UNIVERSITY OF CALIFORNIA Office of the President **Research Grants Program Office**

Submission Instructions

- Log into SmartSimple at https://ucop.smartsimple.com
    - New users should click "Register Here" to start a profile
    - Returning applicants should log in to SmartSimple with your email and password.
- Click "Available Funding Opportunities" in the upper right navigation. Look for the row **Emergency COVID-19 Research Seed Funding** and click the "Apply" button.
- Complete the eligibility check. You must be a California researcher, and the research must be performed in California.
- Review the Instructions and click Continue.
- **Please click "Save Draft" frequently to save your work**.
- You may exit the application after clicking "Save Draft". To return to it, click "Home" in the top menu bar, and beneath "My Applications" select the tile for "In Progress Applications".

- **Title Page**: In this section, add your project title and preferred start and end dates.
    - Note: The start date should be at least two weeks plus one day after the submission date.
- **Applicant / Principal Investigator:** This section displays information from your user profile. To edit your user profile, click your name in the upper right corner and select "My Profile".
- **Project Information**: Please develop your research plan by responding to each field in this section:
    - Expected Deliverable
    - Short-term impact of the expected deliverable
    - Vulnerable Populations
    - Introduction
    - Research Design and Methods
    - Feasibility
- **Project Contacts** consists of two sections. Please enter the **essential key personnel** in the Project Personnel table.
    - Click the "Enter Project Personnel" button.
    - Click the [+] button to add project personnel details. (Note: You may ignore the % Effort field). Click "Save" to save your work and "Close" to close the window.
    - To upload a biosketch of each essential key personnel, click the Upload button and follow the prompts to browse and select a file. Click "Upload". When the upload is complete, close the window by clicking the [x] in the top right corner.
    - Note: Institution Contacts are to be added in the Budget activity.
- **Budget**: Click the "Open" button to open the budget activity. There are two tasks to complete in this section:
    - ***Institution Contacts***: Please add your signing official, fiscal contact, and C&G contact. To add these individuals, start typing the official's name in the appropriate field and select

a contact that populates. If you cannot find the contact name in the populated list, answer the question "Can't find the contact you're looking for?" **Do not use generic emails such as ContractsandGrants@myinstitution.edu**

- **Signing Official:** This should identify the individual who is authorized to act for your organization and who will assume the obligations imposed by the requirements and conditions for any grant, including the grantor's regulations. The application will be ready to be electronically submitted to your institution's signing official. **Your signing official will receive an email notification to log in, review, and electronically submit the application. Note: A user who is designated as both Principal Investigator and Signing Official will be unable to submit the application.**
- **Contracts and Grants Official:** This should identify the individual in your Contracts and Grants Office, or comparable unit, who will administer the grant for the institution should an award be made, and who will serve as the liaison to the grantor on official grant administrative issues.
- **Fiscal Contact:** This should identify the individual at your organization who will serve as the authorized fiscal officer to the grantor for official grant accounting issues.
- Click "Save Draft."

- ***Budget Summary***: Click "Edit Budget" to enter your budget details. There are only two categories of expenses: Personnel and Other Project Expenses.
    - Personnel: List the total salary plus benefits requested for the project.
    - Indirect costs are not available in the emergency response award.
    - Click "Save" to save your work. Click "Close" to exit the budget details screen.
    - Click "Back to Application" to return to the application.
    - When you have entered all institution contacts, budget figures, and budget justifications, click "Budget Complete." Note: **Do not click "Budget Complete" until you are ready to submit your application to your signing official.**

- **Assurances**: Answer the four assurances questions. If you answer any of them affirmatively, please enter the details to indicate the assurance status for each type of usage. **For example:** Under Animal Use, click "Enter IACUC Details." A new window will open.
    - Click [+] to add a new row.
    - As applicable, enter the approval and expiration dates, and assurance number. Click "Save," then "Close."
    - Click "Upload" to upload assurance documentation.
    - Repeat for all Animal Use assurances.
- **Documentation**: Use this tab to upload any supporting documents, including letters of commitment. Click the upload icon and follow the prompts to upload your files.
- **Signature Page**: Complete the certification checkbox, type your name in the signature box, and enter the current date. Click "Save Draft".
    - Click the "Preview" button at any time to download a PDF of your application.
    - When your application is complete, click "Submit to Signing Official." At this point, your application file will become read-only. Your signing official will receive a notification to review the application and complete the submission.
- You and the signing official will receive an email confirmation with a PDF of your application when it has been submitted to RGPO.