



## UC Multicampus Research Programs and Initiatives

### REQUEST FOR PROPOSALS - AWARD YEAR 2021

v. March 18, 2020

#### Overview of Funding Opportunity

The University of California (UC) is pleased to announce a research funding opportunity for UC multicampus collaborations. [Multicampus Research Programs and Initiatives](#) (MRPIs) are multicampus or systemwide research collaborations that go beyond individual Principal Investigator (PI)-driven projects to benefit the UC research enterprise; strengthen UC’s position as a leading public research university; launch pioneering research in thematic, multidisciplinary, or inter-disciplinary areas; enhance education and training; inform policy; and benefit California and its people. The competition is open to all fields of scholarship. Applicants will have an opportunity to indicate which disciplines or interdisciplinary or thematic areas best describe the proposed collaboration. Proposals must be submitted by UC PIs. The award start date is January 1, 2021.

This opportunity includes two award types: 1) Planning/Pilot awards (1-2 years) and 2) Program awards (2-4 years). Planning/Pilot awards are open only to *new* multicampus or systemwide collaborations. Program Awards are open to both new and established collaborations as well as prior recipients of MRPI Planning awards. Applicants may apply for *only one* of the two award types, and key personnel may participate in *only one* proposal. Both award types require the collaboration of at least three UC campuses, and may include collaboration with one or more UC-managed national lab. Funding allocations between the two award types will be based on proposal pressure as well as potential to diversify and enhance the systemwide portfolio in areas of key strategic importance. Abstracts for current MRPI projects can be viewed on the [UC Research Initiatives website](#).

Past MRPI competitions have been highly competitive, yielding funding success rates between 7-15%. In 2019, the program received 179 applications and awarded 16 proposals. This competition cycle, we anticipate approximately \$18 million in available funding for new awards across all categories and award types. To ensure full proposals address MRPI program priorities, required Letters of Intent (LOIs) will be reviewed and prioritized based on strength of alignment with program goals and funding priorities, as well as eligibility and completeness. We anticipate inviting no more than 100 LOIs to full proposal (combined for both the Program and Planning award types).

*LOIs and applications must be submitted through the [SmartSimple](#) online system.* All proposals must conform to the requirements of the final RFP, and (where they differ), not to prior versions of the RFP. It is the applicant’s responsibility to check the [UC Research Initiatives website](#) for any program updates prior to proposal submission.

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## Guiding Principles and Funding Priorities for Multicampus Research Collaborations

Multicampus Research Programs and Initiatives provide stimulus and cohesion for thematic topics important to UC and California and serve as a resource for the UC system. Proposed collaborations can be organized to carry out focused research efforts, to facilitate high levels of interdisciplinary collaboration and interaction that advance innovative research, or to provide competitive grants in important fields of research. Following guidance from a systemwide joint faculty-administration committee, MRPI awards should be directed to research that fulfills the following three principles:

- 1) Enhance UC's systemwide research capacity, influence, and advantage by providing access to the facilities, resources and opportunities available across the UC system.
- 2) Enhance multicampus collaborations, and foster multicampus engagement, in order to achieve outcomes not available through (or duplicative of) a single campus and discipline.
- 3) Mutually benefit UC and California, its people, environment and economy.

To fulfill these principles, MRPI funding is intended to support:

- Areas in which seed-funding could lead to future extramural funding, especially in areas where UC campuses are underfunded relative to other comparable research institutions;
- Areas that are underfunded by the government in relation to their perceived importance to the state or the nation; and
- Innovative or multidisciplinary research in emerging fields of study that could increase UC's research competitiveness.

All proposals, in both Program and Planning/Pilot categories, should include the following elements:

- Multidisciplinary or interdisciplinary research that is novel, compelling and innovative;
- Collaboration of at least three UC campuses (additional collaborators across the UC system are encouraged);
- Genuine engagement and interaction of faculty and researchers across career stages as appropriate to the project;
- Meaningful research and training opportunities for graduate students; and
- Plans for obtaining extramural funding to support ongoing research activities beyond the award period.

The MRPI funding opportunity is intended to fund *unique* collaborations not otherwise supported at the systemwide level. Collaborations that receive concurrent funding from *other* UCOP systemwide programs, sources, or opportunities must disclose that support in their proposals, and that funding may be considered in the MRPI funding decision regardless of research merit. Please review the specific scope and intent of each award type summarized below. *Proposals for which the primary intent is renewal or extension of expiring support without a compelling rationale for continuation consistent with the above principles are unlikely to receive funding.*

### Award Type Scope and Intent: Planning/Pilot Awards

Award Duration: 1 or 2 years

Funding Request: \$150,000/year maximum

Restrictions: Non-renewable award open to *new* multicampus research collaborations only.  
Recipients may apply in future competitions for Program Awards.  
See Eligibility and Exclusion Criteria for additional restrictions.

*Intent:* To create or strengthen collaborative *research capacity* in novel or cutting edge fields, for *new* interdisciplinary, transdisciplinary or multidisciplinary collaborations, or multicampus collaborations that have not previously received MRPI, Organized Research Unit (ORU) or Multicampus Research Unit (MRU) support. Successful proposals will demonstrate the impact and benefit of this novel collaboration for advancing UC's research mission and enterprise; provide detailed plans regarding the collaboration's research goals and activities; and clearly articulate goals and metrics for success within the award period.

*Examples of Planning/Pilot awards could include (but are not limited to):*

- Funding for pilot multicampus collaborative projects, or to develop new databases, data sets or other research capacity that can be shared across the UC campuses to enhance novel research or launch new research directions;
- Funding to train and support graduate students and post-doctoral scholars in new multicampus interdisciplinary research that will enhance UC's competitiveness in recruiting and retaining outstanding graduate students in novel fields; or
- Funding to convene new multicampus collaborators with cross-disciplinary perspectives in workshops aimed at launching novel research directions or seeding ongoing collaboration in targeted areas.

## **Award Type Scope and Intent: Program Awards**

Award Duration: 2, 3 or 4 years

Funding Request: No limitation on annual or total budget request.

Restrictions: Open to both new and established multicampus research collaborations.  
See Eligibility and Exclusion Criteria for additional restrictions.

*Intent:* To stimulate novel and compelling multicampus or systemwide research. Program awards may support new interdisciplinary, transdisciplinary or multidisciplinary collaborations, or established multicampus endeavors that make significant contributions to advancing the UC systemwide research mission. Program awards demonstrably enhance UC's research impact through cutting-edge scholarship, genuine multicampus engagement, comprehensive opportunities for graduate student support and training, inclusion of faculty across career stages, and distinct benefit to UC and California. Renewal requests must identify novel research directions, distinct new activities or expanded collaboration across the system to justify ongoing systemwide support.

Program awards must also articulate meaningful activities appropriate to the relevant fields in the following areas:

- Public engagement and benefit such as community collaboration, citizen science, or other outreach or education (details and examples provided in the FAQs); and
- Contributions to undergraduate education and training, which may include research internships, contributions to curriculum or other components appropriate to the disciplinary and topical areas.

*Examples of Program awards could include (but are not limited to):*

- New multicampus and systemwide collaborations that are prepared to meet the scope and requirements for a Program Award;
- Established multicampus collaborations that want to launch new initiatives or expand their collaborations into new areas or bring in new UC collaborators and require systemwide funding to achieve these goals; or
- Currently funded MRPI program awardees with end dates on or before December 31, 2020 that articulate both a compelling research justification, including unique contribution to the systemwide research mission and can demonstrate why extramural support is unavailable or insufficient to meet ongoing research needs.

## **Key Dates** (We continue to monitor the impact of COVID-19, and will post any updates on our [website](#))

RFP Release and Announcement:	Wednesday, March 18, 2020
Letters of Intent (LOI) Due:	Wednesday, April 22, 2020 at 12:00 noon Pacific Time
Notification of LOI Decision:	Wednesday, June 10, 2020 (expected)
Invited Full Proposals Due:	Thursday, August 6, 2020 at 12:00 noon Pacific Time
Notification of Review Outcome:	Thursday, December 3, 2020 (expected)
Award Start Date:	Friday, January 1, 2021

## Eligibility and Exclusions

*All proposals must conform to these eligibility and exclusion requirements. Adherence to these requirements will be reviewed at both the LOI and the full proposal stage. It is the applicants' responsibility to ensure the proposal meets all eligibility criteria relevant to the award type to which they are applying.*

1. **Host Campus Eligibility:** Proposals must be submitted by the Contracts and Grants or Sponsored Projects Office of the identified host UC campus. The host campus must be one of the ten UC campuses [Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara or Santa Cruz]. The host campus is responsible for award administration and research compliance.

2. **Multicampus Collaborative Structure and Eligible Collaborating Sites:** Both award types require the collaboration of at least three UC campuses, and may also include additional collaborating sites within the UC system. These additional sites may include: other UC campuses, one or more UC-affiliated national labs, the UC Agriculture and Natural Resources, any of the five UC medical centers, Hastings School of Law, and other UC research entities.

