

UNIVERSITY OF CALIFORNIA

SMARTSIMPLE LETTER OF INTENT (LOI) SUBMISSION INSTRUCTIONS

Climate Action – Seed and Matching Awards

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Please review the [Climate Action Seed and Matching Awards Request for Proposals](#) carefully before applying. Submission of an electronic Letter of Intent (LOI) is required to apply.

Letter of Intent (LOI) Technical Submission Instructions

LOI Submission Deadline: January 17, 2023 at 12:00 p.m. (noon) Pacific Time.

An LOI is required for all submissions. LOIs must be submitted in [SmartSimple](#) by the LOI deadline. If your LOI is approved, you will gain access to the full application materials in SmartSimple.

OVERVIEW OF ONLINE LOI SUBMISSION PROCESS

The LOI submission must be completed (not merely initiated) by the **12:00 noon Pacific Time deadline by using the online system SmartSimple**. Please note that SmartSimple displays all timestamps and deadlines in military time in the Pacific Time Zone. Please plan ahead in preparing your submission, and allow a minimum of one hour to receive confirmation of your successful submission by the deadline.

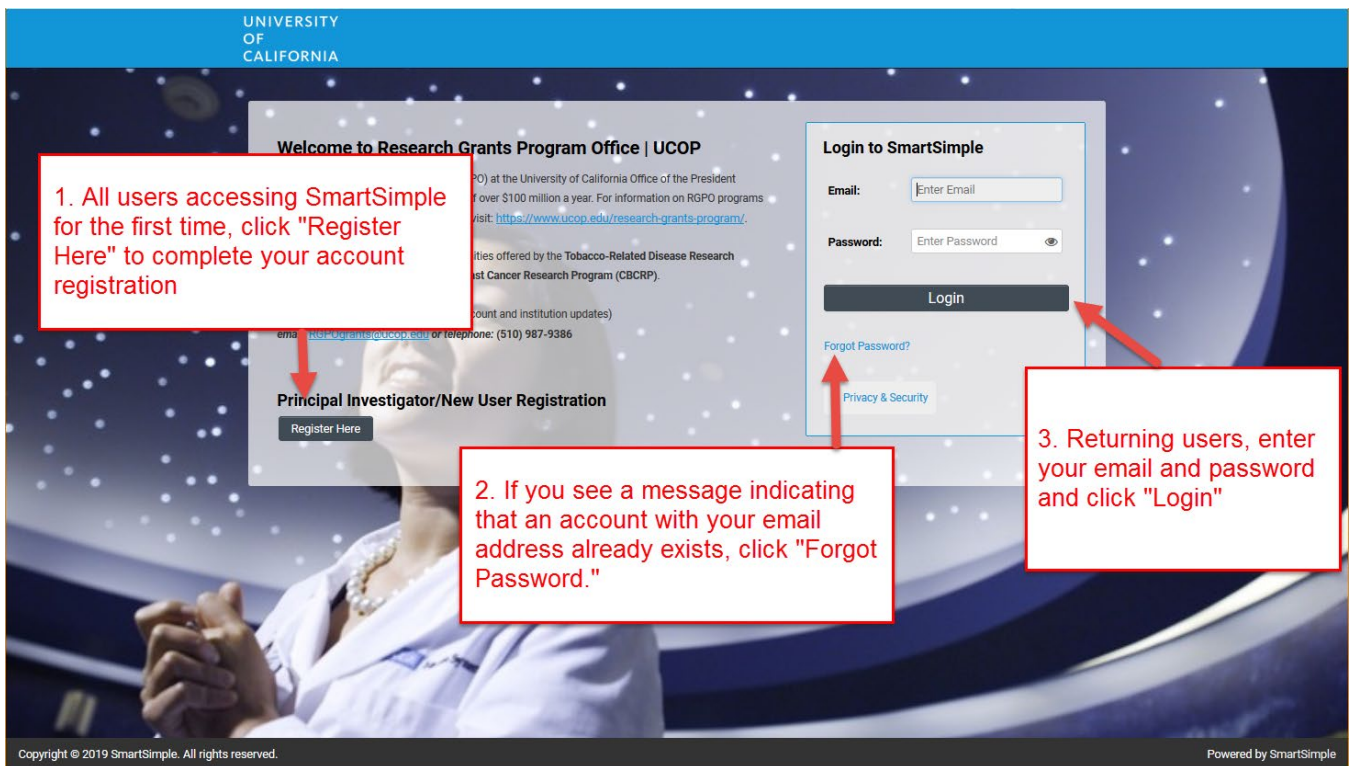
Step 1: Accessing SmartSimple: <https://rgpogrants.ucop.edu>

