

# HIV Policy Research Centers Call for Applications 2020

Perspective Applicant Webinar  
April 28, 2020

**Presenters:**

**CHRP Program Officer**  
**RGPO C&G representative**

– Tyler Martz  
– Nancy Chamberlain



**CALIFORNIA HIV/AIDS  
RESEARCH PROGRAM**

# Webinar Agenda

- Overview of this funding opportunity
- Walk through the application system SmartSimple
- Questions from potential applicants



# CHRP's Strategic Directions

- Addresses unmet needs for HIV research by prioritizing areas that are **missed by other major funders**.
- Supports **implementation science** designed to generate actionable knowledge that, **when taken to scale**, offers effective and cost-effective approaches for stemming new infections and averting HIV-associated morbidity and mortality.
- Funds research that explains and mitigates **social determinants** associated both with **inequitable access** to prevention and treatment services and **disparate health outcomes**.
- Adopts a **syndemics approach** to health and disease that addresses common HIV-co-morbidities (e.g., Hepatitis C, other STIs, Mental Health and Substance Use Disorders).



# Policy Center Application: Requirements

- **Research efforts must follow a rapid response approach**
  - 6 months or less timeframe
- **Partnerships**
  - 2 academic partners – each in a different CA county
  - At least 1 non-academic, community-based organization partner
  - At least one partner org needs to be located in an under-resourced county
- **Stakeholder engagement (2 events per year)**
  - Input gathering & results dissemination



# Policy Center Application: Requirements

- Available funding: up to \$4 million
- Award budgets: \$500,000/year (total costs) for 4 years
- LOI submission is required
  - Abstract
  - Specific Aims
  - Describe the Rapid Response approach
  - Explain the academic/community partner collaboration
  - Total estimated budget amount



# Policy Center Applications: Review Criteria

## **Review Criteria**

- **Rapid Response Research Methods: 50%**
- **Collaboration: 20%**
- **Stakeholder Input and Dissemination Plan: 20%**
- **Expertise & Capacity: 10%**



# Key Dates & Timeline

- May 20, 2020      **Letters of Intent Due**
- July 22, 2020      Full Applications Due
- November 13, 2020      Notification of Peer Review Outcome
- February 1, 2021      Award Start Date

**\*\*Given the evolving COVID-19 situation, timelines may shift. We will communicate any updates via email and on our website.\*\***

# Accessing SmartSimple

Login to SmartSimple: <https://ucop.smartsimple.com/>

UNIVERSITY  
OF  
CALIFORNIA

**Returning users  
login here**

## Welcome to Research Grants Program Office | UCOP

The Research Grants Program Office (RGPO) oversees a broad grantmaking portfolio of over \$100 million a year to support research that is critical to California, the nation and the world. RGPO programs enhance University of California's research capacity and excellence, which helps attract top faculty, graduate students, government funding and companies to our state.

The SmartSimple Grants Management System is now accepting letters of intent (LOIs) and applications for the Tobacco-Related Disease Research Program (TRDRP). For information regarding the 2019 call for applications, please visit TRDRP's website at [www.trdrp.org](http://www.trdrp.org)

## Principal Investigator Registration

Register Here

**First-time  
users  
register here**

## Login to SmartSimple

Email:

Password:

Enter Password

Login

[Forgot Password?](#)

[Privacy & Security](#)

# Creating an Account on SmartSimple

<https://ucop.smartsimple.com>

Enter your institution and complete your applicant contact information.

If you receive a message that an account with your email address already exists, return to the main login page and click **“Forgot Password.”**

### Institution Information

**Instructions**  
Please start typing the name of your institution. A dropdown list will appear, in order to select your institution. If the name does not exist, [search the IRS database](#).