*Exclusions and Limitations:* Proposed research collaborators from outside the UC system must identify the funding from other sources they will contribute to the project to support their participation in the proposed collaboration. Funding may not support personnel or activities at the UC Office of the President.

3. **Eligible Multicampus Research Collaborations:** Each proposal must come from a collaborative research team. New collaborations are eligible to apply for either a Planning/Pilot Award or a Program Award. Established collaborations, including MRUs, ORUs with systemwide activities, and currently or previously-funded MRPI award recipients with award end dates on or before December 31, 2020, may apply for funding in the category of *Program Awards only*. Any collaborations, programs, institutes or centers that receive systemwide funding for their activities must fully disclose that funding in their proposal.

*Exclusions and Limitations:* Collaborations that receive concurrent MRPI funding (i.e., awards with end dates beyond December 31, 2020) are not eligible to apply. Planning Awards are non-renewable. Currently funded MRPI Award recipients with project end dates of December 31, 2020 or earlier that would like to extend their collaboration *must* apply in the Program Award category. MRUs or other systemwide research entities that receive systemwide funding on an ongoing or non-competed basis are ineligible to apply. For all proposals, other systemwide funding sources must be disclosed at the full proposal stage, and will be considered as part of the funding decision.

4. **Eligible Investigators and Collaborators:** Each proposal must identify one Lead/Applicant PI (the "PI") who holds principal investigator status at the host campus. The PI is responsible for the overall coordination and research oversight. Each additional collaborating campus or site must identify one (and only one) Collaborating PI (Co-PI) site lead who holds principal investigator status at that location. The Co-PIs are responsible for research oversight at their locations. For guidelines on UC PI status, contact your campus research office, or refer to Section 1-530 of the [UC Contracts and Grants Manual](#). Additional collaborating investigators (Co-Is) at the collaborating sites may be identified if they contribute substantively to the proposed research.

*Exclusions and Limitations:* An individual may participate as key personnel (including PI, Co-PI and Co-I) in one and only one proposal submitted this competition round. A PI, Co-PI, or Co-I on any *concurrently* funded MRPI Award (i.e., current award end date *after* December 31, 2020) is ineligible to participate in a proposal. A PI or Co-PI funded by a UC Laboratory Fees Research Program (LFRP) award that would overlap with the award period of the MRPI award is ineligible to serve as a PI or Co-PI on any MRPI award, and their inclusion in other roles in the proposal (e.g. as Co-I) must be on a research topic clearly distinct from their LFRP funding. Academic personnel whose primary role is in university-wide, campus, or school administration above the level of Dean, or whose primary appointment is at the UC Office of the President, may not serve as PIs, Co-PIs, or other key personnel on any proposal. The host campus and Applicant PI on the proposal may not be changed after the LOI is approved.

## Allowable Costs and Budget Restrictions

1. Allowable Costs and Budget Justification: Proposal budgets may include *direct cost* expenditures that are incurred to directly support the proposed collaborative research activities only. Funding requests must be judicious and well-justified, and conform to the budget guidelines below and further detailed in the application instructions and templates.

2. Existing Support and New Activities: The intent of this opportunity is to fund *new* research projects and collaborations. To ensure that funds target novel research efforts, all applicants must disclose all current and concurrent UCOP systemwide research funding in the full proposal. In addition, the full proposal will require disclosure of all other sources of support. Existing support will be considered as part of the decision-making process. *Program Award applicants please note*: Proposals by existing collaborations that request funding to initiate new research directions must provide a compelling justification regarding the unique contribution of the proposed new activities beyond the existing work and support.

3. Non-Allowable Costs and Budget Restrictions: Funding provided by this opportunity may not be used to cover patient care costs, clinical trials, patent execution costs, fundraising costs, subawards to non-UC-affiliated entities (except as may be required to support community engagement or participation) or indirect cost recovery.

Funding may not be requested to provide core institutional support, or to supplement funding for existing projects already supported by other systemwide funding from UCOP. Funding to cover new operational costs likely to extend beyond the award period is not allowed.

Proposals to purchase equipment or other research infrastructure located at only one or two campuses must include a comprehensive description of how the equipment or infrastructure will enhance research capacity and competitiveness across the UC system, be made accessible throughout UC and be made available to a minimum of three campuses. Funding for equipment purchases or resources for which access is limited to only one or two campuses will not be considered.

## Overview of Application and Review Process

*We strongly encourage all applicants to begin the online LOI and application submission process early to accommodate any potential delays due to technical issues. All submission deadlines are strictly enforced.*

Letter of Intent Submission and Review: Applicants must submit a complete LOI using SmartSimple. LOIs will be evaluated for responsiveness to this RFP, and no application may move forward without an approved LOI. Please see the “Letter of Intent Review” section below regarding the review and acceptance of LOIs.

Invitation to Submit Full Proposal: Approved LOIs will be given access to the full application on SmartSimple. All proposals must be submitted in accordance with the instructions, templates and guidelines provided, and must conform to the requirements of the final version of the RFP. *It is the applicants' responsibility to check the program website for updates, clarifications or changes prior to submitting the full proposal.*

Full Proposal Submission: Applicants should prepare their proposals in language accessible to a general scientific audience and avoid jargon. Full proposals must be submitted by the host UC campus Contracts and Grants or Sponsored Projects Office. It is the PI's responsibility to follow campus rules, procedures, and timelines for submitting a proposal and to confirm that all collaborators have obtained institutional approval, if required, from the collaborating campuses and institutions in advance of proposal submission.

Proposal Review and Selection: UC Research Initiatives will manage a competitive peer review; scoring and ranking of proposals will be based on the criteria and requirements outlined in this RFP. Reviewers will be selected for their subject matter expertise, and multidisciplinary panels will be composed of faculty and researchers drawn from both inside and outside of UC. Review assignments will be made to ensure a fair and balanced review and to



address conflicts of interest. There will also be a comprehensive portfolio review spanning all fields to establish the balance of funding across the portfolio.

Final funding decisions and selection are at the discretion of the office of Research and Innovation in the UC Office of the President. Declined proposals may be submitted to future funding competitions without prejudice. All awards are contingent on availability of funding.

## **Letter of Intent: Content, Review and Selection**

LOI instructions are available online in SmartSimple and attached in Appendix 3 of this document. Applicant teams must determine in advance whether they are applying for the Planning/Pilot Award or the Program Award, and complete the appropriate LOI and application materials.

### **Letter of Intent Content**

The LOI includes the following required information:

1. Proposal title, total estimated budget and requested award term
2. Applicant PI name, title, and departmental and campus affiliation
3. Host campus (usually the campus affiliation of the Applicant PI)
4. Names, departments, and UC campus or institutional affiliation for each Co-PI (exactly one Co-PI per each additional collaborating location)
5. Identification of primary subject and focus area(s)
6. Brief text responses addressing the eligibility criteria, and programmatic and structural components of proposal
7. Abstract summarizing the proposed scope of research and activities, expected impact on UC research/scholarship, and use of any specialized facilities or resources for each participating site relevant to the proposed activities. The abstract should be appropriate for a general scholarly audience and avoid disciplinary jargon or technical language specific to a single field. (2400 characters, or approximately 350 words)

### **Letter of Intent Review**

LOIs will be evaluated and prioritized based on four criteria:

- 1) **Eligibility and Completeness:** Is the LOI complete and fully adherent to the instructions and guidelines? Are all the eligibility criteria met? *Note: LOI eligibility will be evaluated in accordance with the award type selected, and applicants may not change award types after LOI submission.*
- 2) **Required Components:** How well are the required components, including genuine multicampus engagement and faculty collaboration, student research and training opportunities, and benefit to California (including engagement of Californians in research, where appropriate), integrated into the research effort?
- 3) **Strength of Alignment with Program Funding Priorities:** Is the proposed topic/scope compelling, innovative and of strategic importance to UC? *Note: Assessment of alignment with program funding priorities will be based on how well the significance and value of research scope is communicated to academic non-experts, and is not a merit review of research quality.*
- 4) **Likelihood of Contributing to a Diverse Funding Portfolio:** Topical, thematic and disciplinary/ field diversity as well as broad campus representation across the range of accepted LOIs will also be considered.

*Based on available funding, it is expected that no more than 100 Letters of Intent, or ~\$80 million in total funding requests, will be invited to submit a full proposal. Acceptance of the LOI is required to advance to the next stage. No feedback or comments will be provided on the LOI, and the program decision is final and binding. Applicants whose LOIs are declined may apply in future competitions without prejudice.*

## Full Proposal: Content, Review and Selection

Once an LOI is invited to full proposal, applicants will be able to access the full application materials in SmartSimple. Applicants may not change the award type, lead PI or host campus after LOI submission. Applicants must complete all designated application materials.