The Applicant must be the Principal Investigator of the proposal and must access SmartSimple to initiate the LOI process.

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. If you cannot find your institution, click **“Search the IRS database”** link to search using your institution’s Federal Tax ID number. If your institution is listed in the IRS database, click the **“Select”** button (right arrow) to add it to the system and continue to #4. If it is not listed, please contact us to have your institution added to the system. Contact information can be found at the end of this document.
3. If you need to change the institution that your account is associated with, please contact us.
4. A user account will be created for you. 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 2: 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://rgpogrants.ucop.edu>), 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 submission should enter their username and password under **“Login”** and click the **“Login”** button on the SmartSimple homepage.



Step 2: 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, then click **“Apply.”** You will then be taken to the Eligibility Check.

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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.

#	Name	Description	Policies and Guidelines	Deadline	Application Deadline	Info	Apply
1	CBCRP 2020 - Innovative, Developmental, and Exploratory Award (IDEA)	The Innovative, Developmental, and Exploratory Award (IDEA) supports speculative, exploratory, high-risk/high-reward projects with a primary focus on breast cancer.	PLACEHOLDER_UPLOAD.pdf	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 CBCRP should have the potential for major impact in the areas of: (1) diagnosis, or treatment of breast cancer; (2) survivors; (3) reduction in the community and the disease in California, or (4) advances in systems changes, health policies or environment will impact public health outcomes. To distinguish research from other types of research funding, the applicant to present a "critical path" that along a defined research continuum leading to clinical application.			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 criteria for Applications.			04/2019 12:00:00	Info	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.

Are you willing to do a High Impact Pilot for this award?

Yes No

Submit

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

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

- 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.
- 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.

Continue

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 RGPO 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 RGPO LOI interface. The top navigation bar includes the University of California logo, a Privacy & Security link, and the RGPO logo. The main navigation bar contains links for Home, Available Funding Opportunities, and Historical Applications. The left sidebar has two tabs: Main (selected) and Notes. The main content area displays the LOI details for application M21PL2276, including the Letter of Intent RFP Name, Type, and Deadline. Below this, there is a section for Templates and Instructions, featuring a PDF link for MRPI_LOI_Instructions.pdf and a Preview button. A horizontal menu below the instructions lists the LOI sections: TITLE PAGE, APPLICANT / PRINCIPAL INVESTIGATOR, PROJECT INFORMATION, PROJECT CONTACTS, BUDGET, and SIGNATURE PAGE. The form fields for the LOI are visible, including Application ID, Project Title (with a character count), Project Duration (year), Proposed Project Start Date, and Proposed Project End Date. At the bottom, there are buttons for Save Draft, Submit LOI, and Withdraw.

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

2. In the Main tab, click on the headings to access the different sections of the LOI

Download instructions

Click "Preview" to view, download, or print a PDF of your LOI

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** or, if you have already started the LOI submission process and would like to update or complete your submission, click **“Open”** under **“In Progress Applications”** on the Home screen. Make sure the **“Main”** tab is selected on the left sidebar.
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. 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 of your LOI.

