Research Grants Program Office (RGPO) Meeting during the first year of the grant. This in NOT APPLICABLE to the Dissemination Awards. All other applicants, including fellowship applicants, should budget a one-time $750 expense under year 1 in a travel budget line labeled: "Travel - RGPO Meeting".
   - **Travel - Project Related:** Project-related travel expenses are allowable only for travel directly related to the execution of the proposed research activities. Label such expenses as "Travel – Project Related." These expenses must be fully justified in the budget justification.
   - **Travel - Scientific Meetings:** Scientific conference travel is limited to $2,000 per year (excluding a mandatory allocation of $750 in one year of the project for travel to the TRDRP Conference under Travel - RGPO Meeting). The same limit applies to Fellowship recipients. Label such expenses as "Travel-Scientific Meetings" and explain in budget justification.

f. **INDIRECT (F&A) COSTS**
   - **Indirect cost policy:** Indirect costs are NOT allowed for Cornelius Hopper Diversity or Student Research Supplement Awards.

HUMAN MATERIAL AND ANIMAL SUBJECTS:

Approvals for use of human material and animal research subjects are not required at the time of application. Applicants are encouraged to apply to the appropriate board or committee as soon as possible in order to expedite the start of the project, and you must do so before or within 21 days of notification that an award has been offered. This deadline may be negotiable depending on the circumstances of the proposal. If all reasonable efforts are not made to obtain appropriate approvals in a timely fashion, funds may be reallocated to other potential grantees' proposed research projects.
Other Requirements:

Upon request, awardees must supply the following information or documents:

1. Verification of Principal Investigator status from an appropriate institutional official.
2. Documentation of 501(c)(3) non-profit organization status for the organizations.
3. Documentation of the DHHS-negotiated (or equivalent) indirect cost rate for non-U.C. institutions.
4. Detailed budgets and justifications for any subcontract(s).
5. IRB or IACUC applications or approvals pertaining to the award.
6. Resolution of any scientific overlap issues with other grants or pending applications.
7. Resolution of any study section recommendations.

PUBLICATIONS ACKNOWLEDGEMENT AND OPEN ACCESS:

All scientific publications and other products from a research project funded by one of the programs in the UC Research Grant Program Office (RGPO), such as TRDRP, must acknowledge the funding support from UC Office of the President, with reference to TRDRP and the assigned grant ID number.

RGPO is committed to disseminating research as widely as possible to promote the public benefit. All publications based on funding received from RGPO are subject to the University's Open Access Policy which went into effect on April 22, 2014. To assist the RGPO in disseminating and archiving the articles, the grantee institution and all researchers on the grant will deposit an electronic copy of all publications in UC Publication Management System, UC's open access repository, promptly after publication. Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication. The full policy is available here: https://www.ucop.edu/research-grants-program/grant-administration/rgpo-open-access-policy.html

GRANT MANAGEMENT PROCEDURES AND POLICIES

All TRDRP grant recipients must abide by other pre- and post-award requirements pertaining to Cost Share, Indirect Cost Rates, Monitoring & Payment of Subcontracts, Conflict of Interest, Disclosure of Violations, Return of Interest, Equipment and Residual Supplies, Records Retention, Open Access, and Reporting as outlined in the Grants Administration Manual (GAM) available at the link below:
http://www.ucop.edu/research-grants-program/_files/documents/srp_forms/srp_gam.pdf

For the most up-to-date application and review cycle information refer to the following website: http://www.trdrp.org/funding-opportunities/index.html

Please contact Jen Jackson at jennifer.jackson@ucop.edu with questions.

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