### Full Proposal Content

**All MRPI proposals (both award types) require the following nine elements and must use the templates provided. One optional upload (#10) is allowed. Additional requirements for Program Awards are itemized separately (see items #11-13).**

1. Abstract/Project Summary (textbox; 2400 characters): The LOI abstract will be prepopulated in the full application. Applicants may refine or update the abstract, but proposals that diverge significantly from the LOI such that they no longer meet the program guidelines may not be forwarded for review.

2. Identification of Key Personnel: Include the name, department, campus and role on project of the Applicant PI, each Co-PI (one per each additional collaborating site), Co-Is and other named research personnel on the SmartSimple interface. Upload the required CV/biosketch of the PI and Co-PIs. *Note*: CVs for Co-Investigators and other Key Personnel who contribute substantively to the research should be included if they will be funded directly by the award. CVs are limited to 3 pages each. CVs should be submitted in the standard format for your field or discipline (NIH biosketch, NSF, and other formats are acceptable).

3. Proposed Research (5-page maximum, including tables and figures): Identify the specific aims, research activities, outcomes and scholarly contributions of the program or initiative, including the innovative and collaborative components that will advance scholarship in emerging fields, multi- or inter-disciplinary areas, or areas of strategic importance to UC. The narrative should describe the contribution of the proposed activities to advancing outstanding research, the likelihood of the research to position UC as a leader in the field or thematic area, how the proposed activities will enhance UC's competitiveness in attracting outstanding faculty and graduate students, and plans for obtaining extramural support for ongoing research activities beyond the award period.

4. Faculty Collaboration and Graduate Student Research Opportunities (~1 page): Justify the composition of the team and articulate how the collaboration and shared leadership opportunities will be integrated into the proposed project and activities to achieve the programmatic goals. Describe the collaborative research and training aspects of the proposal in relation to: 1) collaborative approaches that will ensure genuine engagement and participation by researchers across the campuses and collaborating partner institutions; 2) shared project leadership and opportunities for professional development across professorial ranks; and 3) meaningful graduate student engagement and opportunities for professional development and progress towards degree.

*Note*: Proposals that request funding to offer competitive grants (subawards) to connect campus projects in a multicampus network must explain how this approach will leverage the impact of research across the system in an important area of research. If allocations to individual recipients are proposed, the proposal must articulate how this use of systemwide funds enhances systemwide research and could not be better achieved through the funding of collaborative or multidisciplinary approaches.

5. Research Benefits, Impact on UC and California, and Accountability (~1/2 page): Describe the mechanisms and collaborative approaches that will ensure that the activities and outcomes of the collaboration have UC systemwide benefit and impact. Identify the specific benefits that are expected to be accrued by UC or California and the importance of the research to California. Benefits may include a description of how the collaboration increases efficiency through common resources while stimulating the systemwide creative process and/or promoting new educational curricula. Applicants must include a description of the proposed governance or advisory structure to ensure multicampus benefit, accountability and impact.

6. Timeframe, Milestones and Evaluation Metrics (~1/2 page): Identify the research timeline, benchmarks and milestones, and justify how the proposed time period and requested budget will accomplish the milestones to make a significant impact in the field. Identify specific evaluation approaches and outcome metrics, and include a description of the methods that will be used to evaluate the research and plan future research directions. To demonstrate research sustainability, include a description of how the program will either end or transition to non-UCOP funds at the completion of the funding period, as appropriate.

7. Literature Cited (2-page): Identify the literature cited in the research narrative and proposed activities.

8. Itemized Budget and Justification: Provide a detailed budget, by project year, using the budget interface in SmartSimple. Budget entries should be accompanied by brief line-item justifications in relation to the proposed activities. See Allowable Costs above, and the detailed guidelines and instructions provided with the full application instructions.

9. Attachments: Additional uploads must include the following applicable materials: a) Identification of any human subjects (IRB), animal use, or toxic substance issues and the approach to compliance (template provided); b) Disclosure of all current or anticipated concurrent sources of UCOP systemwide research funds supporting this collaboration (template provided).

10. Optional: Letter(s) of commitment identifying specific campus resources (if any) that will be required to complete the proposed research. *Only letters identifying specific campus commitments or extramural contributions specifically dedicated to this proposal, not general letters of support, will be accepted.*

***Items # 11-13 below apply to Program Awards only:***

11. Public Engagement and Community Collaboration (~1 page; required): Describe the components for community participation or engagement with the research. As appropriate and tailored to the research activities or disciplines, public engagement may include community collaborative research, citizen science, community participation and educational outreach, or activities that demonstrate the value of UC research to the California public. Outline the anticipated benefits of the community collaboration/public engagement in relation to the research itself, or the anticipated public benefits of the research outcomes to California and the world. Possible examples of community engagement, not meant to be an exhaustive list, are included in the FAQs (Appendix 2).

12. Contributions to undergraduate education (~1/2 page; required): Describe the specific activities or outcomes that will enhance undergraduate education at UC. These may include student participation in the research, summer internships, contributions to curriculum, or other components appropriate to the disciplinary and topical areas. (If summer training programs or internships for UC undergraduates are already in place, funding may be requested only to expand these activities in areas consistent with the proposed research, and not to fund the existing program.)

13. Prior accomplishments (~1/2 page; if applicable): Established multicampus collaborations that are requesting funding to launch new initiatives or expand their collaborations, or currently or previously funded MRPI projects (with end dates on or before December 31, 2020) that are requesting new funding, must justify their request for renewed systemwide support, and should address why prior systemwide funding has not led to sufficient extramural funding. This justification may include prior accomplishments of the collaboration, or outline a compelling justification for renewal. New collaborations do not need to fill out this section.

**Full Proposal Review and Selection Criteria**

Reviewers will assess criteria #1-4, below, and the additional considerations, in the scoring and ranking of all proposals. Additional scoring criteria #5-7 for required components apply explicitly to Program Awards.

1. Research Excellence and Innovation: Highest quality research in compelling topics that create or strengthen UC's research capabilities to advance scholarship, training and knowledge, particularly in areas of strategic importance. Successful proposals clearly demonstrate the potential of the scholarship to position UC and its faculty as innovative leaders addressing topics and problems that impact California, the nation and the world. Excellence



also includes likelihood of impact in the fields or thematic areas identified in the proposal, and feasibility of achieving the goals and outcomes in the award period. Innovation may be demonstrated by interdisciplinary or multidisciplinary scholarship at the cutting edge of two or more fields, or proposed theoretical or applied breakthroughs in important areas of scholarship or innovative technology.

2. Strength of the Collaboration and Systemwide Impact and Benefits: Evaluation of the impact and benefits to the UC system of the proposed collaboration will consider the quality and extent of:

- Genuine engagement and interaction of faculty, researchers, and graduate students from three or more campuses or national labs;
- Interdisciplinary or multidisciplinary collaboration that stimulates systemwide creative processes, and provides access to the best available resources, infrastructure or facilities;
- Likelihood activities will enhance UC's competitiveness in attracting and retaining faculty and graduate students, garnering awards, prizes, honors and/or extramural funding, and other contributions that help position UC for strategic excellence; and
- A governance structure that ensures a balanced opportunity for participation across UC, and/or through increased efficiency as a result of common facilities or administrative support.

3. Importance and Benefit to California: Assessment of the importance of the proposed research to California and the potential for the proposed activities or research outcomes to benefit California or its people in one or more of the following areas: inform policy, identify novel solutions to important problems, and/or provide economic, social, cultural, environmental or other benefits.

4. Quality of Graduate Student Engagement and Training: Assessment of the extent and quality of meaningful engagement by graduate or professional students in innovative research and cutting-edge scholarship, as demonstrated by graduate student support, participation in key research activities and opportunities that advance them towards their degree and successful professional careers.

*Additional Considerations*: The following four additional factors will be considered in evaluating all proposals:

- a. Appropriateness and judiciousness of the proposed budget to achieve proposal aims in the award period, and efficient use of funds;
- b. Sufficient campus commitment and administrative capacity to support the proposed activities;
- c. Other sources of support, and plans to secure extramural support, if available, to make the multicampus collaboration self-supporting; and
- d. Issues or concerns related to human subjects, animal use or toxic substances.

***Criteria # 5-7 apply explicitly to Program Awards. Activities in these areas may strengthen proposals in the Planning/Pilot Award category, but are not required components.***

5. Public Engagement/Community Collaboration: Successful proposals will engage Californians in the UC research mission in ways that are meaningful to and benefit the research endeavor and provide community benefit. Approaches may include, but are not limited to: community-based participatory research, citizen science, K-12 education and outreach, or other public engagement appropriate to the research scope and activities. Generally, the creation of a community advisory board alone, or enrollment of human research subjects, is not sufficient to demonstrate meaningful community engagement for the purpose of this award.