LOI Section: Title Page

- **Project Title:** Enter the project title here (100 characters or fewer including spaces).
- **Project Duration (Year):** Using the drop-down menu, specify the number of years for which the project will occur.
- **Project Start Date:** The project start date will be auto-filled with the award start date listed in the Call for Applications.
- **Project End Date:** Enter the project end date consistent with your selected project duration.
 - Seed awards end date: July 31, 2025
 - Matching awards end date: August 31, 2025
- **Project Participant Questions:** Respond to the questions regarding project participants. If “Yes” is selected on any of the questions, an additional textbox 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 **“Open”** under **“In Progress Applications”** on the Home screen. You can also go directly to the “My Profile” page in your account to make changes at any time.

- Please note that not all information on the Applicant/PI profile is required.
- **ORCID:** The Applicant/PI ORCID is optional for the current cycle but will be required in future cycles. If the ORCID for the Applicant/PI is not available, consider registering for one at orcid.org.

LOI Section: Project Information: Research Area and Keywords

- **Lay Abstract:** Provide a concise summary of your project in non-scientific terms that would be understood by a lay audience. The description should be no more than 2400 characters in length (approximately 350 words) to avoid truncation.
- **California Climate Priority:** Select which California climate strategy resource(s) your proposed activities address (three maximum). See links in Appendix A on page 12 of the RFP, or the Resources page of the California Climate Action website for more information.
- **Climate Action Questions:** Use the textboxes to respond to the Climate Action questions. Responses should be no more than 1500 characters in length to avoid truncation.
- **Subject Area(s):** Select up to three subject area(s) from the SmartSimple interface that best classify this application.
- **Focus Area(s):** Select **“Climate Studies and Climate Change”** and at least one additional

focus area. Start typing the focus area and the system will populate options. Refer to the Appendix on page 9 of this document for a full list of available focus areas.

- **Suggested Reviewers:** If you would like to suggest one or more individuals to review applications submitted in this cycle, click **“Enter Suggested Reviewers.”** A separate window will open. Click **“+”** to add a row, and enter the suggested reviewer’s name, title, institution, email, and any notes you may want to share. Repeat to add additional suggested reviewers. Click **“Save”** to save your changes. Click **“Close”** to return to the full application. This section is optional and is not required.
 - RGPO and the Office of Research & Innovation will constitute the panels, assign reviewers, and make final determinations regarding panel composition. You may suggest qualified individuals or our consideration who could provide reviews of your proposal without conflicts of interest. Please list the name and contact information of reviewers. All reviewer recommendations will remain confidential.
- **Share Information to Expand Collaborations and Partnerships:** Respond yes or no.

LOI Section: Project Contacts

- **Project Personnel:** At the LOI stage, list the Applicant PI and all Research Collaborators and Community/End-User Partners that have committed to participate in this project. Click **“Enter Project Personnel.”** A separate window will open. Using the **“+”** button, enter the names and details of the project participants. 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. List the Applicant PI in the role of “Applicant Principal Investigator.” For all other personnel, select the appropriate role using the Project Personnel Roles – Definitions and Guidelines Appendix on page 10 of this document.
- **PI/Co-PI :** Disregard this column.
- **Upload Personnel Biosketches:** Include a CV or Biosketch for each person listed. Once you close the Project Personnel window and return to Project Contacts tab, you will see a display of your Personnel. Each row in the table will now have an **Upload** button. Click the **“Upload”** button to upload a short CV or biosketch. Click **“Save Draft”** to display a link to the uploaded document.

