

Student Research Award Supplements Application Instructions

Student Research Supplements (SRAS) 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 and tobacco priority populations. Tobacco priority populations in California are those who use commercial tobacco at higher rates, experience greater secondhand or thirdhand smoke exposure, are disproportionately targeted by the industry, and/or have higher rates of tobacco-related disease. This Supplement award aims to build capacity by broadening the workforce and advancing efforts to end the commercial tobacco epidemic in California.

TRDRP-funded Principal Investigators (PIs) should encourage all eligible individuals to apply. In accordance with state and federal law, preference will not be given to applicants based on race, color, ethnicity, gender, or national origin.

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.

Summary:

- Maximum supplement amount per year: **\$20,000** (direct costs).
- Duration: **1 or 2 years**
- Supplement funds are provided in addition to the parent grant award cap.

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

Requirements

Student Research Supplements (SRAS) are intended 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.

MENTOR ELIGIBILITY:

1. PIs of Research Awards, Pilot Awards, New Investigator Awards, and Co-PIs of Community-Partnered Participatory Research Awards (CPPRAs) and Partnered Maternal Smoking Cessation Initiative Awards (MSCIs).

- All other award mechanisms, including Postdoctoral, Predoctoral, and Smoke- and Vape- Free Scholar Initiative Awards, are *not eligible* to apply for this Supplement.
2. Must have at least one year remaining on a TRDRP award (no-cost extensions are not eligible).
 3. Mentors must provide a tailored training plan and be committed to integrating the applicant into the work of the parent project.

APPLICANT ELIGIBILITY:

1. Must reside in California.
2. Undergraduate, master's, and pre-candidacy doctoral students.
3. Individuals who have earned an advanced degree in any field (e.g., Ph.D., M.D., J.D.) are *not eligible*.
4. The research project must align with, but not overlap with, the parent grants' aims and objectives.

Supplement Submission Process

PIs should contact their TRDRP Program Officer (PO) to notify them of their intent to apply for an SRAS. SRAS applications must be submitted at the same time as an annual progress report (APR). In the APR, PIs should clearly indicate their intent to submit an SRAS. SRAS applications must be submitted in SmartSimple as an Award Amount Modification (AAM).

PROPOSAL TEMPLATES

Download the proposal templates, save and complete them, then convert the finished documents to PDF and upload all materials to the SRAS AAM in SmartSimple.

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

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

TRDRP STUDENT RESEARCH AWARD SUPPLEMENT FORM REQUIREMENTS

All templates are available on the TRDRP website [here](#).

Form Name	Instructions	Page Limit
1. Proposed Training Plan Template	Word template provided To be completed by the PI	3
2. Applicant Biosketch Template	Word template provided To be completed by the SRAS applicant	5
3. Budget Summary Template	Excel template provided To be completed by the PI	N/A
4. Budget Justification and Facilities Template	Word template provided To be completed by the PI	3

Review Process

Eligible SRAS applications will be reviewed by TRDRP POs on the following criteria:

Progress Report (not applicable to pre-funding requests):

- Received on time?
- Is progress satisfactory?

SRAS Applicant (Biosketch)

- Is there a commitment to TRDRP research priority areas and tobacco priority populations?

PI and Project Team (Training Plan)

- Does the proposed mentoring plan, including roles, responsibilities, and mentor experience, clearly demonstrate the team's capacity to provide individualized support to the applicant?
- Does the training plan outline relevant educational activities, didactic instruction, and resources that will adequately support the applicant's growth?

Proposed Project (Biosketch & Training Plan)

- Is the proposed project well described and focused on TRDRP research priority areas and tobacco priority populations?
- Does the proposed project complement and expand upon the parent grant?

Final funding decisions will be made by the Program Director. POs will notify applicants of final funding decisions.

Cost and Expense Guidelines

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 it to a PDF and upload it to the SRAS deliverable.

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 by the trainee.

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 the SRAS applicant and their level of effort. No other individuals may be supported by the SRAS award.
- 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 SRAS 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 with certification of the following: 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 SRAS 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. 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). Label such expenses as "Travel-Scientific Meetings" and explain in the budget justification.

f. Indirect (F&A) Costs

- **Indirect cost policy:** Indirect costs are NOT allowed for SRAS Awards.

Post Award

For two-year supplement requests, renewal of the second year is dependent on satisfactory progress in the first year. The Annual Progress Report (APR) for the parent grant should include a detailed description of SRAS recipient activities in Year 1, as well as a detailed outline of Year 2 activities under point #7 of the *Narrative Report of Progress Section*. The PI should also add the SRAS recipient to the Project Personnel table at APR submission.

Other Relevant Policies

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

Program Office of the University of California, Office of the President.