6. Contributions to Undergraduate Education or Curriculum: Proposals should incorporate research activities that inform or transform curriculum, provide new opportunities for undergraduate participation in research, internships, or fieldwork appropriate to the fields and disciplines of the proposal. Strong proposals will launch new activities consistent with the proposed research and demonstrate the impact on education and training of a future generation of scholars and engaged citizens.

7. Research Sustainability and Ability to Leverage Extramural Support: Program Award applications from established collaborations or previously funded MRPI awardees requesting new funding will also be evaluated on the degree to which the proposal identifies novel directions, or distinct new activities, for ongoing research

collaboration. Continued reliance on systemwide support requires a compelling justification regarding why extramural funding is unavailable or insufficient to meet the research needs.

*Funding decisions will result from a competitive peer review of submitted proposals. Recommendations from the review panels will be prioritized by the portfolio panel to establish the balance of funding across the portfolio. Final funding decisions and selection are at the discretion of the office of Research and Innovation in the UC Office of the President. Declined proposals may be submitted to future funding competitions without prejudice.*

## Research Program Oversight and Contacts

The MRPI funding opportunity is administered by UC Research Initiatives (UCRI) in the Research Grants Program Office at the UC Office of the President. This funding opportunity is among several offered by [UCRI](#).

Awards are contingent on availability of funding, and compliance with all research and reporting requirements. Funded proposals must report annual progress and fiscal expenditures. Future-year funding (beyond the initial payment of selected awards) is contingent on ongoing systemwide funding of the Multicampus Research Program. Funded proposals will be assigned to a UCRI program officer who will serve as the primary program contact.

*Please direct questions to the following contacts:*

*For questions related to program priorities or scope of proposals, contact UCRI program officer Leila Sievanen at [UCRI@ucop.edu](mailto:UCRI@ucop.edu)*

*For questions related to specific research areas, you may contact the following program officers at [UCRI@ucop.edu](mailto:UCRI@ucop.edu):*

*Art & Humanities, Social & Behavioral Sciences, and Environmental Sciences – Leila Sievanen  
Biological, Life, and Health Sciences – Jessica Wu  
Physical Sciences and Engineering – Christopher Spitzer*

*For administrative questions regarding the application process, contact [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu)*

*Technical questions related to use of SmartSimple: Please email [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)*

## Attachments

### Appendix 1: Other RGPO Policies and Pre-Award Requirements

Provides compliance guidelines that will be required of all proposals nominated for funding

### Appendix 2: Frequently Asked Questions

Provides additional guidance and examples for applicants

### Appendix 3: Instructions for Submission of Letters of Intent

Provides detailed steps for LOI preparation and submission

*Updated Program Announcements, FAQs and RFP clarifications (if any), will be posted on the UCRI website. To ensure proposals meet all program requirements, PIs and their collaborators are strongly encouraged to check the website for any program updates prior to full proposal submission:*

<http://ucop.edu/research-initiatives/>

## Appendix 1: Other RGPO Policies and Pre-Award Requirements

*The following relevant policies and requirements for awards made by the UCOP Research Grants Program Office (RGPO) apply to all proposals nominated for funding. These requirements are outlined in the formal “pre-funding” notification that will be sent to applicants nominated for funding by the peer review and ranking process, and this appendix may not include all pre-award requirements.*

### **Human Subjects and Material, and Animal Subjects:**

Approvals for use of human subjects and material, animals, and toxic substances are not required at the time of application. When such approvals are applicable to the research, applicants must apply to the appropriate board or committee as soon as possible in order to expedite the start of the research, and must do so within 30 days of notification that an award has been offered. Applicants may formally request an extension of this deadline if justified by specific circumstances of the research. All reasonable efforts must be made to obtain appropriate approvals in a timely fashion. Projects that do not obtain the necessary approvals in a timely manner may have their funding reduced or withdrawn.

For multicampus collaborations, if the research requires IRB approval, we encourage use of the [UC IRB Reliance Registry](#) to streamline the approval process. Please note that each study location is still responsible for obtaining other applicable ancillary approvals such as Conflict of Interest, Radiation Safety, etc. Contact your Campus IRB Reliance Coordinator for more information about the UC IRB reliance process.

### **Publications Acknowledgement and Open Access:**

All scientific publications and other products from a RGPO-funded research project must acknowledge the funding support from UC Office of the President, with reference to the specific funding program (e.g., Multicampus Research Programs and Initiatives) 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](#). 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 [eScholarship](#), 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.

### **Deposition of Equipment and Supplies at the End of the Grant**

Equipment purchases made by projects funded by the research program must be made by UC campuses and are the property of the UC Regents. Special permission must be sought in advance to purchase equipment for a non-UC campus or entity. In the rare event it is approved, the disposition of the equipment must follow RGPO rules.

### **Other Requirements**

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

1. Verification of appointment and Principal Investigator status from an appropriate institutional official.
2. Detailed budgets and justifications for any subcontract(s), if allowed.
3. IRB, IACUC or applications or approvals pertaining to the award.
4. Resolution of any scientific overlap issues with other grants or pending applications.
5. Resolution of any proposal review panel recommendations.

*All grant recipients must abide by other applicable 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.*

## **Appendix 2:**

### **UC Multicampus Research Programs and Initiatives Frequently Asked Questions (FAQs) Version Dated: March 18, 2020**

***Please refer to the Request for Proposals (RFP) for 2021 awards for program requirements.***

*This is a supplement to the Multicampus Research Programs and Initiatives RFP, and is intended to provide additional guidance to applicants. Based on questions we receive, it may be updated periodically.*

*Applicants are responsible for checking the UC Research Initiatives ([UCRI](#)) website for updates.*

#### **How to Apply:**

All application materials must be submitted online via SmartSimple. On the SmartSimple homepage (<https://ucop.smartsimple.com/>), log in to your account (or create one if you are a new user), click “Available Funding Opportunities”, and then select “MRPI Planning/Pilot Award” *or* “MRPI Program Award” as appropriate. **Applicants are required to submit an LOI as the first step in the application process.** The full proposal materials are available only after approval of the LOI. Additional instructions regarding LOI submission are available in Appendix 3 of the RFP.

**Required Letters of Intent (LOIs) are due Wednesday, April 22, 2020 at 12:00 noon Pacific Time**

**Full Proposals are due Thursday, August 6, 2020 at 12:00 noon Pacific Time**

#### **Eligibility and Collaborative Structure**

##### **1. Who can submit a proposal for this funding opportunity?**

Aside from the exceptions noted below, any academic appointee who holds Principal Investigator (PI) status at one of the 10 UC campuses [Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, San Francisco, Santa Barbara or Santa Cruz] is eligible to submit a proposal on behalf of the collaborative team. For guidelines on PI status, contact your UC campus Office of Research, or refer to Section 1-530 of the [UC Contracts and Grants Manual](#).

Exceptions: Academic personnel whose primary role is in university-wide, campus, or school administration above the level of Dean are not eligible to serve as PIs, Co-PIs, or other grant Key Personnel. In addition, any PI, Co-PI or Co-Investigator who has a concurrent MRPI award is ineligible to participate in a proposal. A PI or Co-PI funded by a concurrent UC Laboratory Fees Research Program (LFRP) award is ineligible to serve as a PI or Co-PI on any MRPI award. Concurrent award refers to currently funded projects with end dates after December 31, 2020.

##### **2. How many collaborators are required for a proposal?**

Each proposal must have a minimum of three collaborators, each from a different UC campus. In addition to participation from the three campuses, proposals may include additional collaborators from the same or other UC campuses, or from other systemwide research entities. Examples of other systemwide collaborators include researchers from any of the UC-affiliated national labs, the Division of Agriculture and Natural Resources, any of the five UC medical centers, and Hastings School of Law. (UC medical center collaborators whose campus faculty are participating in the proposal are together considered a single location.) Each proposal includes one and only one PI, and one and only one Co-PI with PI status at their home institution from each *additional* collaborating location. Additional collaborators who make significant contributions to the research may be identified as Co-Investigators, or another appropriate project title.

##### **3. Can I participate in more than one proposal?**

No. Any individual identified as Key Personnel (PI, Co-PI or Co-I) may participate in one and only one proposal. The proposal may be submitted to one and only one award type.