\* Institution Name

### Contact Information

\* Email

\* First Name

\* Last Name

\* Address

\* City

\* Country  
United States

\* State / Province  
-- Select One --

\* Zip / Postal Code

\* Telephone Number

I'm not a robot  reCAPTCHA  
Privacy - Terms

# Preparing and Submitting an LOI

UNIVERSITY OF CALIFORNIA

Home Available Funding Opportunities Historical Applications Open Calls

Privacy & Security

## Available Funding Opportunities

List of available funding opportunities below includes both open and upcoming opportunities. All times are in military time and in the Pacific Time Zone.

chrp 1-2 of 2

#	Name	Description	Policies and Guidelines	LOI Deadline	Full Application Deadline	
1	CHRP Implementation Science	Award focuses on an implementation science approach, pulling from the substantial evidence base on effective strategies to improve the prevention, diagnosis, and treatment of HIV, to generate knowledge about how these strategies can be sustained and scaled for sustained impact on the HIV	<a href="#">Implementation Science 2020 Call for Applications.pdf</a>	05/20/2020 12:00:00	07/22/2020 12:00:00	<a href="#">Info</a> <a href="#">Apply</a>

1. Click on the **“Available Funding Opportunities”** tab in the upper right corner.
2. Find the row that corresponds to the award you’re interested in and click **“Apply.”**

# LOI Submission Steps

The screenshot shows the University of California LOI submission portal. At the top left is the University of California logo. The top right shows user information: Privacy & Security and Jane Doe. Below this are navigation links for 'Pending Opportunities' and 'Historical Applications', and a page indicator '3 of 12'. A left sidebar contains 'Main' and 'Notes' with a 'Download instruction' callout pointing to the 'Notes' link. The main content area is titled 'Templates and Instructions:' and lists 'IR\_Application\_Instructions.pdf' (1,919 KB - 07/18/2018 6:31pm) with a 'Preview' button. Below this is a breadcrumb trail: 'TITLE PAGE' (selected), 'APPLICANT / PRINCIPAL INVESTIGATOR', 'PROJECT INFORMATION', 'BUDGET', and 'SIGNATURE PAGE'. The form fields include: 'Application ID: T29IR0259', '\* Project Title:' (with a character count of 100 characters left), '\* Project Duration (year):' (dropdown menu), '\* Project Start Date:' (calendar icon), and '\* Project End Date:' (calendar icon). At the bottom are three buttons: 'Save Draft', 'Submit LOI' (highlighted with a red arrow), and 'Withdraw'. A callout box points to the 'Submit LOI' button.

UNIVERSITY OF CALIFORNIA

Privacy & Security Jane Doe

Pending Opportunities Historical Applications

3 of 12

Main

Notes

Download instruction

Templates and Instructions:

IR\_Application\_Instructions.pdf  
1,919 KB - 07/18/2018 6:31pm

Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION BUDGET SIGNATURE PAGE

Application ID: T29IR0259

\* Project Title: Please enter the project title here; no  
100 characters left

\* Project Duration (year): -- Select One --

\* Project Start Date: mm/dd/yyyy

\* Project End Date: mm/dd/yyyy

Save Draft Submit LOI Withdraw

Click the section headings to access and complete each section of the LOI.

Click "Submit LOI" to submit the LOI.

# From Approved LOI to Invited Application

The screenshot shows the University of California portal interface. At the top, the header includes the University of California logo and navigation links for Home, Available Funding Opportunities, and Historical Applications. The user is logged in as Jane Doe. The main content area displays a dashboard with three cards: 'My Applications' (1), 'Submitted / Under Review Applications' (0), and 'Awarded Applications' (0). The 'In Progress Applications' card is circled in red and contains the number 3. Below this, a table titled 'In Progress Applications' is shown. The table has columns for RFA, Application ID, Project Title, Type, PI Name, My Role, LOI Deadline Date, FA Deadline Date, and Status. A red box highlights the 'Invited to Full Application' status in the Status column of the first row, with an 'Open' button next to it. A red circle with the number 2 is placed over the 'Open' button.

RFA	Application ID	Project Title	Type	PI Name	My Role	LOI Deadline Date	FA Deadline Date	Status
1	T29IR0228	STOY Test 2	High Impact Research Project	Jane Doe	Principal Investigator	08/16/2018	09/27/2018	Invited to Full Application <a href="#">Open</a>

1. Click on “In Progress Applications.”
2. Locate the row for your submitted **CHRP LOI**. Confirm approval of your LOI under the “**Status**” Column. Click “**Open**” to begin full application and access instructions and templates.

# Application Submission

Instructions can always be downloaded at the top of each page.