The screenshot shows the 'Project Personnel' section of a web application. At the top, there is a 'Project Personnel' header and a button labeled 'Enter Project Personnel'. Below this is a table with columns: Last Name, First Name, Email Address, Degrees, Title, Department, Institution, Role on Project, Institution Type, PI/Co-PI, Upload Biosketch, and Biosketch. A single row is visible with the following data: RGPO Test, Becky PI2, rebecca.stanek+pi2@gmail.com, PhD, Staff, RGPO, UCOP, Applicant Principal Investigator, Academic/Research Institution, RGPO Test Becky PI2. The 'Upload Biosketch' column contains an 'Upload' button, and the 'Biosketch' column contains a link to 'Biosketch.pdf'. Four red callout boxes with numbered instructions are overlaid on the screenshot:

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, click "Close" to return to the Project Contacts page on the application to see a display of all Project Personnel.
3. Click "Upload" to upload the biosketch of the listed individual. Repeat the upload process for each row in the Project Personnel table.
4. Click "Save Draft" at the bottom of the page to refresh the page and see the link to the uploaded biosketch.

LOI Section: Budget

- **Amount Requested:** Enter the estimated total amount requested for each project period. 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, download, or print a PDF of your LOI submission.

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.

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Home Available Funding Opportunities Historical Applications

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Main T19IP0135

Notes

Letter of Intent RFP Details
Name: TRDRP 2019A High Impact Pilot Award
Type: High Impact Pilot Award
Deadline: 07/12/2018 18:00:00

Templates and Instructions:

RFP_Templates_and_Instructions_-_High_Impact_Pilot.PDF
215 KB - 05/11/2018 7:55pm

Total Files: 1

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION BUDGET SIGNATURE PAGE

* Applicant Signature

(follow guidelines for required signatures) I certify that the statements herein are true, complete, and accurate to the best of my knowledge.

* Signee

Jane Doe

* Date

07/26/2018

1. Once you have checked the Applicant Signature box, typed your name, and inserted the date, click "Submit LOI" 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, click "Withdraw" to completely remove the LOI record from your account.

Save Draft Submit LOI Withdraw

Confirming Status of Your Submitted LOI

Following the submission of an LOI to SmartSimple, applicants will receive an email confirming receipt of the application. 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.”**

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

LOI Approvals:

You will have access to prepare a full application when you receive a separate email notification indicating that your LOI has been approved by the program.

Appendix: Focus Areas

Animal Sciences	Electronics and Electronics Manufacturing	Nanotechnology
Anthropology	Energy	Networking and Internet Technologies
Art and Art Practice	Energy Policy	Neuroscience
Astronomy and Astrophysics	Engineering	New Nicotine Products
Atmospheric Science	Engineering – Chemical	Nicotine Dependence
Behavioral Sciences	Engineering – Civil	Nuclear Sciences
Biochemistry	Engineering – Electrical	Opportunistic Infections
Bioengineering and Biotechnology	Engineering – Mechanical	Pathogenesis
Biofuels	Engineering – Nuclear	Patient Safety Research
Biology	Environmental Sciences	Physics
Biology- Molecular/Cell	Epidemiology	Planetary and Space Science
Biophysics	Etiology	Plant Science
Cancer – Breast	Evaluation Research	Plasma Physics
Cancer – Lung	Gender and Women's Studies	Policy
Cancer – Other	Genomics/proteomics	Political Science
Cancer Detection Methods	Geography	Prevention
Cardiovascular Disease	Geology	Prognosis
Chemistry	Health and Wellness	Psychology
Climate Studies and Climate Change	Healthcare Services and Systems	Pulmonary Diseases
Communications	History	Race and Ethnicity
Community Engaged Research	HIV/AIDS	Security Studies
Community-based Participatory Research	Humanities	Sexuality Studies
Computer Science	Imaging	Socioeconomic Status
Cosmology	Immigration	Sociology
Criminology and Incarceration	Immunology	Solar Energy
Cultural Studies	Information Technology	Statistics
Demography	International and Area Studies	Stem Cell Biology
Developmental Biology	Interventions	Theoretical Physics
Digital Media	Languages and Linguistics	Therapeutics/Treatment
Disease Transmission	Marine and Oceanic Sciences	Tobacco Use
Disparities and Social Inequality	Materials Science and New Materials	Tobacco Use Cessation
Earth Science and Geophysics	Mathematics and Computational Sciences	Toxicology
Economics	Microelectronics	Vaccine Development
Education	Molecular Biology	

Appendix: Project Personnel Roles – Definitions, Guidelines, and Biosketch Requirements

Climate Action awards allow the following roles to be designated on the project personnel table. These roles should accompany named individuals on the grant only.