- 4. I am involved in a current MRPI award that extends past January 1, 2021, but I do not draw salary from that award. Can I be involved in a proposal?**  
No. If you are Key Personnel (PI, Co-PI or Co-I) on a current MRPI or Catalyst Award with an end date after December 31, 2020, you are not eligible to participate in a new proposal, regardless of whether or not you draw salary from the award.
- 5. Are researchers from Lawrence Berkeley National Lab, Lawrence Livermore National Lab, or Los Alamos National Lab eligible to apply?**  
The Applicant PI must have PI status at one of the ten UC campuses. Researchers from any of the three UC-affiliated national labs may serve as the PI only if they have PI status at a UC campus and apply through that UC campus. UC national lab scientists who do not have PI status at a UC campus may serve as Co-PIs or Co-Investigators (see question 2). Please note that MRPI awards do not include indirect cost recovery at UC or any collaborating site.
- 6. I am a Cooperative Extension Advisor with the Division of Agriculture and Natural Resources. How can I participate in this collaborative research opportunity?**  
Cooperative Extension Advisors should collaborate with a Cooperative Extension Specialist based at the Berkeley, Riverside or Davis campuses, or with other faculty on any of the 10 campuses who can serve as the PI for the proposal.
- 7. The RFP mentions faculty collaboration across career stages. Does that mean we must have one PI or Co-PI at each level of the ladder-rank to be eligible?**  
No. Participation in the proposal is not limited to ladder-rank or Academic Senate-eligible appointments (see the Eligibility and Exclusions section of the RFP), and there is no required team composition for the proposal. The intent of the faculty collaboration requirement is to encourage faculty and researchers at all levels to collaborate and to provide mentorship and leadership opportunities for early-career faculty in to the context of multicampus research. The composition of the team is at the discretion of the collaborators and should be one that positions the project for success. The proposal should describe how the goal of meaningful faculty collaboration across career stages will be realized within the context of their proposed activities and research scope.
- 8. Can non-UC researchers collaborate on an MRPI project?**  
The intent of this funding opportunity is to catalyze UC multicampus and systemwide collaboration and to leverage the distributed excellence of the UC system. UC PIs must lead the collaborations, and should find experts across the UC system with whom to collaborate. Community partners from within California may participate as part of the public/community engagement components. In rare cases, if technical expertise, resources, or facilities are unavailable at any UC campus or UC-managed national lab, the PI may request funds for a subcontract to obtain specific services or expertise from outside UC. This request must be accompanied by an explanation about why the expertise or facilities cannot be identified within UC. If research collaborators from outside the UC system are proposed, the application must identify the funding from other sources they will contribute to the project to support their participation in the proposed collaboration.
- 9. Can we submit a proposal with an Applicant PI who is located at a different campus than the proposed host campus?**  
The host campus is the location from which the proposal is submitted, and where the award is administered. Typically the host campus for the collaboration is the Applicant PI's home campus. Exceptions to this organizational model are rare. Justification for an alternative structure requires written approval from UCRI in advance of submitting the LOI. Collaborations requesting an exception must describe and justify their alternate model, indicate their means of logistical support, describe plans to ensure appropriate oversight for the project and, where applicable, have the concurrence of the VCRs from both the proposed host campus and PI's home campus. Letters from each of the VCRs must be received prior to LOI review. LOIs for which these are not on file will not be eligible for acceptance. In the event the host campus is not the PI's home campus, the proposal must be submitted by the campus where the award will be administered, and this campus will be designated the host campus.



## **Funding Restrictions and Other Sources of Support:**

### **10. Should I apply for a Planning/Pilot Award or a Program Award?**

Each of the two award types have specific eligibility, duration, funding, and other constraints. Please review the RFP carefully and identify the award type that matches the status, research needs, and other circumstances of your proposed collaboration. Key personnel may participate in only one proposal so be sure to verify the eligibility of all proposed participants prior to submitting the LOI.

### **11. I received a MRPI Planning Award in 2019, and now I want to request a new planning award this cycle with a different collaborative team. Do I have to apply in the Program Award category?**

No. You are not eligible to apply in either category if your current MRPI or Catalyst Award has an end date after December 31, 2020. However, if your current funding ends by December 31, 2020, and you want to launch *a new collaboration in a new topic area with a new team of collaborators*, you may apply again in the Planning/Pilot category. However, there cannot be topical overlap with the previously funded project. If you want to extend the collaboration with additional partners or an expanded scope, then you should apply for the Program Award.

### **12. Our multicampus collaboration receives systemwide funding from other (non-MRPI) sources. Can we also apply for MRPI funding to undertake a special project?**

The intent of this funding opportunity is to support *unique* collaborations across a broad portfolio of University research and scholarship, and to launch new collaborations in path-breaking thematic or topical areas that may position them for extramural support. Multicampus collaborations, including MRUs, ORUs, and other UC research entities, that receive ongoing or non-competed systemwide funding are ineligible to apply. Multicampus collaborations that receive competed or term-limited grant funding from other UCOP systemwide sources may apply for MRPI funding for a distinct and unique research undertaking, but receive lower priority regardless of scientific merit. All sources of systemwide UCOP funding must be disclosed in the full proposal, and funding overlap or support for ongoing operational activities is not allowed.

### **13. My MRPI award has an end date of December 31, 2020, but I expect the project to have remaining funds beyond the current end date. Can I submit a proposal for a new award in this competition?**

If you have current MRPI funding with an award end date on or before December 31, 2020 at the time of the full proposal submission on August 6, 2020, you are eligible to apply as long as you meet all of the other eligibility criteria. *However, you may not receive concurrent funding.* Therefore, if your proposal is nominated for funding, you will have to provide a full accounting of all expenditures on your current award and return unexpended funds before a new award can be approved. Details will be provided in the pre-award notification.

## **Proposal Submission and Application Guidelines**

### **14. Does the Letter of Intent need to be submitted through the campus Sponsored Projects or Contracts & Grants Office?**

No. Unlike full proposals, LOIs do not need to be submitted through the C&G/SPO. A signature from an institutional signing official is not required for LOI submission.

### **15. We missed the deadline to submit a LOI, can we still submit a full proposal without the LOI?**

No. Unfortunately, we are unable to accept LOIs after the deadline, and only applicants who are invited to submit a proposal based on their LOI may proceed to the full proposal stage.

### **16. How will LOIs be evaluated and selected?**

LOIs will be evaluated for responsiveness to the RFP in three areas: 1) eligibility and completeness; 2) compliance with program requirements; and 3) strength of alignment with the program goals and funding priorities. Scholarly merit will not be evaluated at the LOI stage. LOIs that are not well aligned with the intended scope or required components of this program may not be accepted. The RFP outlines the LOI review and selection criteria.

**17. My LOI was accepted, and our team received an invitation to submit a full proposal. Is the LOI binding or can we make changes?**

The LOI must fairly present your proposed collaboration and activities, research topic and approximate total budget, and full proposals should fall within the scope of the original LOI. Updates, refinements and adjustments may be made to the proposed scope, abstract, and activities when the full proposal is submitted, and additional collaborators or campuses may be added. Once the LOI is approved, the host campus and Applicant PI cannot be changed in the full proposal. Note: Compliance with the eligibility criteria will be reviewed again at the full proposal stage, and only eligible proposals will be forwarded for review. Eligible proposals that diverge significantly in scope, direction or budget requested from the approved LOI may be less competitive for funding.

**18. Do we need to submit a letter of support from the host campus Vice Chancellor for Research (VCR) as part of the application?**

No. Proposals must be submitted by the host campus' Sponsored Projects or Contracts & Grants Office, and this serves as documentation of the VCR's approval. Letters of commitment may be included in cases where the use of or access to a lab/resource/facility may be limited or require permission or concurrence from a decision-maker for that resource or facility.

**Award Amounts and Budget Requests**

**19. Can you provide any guidance on what size budget request would be considered reasonable for each award type?**

We anticipate approximately \$18 million total funding for new awards across all categories and award types for this cycle. Budgets in both categories should be *judicious and well justified* in relation to the proposed activities and potential impact, demonstrate efficient use of funds, and include a justification that demonstrates knowledge of the reasonable and necessary costs to ensure success of the proposed activities. This means that some budget requests *in either award category* may reasonably request less than the \$150,000 annual maximum allowed for Planning/Pilot Awards. In previous cycles, the range of annual award amounts was \$50,000-\$1,000,000; in the Program Award category, the median annual award amount was approximately \$370,000. These data are provided as general information only, and should not be construed as guidance or a recommendation. Future funding decisions and award ranges will be based on the merit and ranking of the proposals, overall portfolio distribution and the degree to which meritorious proposals fulfill the overall program priorities and goals.

**20. Can MRPI funds be used to support undergraduate students as well as graduate students?**

Funding may be used to engage students in research training, internship activities, or other educational or curricular enhancement related to the project scope and topic. Award funds may not be used for student financial aid or general education activities.

**Other Proposal Components**

**21. What kind of research activities are expected for undergraduates in these proposals?**

A required component of the Program Award is to identify specific contributions to undergraduate education through the research endeavor. This requirement may take many forms as appropriate to the research scope, activities and expected impact. Some examples include (but are not limited to) active participation in the data collection or analysis itself, training, internship or fieldwork opportunities, or enhancements to undergraduate curriculum. The collaborative team should propose activities or components that will be both meaningful and likely successful within the context of the type of research proposed.