Type: Nonmonetary Water Water Initiative  
Deadline: 12/08/2019 12:00:00

Templates and Instructions:

 [CBCRP\\_Submission\\_Instructions\\_by\\_Award\\_Type.pdf](#)  
20.6 KB - 08/27/2019 12:49pm

Total Files: 1

Complete each section of the application.  
("Save Draft" frequently to save entered information; review & edit as needed.)

 Preview

**TITLE PAGE** | APPLICANT / PRINCIPAL INVESTIGATOR | PROJECT INFORMATION | PROJECT CONTACTS | BUDGET | ASSURANCES | DOCUMENTATION | SIGNATURE PAGE

Application ID: B26PW1210

\* Project Title:   
72 characters left

\* Project Duration (year):

Download templates and upload required attachments in the Documentation section.

When finished, click "Submit to Signing Official."

# Inviting co-PI to an Application (or other roles with Edit/View Access)

The screenshot shows the University of California application management interface. The top navigation bar includes 'UNIVERSITY OF CALIFORNIA', 'Privacy & Security', and 'Nancy Chamberlain\_External Ap...'. The main content area is titled 'B26BB1411 RGPO Test CBCRP CRC Pilot'. A sidebar on the left contains 'Main', 'Notes', and 'Invite Personnel' (highlighted with a red circle and '1'). The main content area has an 'Add Personnel' section with instructions and role definitions. Below this is a table with columns: Prefix, First Name, Last Name, Email, Role, and Status. The table contains two rows: one for 'Nancy Chamberlain' (PI Assistant, Invited) and one for 'Nancy Chamberlain-External Applicant' (Co-Principal Investigator, Accepted). A red circle and '2' highlight a '+' button below the table. At the bottom, a 'Save' and 'Invite' button are highlighted with a red circle and '3'.

UNIVERSITY OF CALIFORNIA

Privacy & Security Nancy Chamberlain\_External Ap...

Home Available Funding Opportunities Historical Applications Open Calls (Testing)

Options 1 of 2

Main

Notes

Invite Personnel 1

### B26BB1411 RGPO Test CBCRP CRC Pilot

**Add Personnel**  
Please input basic contact information First Name, Last Name, Email, and Role. An invitation email is triggered allowing the invited contact to accept or decline the invitation. The Status column will display the current status of the invitation. Once accepted personnel will be granted access (Roles and access are defined below).

**Co-Principal Investigator:** User can View/Edit the application.  
**Advocate:** User can View the application.  
**Co-Investigator:** User can View the application.  
**PI Assistant:** User can View/Edit/Submit the application.  
**Referee:** User can submit a blind letter of reference.  
**Mentor Referee:** User can submit a blind letter of reference.

Prefix	First Name	Last Name	Email	Role	Status
	Nancy	Chamberlain	Nancy.Chamberlain@ucop.edu	PI Assistant	Invited
	Nancy	Chamberlain-External Applicant	gnarlygnancy@gmail.com	Co-Principal Investigator	Accepted

+

Save Invite

- 1) Select "Invite Personnel" in the left-hand column
- 2) Click on the "+" button and type in name, email, and role of your co-PI (or PI Assistant)
- 3) Select "Invite" to send them an email to accept access to the proposal

# Confirming Addition of co-PI

B26BB1411 RGPO Test CBCRP CRC Pilot

[Preview](#)

TITLE PAGE **1** APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS BUDGET ASSURANCES DOCUMENTATION SIGNATURE PAGE

The following information comes from your user profile. Click on your name in the upper right corner of this window and then select, "My Profile" from the resulting dropdown list to make changes to your profile.

**2**

Degrees:

Applicant Last Name: Chamberlain

Applicant First Name: Nancy

Applicant Institution: RGPOTest University 1 (a UC institution)

Email: [REDACTED]

Address: 300 Lakeside Dr., 6th floor

Phone: (510) 987-9047

Web Address:

ORCID ID:

Submitting PI Information

**3**

Degrees:

Institution	Year	Degree
	0	PhD

Applicant Last Name: Chamberlain\_External Applicant

Applicant First Name: Nancy

Applicant Institution: RGPOTest University 1 (a UC institution)

Email: [REDACTED]

Address: 300 Lakeside Dr.