TABLE 1. PROJECT PERSONNEL ROLES

Role on Project	Definition	CV/Biosketch Required?
Applicant Principal Investigator	<i>Each project must have one, and only one, Applicant PI.</i> The Applicant PI submits the proposal on behalf of the collaboration. The Applicant PI is responsible for the overall conduct of the research, for providing progress, fiscal and other reports, and serves as the project's primary contact. Any additional investigators from the Applicant PI's institution are called Co-Investigators.	Yes
Co-Principal Investigator	Co-PIs serve as the organizational leads for each collaborating institution or end-user organization and typically contribute substantially to the project. Each collaborating organization must have one, and only one, Co-PI. The Co-PI is responsible for research activities and fiscal oversight at their institution/organization.	Yes
Co-Investigator	Co-Is are additional project collaborators at each participating research institution or end-user partner/organization who contribute in a significant manner to the project activities and outcomes.	Yes
Consultant	Consultants are project participants who provide a well-defined guidance or service and are not affiliated with any of the participating institutions or end-user organizations. Provide the names and affiliations of all consultants.	No
Research Support Staff	Research Support Staff are individuals providing technical services in support of the research project. Include only those roles that are directly involved in the research project. Administrative, secretarial, or other general departmental or center support staff are not considered to be directly involved in the research and should not be listed as research support staff.	No
Administrative Support Staff	Administrative Support Staff are individuals providing administrative, secretarial, or other general departmental or center support.	No

A Role on Project must be selected for each individual named in the project personnel table. Other roles that may appear as options in SmartSimple should not be used for Climate Action awards.

Only identified (named) individuals who contribute meaningfully to the research should be listed here as key personnel. Do not include investigators or end-users who will not play a substantive role in the research conduct, and do not list as-yet unidentified post-docs or graduate students.

Note that all required CVs/biosketches are uploaded directly to the project personnel table.

Appendix: Technical Tips and Warnings

Applicants may encounter validation or submission errors due to a few common issues.

1. General Issues with Validation:

- Some applicants find that the system does not validate when the process is complete. Our experience is that most often this is caused by navigation away from a page before the “save” is complete. If you navigate away from a page before the “save” is complete, the information on that page will be lost. A screen refresh occurs automatically when the save is complete, and that is visible by a screen blink.

2. Issues with Institution Profile:

- Some applicants have difficulty finding their institution in the database. Most California research institutions and universities are in the SmartSimple database, in addition to other organizations, particularly those that have applied to RGPO programs previously.
- Note for UC Applicants: You will need to type in “University of California” in the search box in order to see your campus listed in the dropdown list. If you have difficulty locating the database entry for your institution, please contact us using the information provided at the end of this document.
- If your institution does not appear to be in the SmartSimple database, use the “search the IRS database” to look up your Federal Tax ID number or contact us to have your institution added to the system.

3. Uploaded Documents Not Appearing in “Preview”:

In some instances a document uploaded to the application in the “Project Personnel” or “Documentation” does not appear in the compiled PDF when the applicant clicks “Preview”. This is usually because of an electronic signature or other issue with the document. For a PDF file, using a “print to PDF” process and uploading the resultant PDF file will resolve this issue.

Contact Information

For the most up-to-date application and review cycle information refer to the UC California Climate Action website: <https://uckeepresearching.org/california-climate-action/>

Check the **Frequently Asked Questions** at: <https://uckeepresearching.org/faq/>

Please submit any questions online at <https://uckeepresearching.org/connect-california-climate-action/> or by email at climate@ucop.edu.