**22. What is meant by public/community engagement in the proposal requirements, and what kinds of activities would fulfill this goal?**

A key component of the Program Award is to catalyze public engagement in the UC research mission through opportunities for community collaborative research, citizen science, or other community outreach, education and engagement with the California public. Depending on the type of research, this component can take various

forms, and the opportunities for public engagement and community benefit should be appropriate to the research scope and topic. The most effective and meaningful activities will be those that are well-integrated into, and strengthen the quality of, the research effort while also advancing the education and service missions of the University. For more information, please refer to Review Criterion 5 in the Review and Selection Criteria section of the RFP.

We offer some possible examples of community participation and public engagement here for illustration purposes only, but note that this is neither an exhaustive nor a prioritized list:

- Community collaborative or community participatory research in topics relevant to social, economic, health or cultural issues
- Involvement or participation of K-12 California schools or community groups in ecological data-gathering, urban gardens, nutrition programs or similar activities related to the scope of the research
- Involving the California public in analysis of mass data sets that may reveal patterns or unique insights, or in gathering disbursed publicly-available data that would not otherwise be accessible
- Engaging communities in local problem-solving, urban or community planning, or after-school research-enhanced enrichment opportunities
- Education and outreach activities connecting the California public to museums, archives, observatories, or historical sites with research relevance
- Education and outreach to populations or communities not already benefiting from healthcare delivery or prevention programs in the proposed research area
- Agricultural extension activities that create new education and outreach services to communities as a function of the proposed research
- Activities aimed at engaging *new*, hard-to-reach, or underserved populations in research-related health education, cooperative extension or other research-informed community benefit. (Funding must support new activities or communities relevant to the research, and may not provide core support for existing programs or services.)

*Important additional requirements and considerations:*

Note on Data Analysis and Integrity: If the public is involved in generating or analyzing research data, the full proposal should explain how the collaboration will ensure the integrity of the data and improve the quality of the research or strengthen the analysis, as appropriate.

Note on Human Participants: Please note that enrollment of human research subjects or the delivery of patient care does *not* constitute public engagement for the purposes of this opportunity, and clinical trials research may not be proposed. Human research subjects whose participation is primarily (or limited to) providing survey data, biological specimens or other data for the purposes of the scientific analysis do not constitute community collaborators.

Note on Community Advisory Boards: Community advisory boards may enhance research engagement and community benefit, and therefore constitute a component of your proposed public engagement activities. However, the convening of these boards alone, without additional active public or community engagement in the research, or research-related education or outreach activities, is unlikely to provide sufficient evidence of meaningful community engagement for the purposes of this award.

### **Appendix 3:**

## **UC Multicampus Research Programs and Initiatives Letter of Intent Submission Instructions Planning/Pilot Awards and Program Awards Version Dated: March 18, 2020**

*Please refer to the **Request for Proposals (RFP) for 2021 awards for program requirements.** This is a supplement to the *Multicampus Research Programs and Initiatives RFP*, and is intended to provide additional guidance and technical support to applicants. Based on questions we receive, it may be updated periodically. Applicants are responsible for checking the UC Research Initiatives ([UCRI](#)) website for updates.*

The University of California (UC) office of Research and Graduate Studies is pleased to provide applicant instructions for submission of a Letter of Intent to the university-led *Call for Proposals for [UC Multicampus Research Funding Opportunities](#)* announced on March 18, 2020. Submission and approval of a Letter of Intent (LOI) is required to submit a full proposal. LOIs must be submitted **by April 22, 2020 before 12:00 noon Pacific Time in the SmartSimple System**. We encourage early submission of LOIs. Please note: LOIs will not be accepted after the deadline.

**UCRI has migrated to a new grants management system, SmartSimple. Please use the following instructions to submit an LOI before the deadline above.**

### **OVERVIEW OF ONLINE LOI SUBMISSION PROCESS**

The LOI must be submitted through SmartSimple at <https://ucop.smartsimple.com>. Applicants may submit LOIs via the online system any time between March 18, 2020 and April 22, 2020. The LOI submission must be **completed** (not merely initiated) by the 12:00 noon PT deadline. Therefore, plan ahead in preparing your submission.

#### **Step 1: ‘Applicant PI’ Designation**

LOIs must identify an Applicant Principal Investigator (PI) and host campus for administering the award. The Applicant PI must have PI status at a UC campus. The Applicant PI should submit the LOI on behalf of the collaboration and is responsible for the full proposal.

Each collaborating campus must identify one site lead called a Collaborating Principal Investigator (Co-PI). Co-PIs are identified in the Project Personnel table of the LOI, as detailed below. Participation by the national laboratories and other UC research entities in the proposed activities is encouraged where it enhances the research objectives. However, these investigators may not serve as the Applicant PI unless they have campus PI status and apply through their UC campus affiliation.

#### **Step 2: Applicant Registration with SmartSimple**

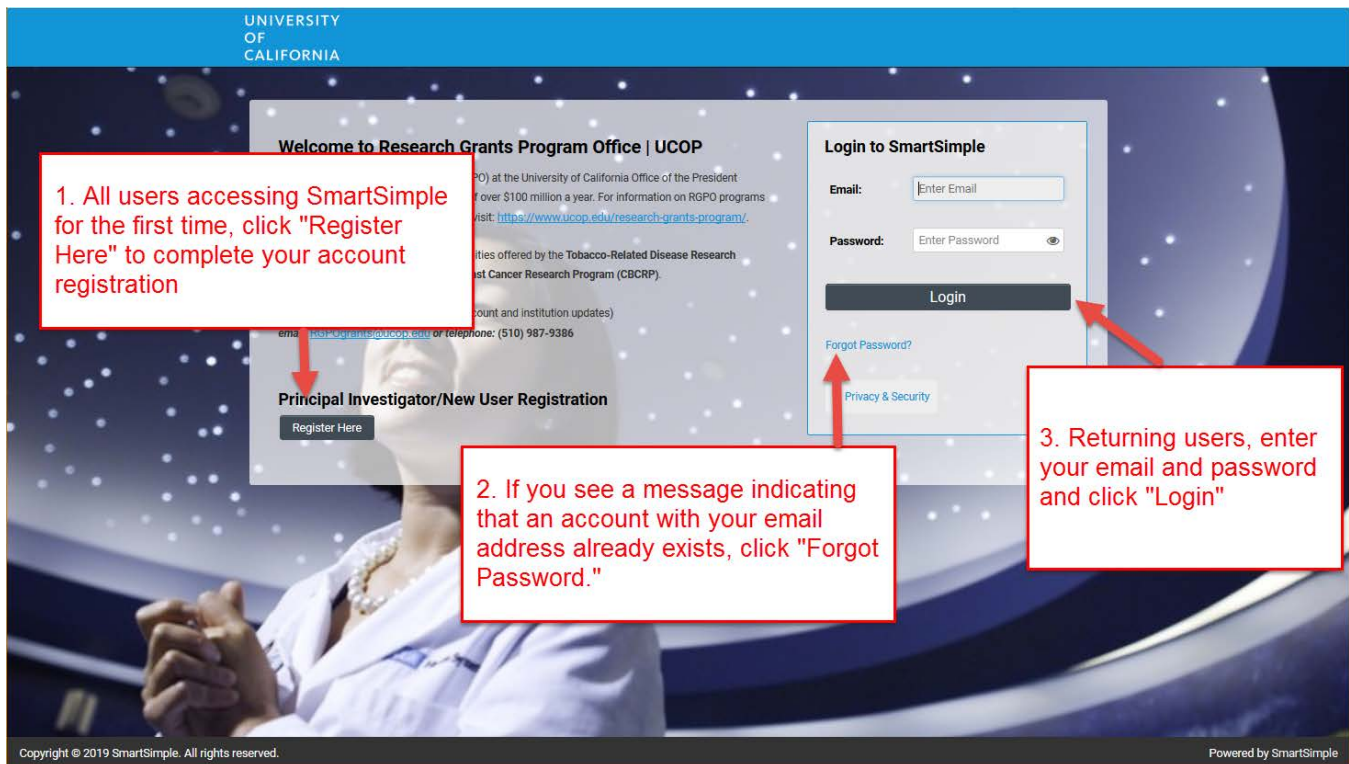
Applicant Principal Investigators (PIs) must register as users of SmartSimple to submit an LOI and complete a proposal at <https://ucop.smartsimple.com>.

#### ***All Users Accessing SmartSimple for the First Time:***

1. When accessing SmartSimple for the first time, all users should click the “**Register Here**” button under “**Principal Investigator Registration**” and follow the instructions to enter your institution, name, and contact information.

2. Each UC campus has one institution in the system; be sure to search for “University of California” to find their listings.
3. If you need to change the institution that your account is associated with, please contact us.
4. Your user account will then be created. You will receive an email with instructions to create a password and complete your account profile. Once you have completed this step, skip to Step 3: LOI Preparation.
5. If you see a pop-up message indicating that an account with your email address already exists, return to the main login page (<https://ucop.smartsimple.com>), and click the “**Forgot Password**” link. You will receive an email with a link and instructions to reset your password. **If you do not receive the password reset email within one hour, please contact us using the contact information at the end of this document. Make sure to check your spam or junk folder.**

**Returning Users:** Applicants who have previously registered with SmartSimple or are returning to complete an in progress LOI should enter their username and password under “**Login**” and click the “**Login**” button on the SmartSimple homepage.



### Step 3: LOI Preparation and Submission

1. Once logged into the system, click on “**Available Funding Opportunities**” (upper right corner).
2. Find the row for the award type you are interested in (MRPI Planning/Pilot or Program), then click “**Apply.**” You will then be taken to the Eligibility Check.



UNIVERSITY OF CALIFORNIA

Privacy & Security Jane Doe 1

Home Available Funding Opportunities Historical Applications

## Available Funding Opportunities

List of available funding opportunities below includes both open and upcoming in the Pacific Time Zone.

1. Click on "Available Funding Opportunities"

#	Name	Description	Policies and Guidelines	Deadline	Application Deadline	
1	CBCRP 2020 - Innovative, Developmental, and Exporatory Award (IDEA)	The Innovative, Developmental, and Exporatory Award (IDEA) supports speculative, exploratory, high-risk/high-reward projects with a primary focus on breast cancer.	<a href="#">PLACEHOLDER_UPLOAD.pdf</a>	10/24/2019 12:00:00	03/05/2020 12:00:00	Info Apply
2	CBCRP 2020 - Translational Research Award	Translational research to be supported by the potential for major impact in the areas of: (1) diagnosis, or treatment of breast cancer; (2) survivors; (3) reduction in the community of the disease in California, or (4) advances in systems changes, health policies or environ will impact public health outcomes. To disti research" from other types of research fund the applicant to present a "critical path" that along a defined research continuum leading			05/2020 00:00	Info Apply
3	CBCRP 2020 - Conference Award	The Standard Conference Award is open to capacity to host an event that satisfies the c for Applications.			04/2019 12:00:00	Info Apply

2. Locate the row of the award type for which you'd like to apply, and click "Apply."

The Community-Led Conference Award supports grassroots

### 3. Complete the Eligibility Check and click “Submit.”

- The Eligibility Check contains a series of questions and statements regarding applicant eligibility. You must provide an answer to acknowledge that you meet all eligibility criteria mentioned. Upon submitting a “Yes” response, you will be able to start the LOI process. If your answer is “No,” you are not eligible to apply.

**Eligibility Check**  
Before starting an application, please answer the following questions to make sure this is the right program for you.

I affirm as PI that I am participating in only one MRPI LOI this competition cycle.

I affirm that all proposed Co-PIs (site leads) and Co-Investigators for this collaboration are participating in only one MRPI proposal this competition cycle.

Yes  No

### 4. Review the Helpful Tips, and click “Continue” to begin your LOI.

**Instructions**  
By clicking the Continue button below, you will begin your application.

1. **Helpful Tip #1:** As you work on your proposal, remember to frequently click the Save Draft button at the bottom of the application page. Any changes you make to the application will not be retained until you click the Save Draft button, so we recommend you click it often while working on your proposal.

2. **Helpful Tip #2:** You will be required to upload PDF files during this process. If your file name has special characters within it (e.g. period, dash, etc), the file may not upload properly. Remove all special characters from your file names before attempting to upload them.

### 5. Once in the LOI interface, you will see two options on the left sidebar: Main and Notes.

- Main:** Click this tab to access each section of the LOI. Detailed instructions for each section are provided below.
- Notes:** Click this tab to create Notes for your LOI. Click “+” to add a new Note. Any Notes stored here are for the applicant’s reference only and will not be reviewed by program staff.

Please make sure to include all relevant project information in the LOI sections under the Main tab.

6. In the “**Main**” tab, complete each section of the LOI and submit by the deadline. Please see below for detailed descriptions of each section. Note: Be sure to save your work often by clicking “**Save Draft.**” You can access your LOI in later visits for additional work by selecting “**Open**” under “**In Progress Applications**” on the Home screen.

The screenshot shows the University of California website interface for the Letter of Intent (LOI) application. The top navigation bar includes the University of California logo, a Privacy & Security link, and a user profile icon labeled 'RGPO'. Below this, there are links for 'Home', 'Available Funding Opportunities', and 'Historical Applications'. The main content area is titled 'M21PL2276 RGPOTe' and features a 'Main' tab and a 'Notes' sidebar. A red callout box points to the 'Main' tab with the text: "1. After opening the LOI, you will automatically be taken to the LOI sections under the Main tab. Use the left sidebar to switch between the Main and Notes tabs". The sidebar contains a 'Notes' section and a 'Download instructions' button. A red callout box points to the 'Download instructions' button with the text: "Download instructions". Below this, a red callout box points to the 'Preview' button with the text: "Click 'Preview' to view, download, or print a PDF of your LOI". The main content area displays 'Letter of Intent RFP Detail' for 'RGPOTest MRPI PI' with a deadline of '04/22/2020 12:00:00'. It also shows a 'Templates and Instructions' section with a PDF file 'MRPL\_LOI\_Instructions.pdf'. A red callout box points to the 'APPLICANT / PRINCIPAL INVESTIGATOR' heading with the text: "2. In the Main tab, click on the headings to access the different sections of the LOI". Below the headings, the 'TITLE PAGE' section is visible, containing fields for 'Application ID: M21PL2276', '\* Project Title: RGPOTest Demo LOI' (with 83 characters left), '\* Project Duration (year): 1', '\* Proposed Project Start Date: 03/20/2020', and '\* Proposed Project End Date: 03/17/2021'. At the bottom, there are buttons for 'Save Draft', 'Submit LOI', and 'Withdraw'.

## STEP BY STEP: DETAILED DESCRIPTIONS OF EACH LOI SECTION

1. Additional details for each section of the online LOI submission form are provided below. To begin the LOI, please select **Apply** from the “**Available Funding Opportunities**” page; if you have already started an LOI select the “**Home**” page and the “**In Progress Applications**” tile.
2. The LOI sections: **Title Page, Applicant/Principal Investigator, Project Information, Project Contacts, Budget, and Signature Page**, can be completed in any order and in any number of sessions prior to the deadline. You can move between sections by clicking directly on the section headings, or by clicking the “NEXT >” text at the bottom of the screen. Required fields are denoted with a red asterisk (\*). **Note:** Please be sure to save your work periodically or after each entry.
3. As you move through each section using the horizontal navigation bar, instructions are always available for download at the top of the page.
4. Click the “**Preview**” button at any time to view, download, or print a pdf version of your LOI.

### LOI Section: Title Page

- **Project Title:** Please enter the project title here (100 characters or fewer including spaces).
- **Project Duration (Year):** Using the drop-down menu, select the duration of the project. Refer to the RFP for the options for each award type.
- **Project Start Date:** The project start date for both Planning/Pilot and Program Awards is January 1, 2021.
- **Project End Date:** Please enter the project end date here, based on the number of years requested.
- **Prior/Concurrent MRPI and Lab Fees Funding:** Please answer the questions regarding the previous and current funding of the collaboration, the PI, and the Co-PIs. If “Yes” is selected on any of the questions, an additional text box will appear for you to provide more information.

### LOI Section: Applicant/Principal Investigator

Applicant/Principal Investigator information will be auto-populated from the “My Profile” section of your SmartSimple account. Please review this section for accuracy. To make changes to this information, click on your name in the upper right corner of the page, and select “My Profile.” Save your changes. Return to the LOI by selecting “**Home**” in the upper right corner of the screen, and then the “In Progress Applications” tile. You can also go directly to the “My Profile” page in your account to make changes at any time.

### LOI Section: Project Information

- **Lay Abstract:** In the textbox provided, concisely summarize the proposed project. This abstract is limited to 2,400 characters including spaces (approximately 350 words) and should be written in a manner that is appropriate for a general scholarly audience. Information must be entered as text only (scientific notations, special characters, fonts, and other rich-text formatting cannot be saved or displayed). The text will automatically wrap: carriage returns should be used for the start of a new paragraph but should NOT be used at the end of each line. The abstract is non-confidential, and may be published or circulated by the Program. An abstract is required.
- **LOI Questions:** Please briefly summarize how your proposed collaboration addresses each of the following components. LOIs will be reviewed for compliance with the eligibility criteria and will be prioritized based on adherence to program goals and funding priorities. Please refer to the RFP for additional guidance. Information must be entered as text only (scientific notations, special characters, fonts, and other richtext formatting cannot be saved or displayed).

<b>FOR BOTH AWARD TYPES (PLANNING/PILOT AND PROGRAM):</b>	
Briefly justify the faculty team and organization of the multicampus collaboration, as well the use of or access to shared resources, if any.	Limit Response to 1,000 characters (~150 words).
Briefly describe the importance and benefit of the proposed research to California and/or the University of California.	Limit Response to 1,000 characters (~150 words).
<b>FOR PLANNING/PILOT ONLY:</b>	
Briefly summarize the components of and approach to graduate student engagement in the project.	Limit Response to 1,000 characters (~150 words).
<b>FOR PROGRAM AWARDS ONLY:</b>	
Briefly summarize the approach to graduate and undergraduate engagement in the research, and components of the project that will enhance education or curricula.	Limit Response to 1,000 characters (~150 words).
Briefly summarize the components of public or community engagement in the project, including the involvement of any specific groups or organizations.	Limit Response to 1,000 characters (~150 words).

- **Subject Area(s)**: Select the subject area(s).
- **Focus Area(s)**: Start typing a character and choose your project’s focus area(s) from the drop-down menu.
- **Suggested Reviewers**: (Optional) UC Research Initiatives will assemble the panels, assign reviewers, and make final determinations regarding panel composition. You may suggest qualified individuals for our consideration who could provide reviews of your full proposal without conflicts of interest. Please list the name, email address, and affiliation of reviewers. In addition, you may identify scientific peers who you do not want to review your proposal. Click the “Enter Suggested Reviewer” button to list individuals in either category.
  - **Recommendations**: In the “Notes” column, please indicate that this is a recommendation.
  - **Exclusions**: You may identify scientific peers who you do not want to review your proposal. In the “Notes” column, please indicate that this is an exclusion. Such requests **MUST** include a brief explanation of the perceived conflict of interest in the “Notes” column.
  - Final determination of review assignments is at the discretion of the Program. All requests to include or exclude reviewers are confidential.

## Reviewer Information

**i** Please use the '+' button add new rows

2. Use the "Notes" column to indicate if this is a recommendation or an exclusion, and why.

1. Enter the name and affiliation of the reviewer

First Name	Last Name	Role	Institution	Email	Notes
Smith	John	Professor	UCLA		

3. Click the "+" button to add more rows (if needed)

4. Click "Save" once you have completed entering information

Save Close

## LOI Section: Project Contacts

- **Project Personnel:** At the LOI stage, you must enter the Applicant Principal Investigator of the project, and the Co-PI site lead for each collaborating campus. Click **“Enter Project Personnel.”** A separate window will open. Using the **“+”** button, enter the names and details of the PI and Co-PI site leads. For each entry, you must provide the full ranked title the person assumes at his/her institution (e.g., Assistant Professor, Associate Professor, Professor). List only one Co-PI per participating site – do not include other collaborating investigators or other grant personnel on the LOI. Click **“Save”** to save your changes. Click **“Close”** to return to the full application.
- **Role on Project:** For each personnel, select their role on the project from the drop-down list. At the LOI stage, only include personnel with the Role of Applicant Principal Investigator or Co-PI.
- **PI/Co-PI column:** Disregard this column.
- **Upload Personnel Biosketches:** *Biosketches are not required at the LOI stage, but the button will still appear in this table.*

1. Click "Enter Project Personnel" to open a new window that will allow you to enter all Personnel involved in your project.

2. Once you have entered all Personnel, return to the Institution Contacts page on the application to see a display of all Project Personnel.

3. Click "Upload" to upload the biosketch of the person named in the first row. Repeat the biosketch upload process for each Personnel row.

4. Click "Save Draft" to display a link to the biosketch that you uploaded.

Last Name	First Name	Email Address	Degrees	Title	Department	Institution	Role on Project	% Effort	Institution Type	Out-of-State Effort?	PI / Co-PI	Upload Biosketch	Biosketch
Hello	Hi	hi@hello.com	MD	Physician	Oncology	UC San Diego	Collaborator	10	Academic/Research Institution	No	Jane Doe 2	Upload	<a href="#">Biosketch_on_Project_Personnel_Test_Upload.pdf</a>



## LOI Section: Budget

- **Amount Requested:** Enter the estimated total amount requested (direct cost) for each year of the proposed project. Click **“Save Draft,”** and the system will calculate the total amount requested. This amount is an estimate only and is not binding. If your LOI is approved, you may adjust the amount(s) in the full application stage. Hint: You must first select the project “duration” on the Title Page in order for the system to display the budget line(s) per project period.

## LOI Section: Signature Page

All applicants must certify that the statements provided in the LOI are true, complete, and accurate to the best of the applicant’s knowledge. The applicant is aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. The applicant agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this application.

- **Applicant Signature:** Check the box to certify the information in your LOI.
- **Signee:** Type your full name into the field.
- **Date:** Type the date on which you have signed the LOI.

## Review your LOI: Preview button

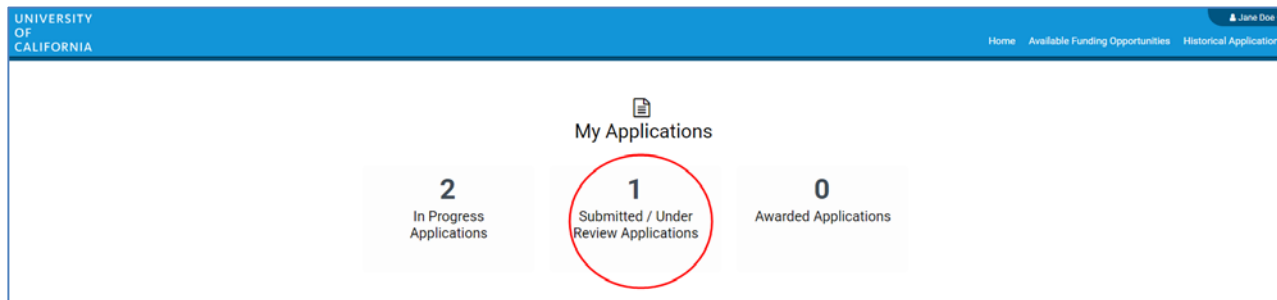
Click the **“Preview”** button to view or download a PDF of your LOI submission. The Preview button is made available so applicants may print or download their LOI submission. Click on the download or print icons (upper left corner) to view, print, or download the completed LOI.

## Submit your LOI

Click the **“Submit LOI”** button to submit your LOI to the program. If you decide not to submit the LOI and no longer want to be considered for this funding opportunity, you may wish to withdraw your LOI. Clicking on **“Withdraw”** will completely remove the LOI record from your account. In lieu of “Withdraw” you can choose not to submit a completed LOI.

## Confirming Status of Your Submitted LOI

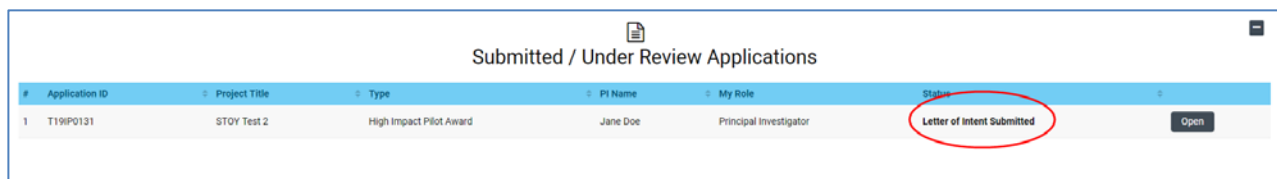
Following the submission of an LOI to SmartSimple, applicants will receive an email confirming receipt of the LOI. The email confirmation typically arrives within a few minutes (the length of time may be greater near the submission deadline). If you do not receive the SmartSimple confirmation email within an hour of your submission, please contact us using the contact information provided at the end of this document. You can also confirm the status of your LOI submission by going to your SmartSimple home page, under the “**Home**” link in the upper right corner and clicking on “**Submitted/Under Review Applications.**”



UNIVERSITY OF CALIFORNIA | Jane Doe | Home | Available Funding Opportunities | Historical Applications

### My Applications

- 2 In Progress Applications
- 1 Submitted / Under Review Applications
- 0 Awarded Applications



### Submitted / Under Review Applications

#	Application ID	Project Title	Type	PI Name	My Role	Status	
1	T19IP0131	STOY Test 2	High Impact Pilot Award	Jane Doe	Principal Investigator	Letter of Intent Submitted	Open

## Questions and Technical Support

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

- UC Research Initiatives at [UCRI@ucop.edu](mailto:UCRI@ucop.edu) regarding program scope, priorities, and eligibility.
- Research Grants Program Office at [RGPOGrants@ucop.edu](mailto:RGPOGrants@ucop.edu) regarding application and pre/post-award procedures, and technical questions regarding SmartSimple.

For the most up-to-date application and review cycle information refer to the following website:  
<https://www.ucop.edu/research-initiatives/programs/mrpi/Application-Information.html>