Phone: (510) 987-9047

Web Address:

co-PI Information

[Save Draft](#)

# Budget tab

Templates and Instructions:

Click the Budget tab

Click "Open" to start entering information

INVESTIGATOR PROJECT INFORMATION PROJECT CONTACTS **BUDGET** ASSI >

Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
<a href="#">Open</a>	Jane Doe 2 - MERCY HOUSING CALIFORNIA	\$141,750	\$42,225	\$183,975
<b>Total</b>		<b>\$141,750</b>	<b>\$42,225</b>	<b>\$183,975</b>

< BACK NEXT >

Save Draft Withdraw  Submit to Signing Official

# Budget tab - Adding Institution Contacts

Start typing the name of your signing official into the field and select from the list that populates.

If you cannot find their name in the list, click “Can’t find Signing Official.” Then click “Add Signing Official.”

INSTITUTION CONTACTS   BUDGET SUMMARY   BUDGET DETAILS   SUBCONTRA

## \* Signing Official

This should identify the individual who is authorized to act for the Applicant Organization, and v conditions for any grant, including the applicable grantor regulations.

Search and select  ?

## \* Fiscal Contact

This should identify the individual at the Applicant Organization who will serve as the authorized

Search and select  ?

## \* Contracts and Grants Contact

This should identify the individual in the Applicant Organization’s Contracts and Grants Office, o an award be made, and who will serve as the liaison to the grantor on official grant administrati

Search and select  ?

## Can't find the contact you're looking for?

- Can't find Signing Official
- Can't find Fiscal Contact
- Can't find Contracts and Grants Contact

Add Signing Official

# Budget tab - Editing the budget

Translational Research Award Application » **Budget**

[↑ Back to Application](#)



## Budget Instructions:

Please open the budget and carefully read the limits set on the call for applications. If exceeded, system will alert and user is required to adjust the numbers.

[INSTITUTION CONTACTS](#)

[BUDGET SUMMARY](#)

[BUDGET DETAILS](#)

[SUBCONTRACT BUDGET DETAILS](#)

Please click the Edit Budget button below to enter your budget information.

[✎ Edit Budget](#)

Jane Doe 1 - MERCY HOUSING

Budget Summary

**Do not click** “Budget Complete” until you have entered all the necessary budget figures and justification notes – clicking this button will lock your budget and you will not be able to make additional edits.

[Save Draft](#)

[Budget Complete](#)

# Budget tab - Editing the budget

## Budget Detail Justification

The budget table on the top of this page is generated from expenses entered in the budget categories below. Please scroll down to the budget categories and click "+" to enter your expenses. Please note you must manually calculate and enter any indirect costs in the budget category section at the bottom of this page. For each budget category, provide all necessary justification. There is no character limit on the budget justification, though it should be concise.

The per year direct cost maximum is: \$250,000.00

The total direct cost maximum is: \$750,000.00

	Year 1	Total
Personnel Costs	\$2,000	\$2,000
Student Tuition Fees, Graduate Student Stipends	\$0	\$0
Other Project Expenses	\$0	\$0
Equipment	\$0	\$0
Travel Expenses	\$0	\$0
Subcontracts	\$0	\$0
Service Contracts and Consultants	\$0	\$0
<b>Direct Costs</b>	<b>\$2,000</b>	<b>\$2,000</b>
Modified Total Direct Costs (MTDC)	\$2,000	\$2,000
Indirect Costs (IDC)Total	\$0	\$0
<b>Total Expenses</b>	<b>\$2,000</b>	<b>\$2,000</b>

### 1. Personnel Costs (Salary and Fringe)

Salaries and Fringe Benefits	Year1	Total
Salary 1	\$2,000	\$2,000
	\$2,000	\$2,000
<b>+</b>		

For each person supported by this grant, describe their contribution to the project.

Justification

Save Clear Close

Scroll down to "Personnel Costs." Click "+" to add a new row.

Entries will populate in the budget summary at the top of the page.

Enter budget justification.

Repeat for all budget categories.

# Budget Page with multiple budgets started

B26BB1411 RGPO Test CBCRP CRC Pilot



 [CBCRP\\_SUBMISSION\\_INSTRUCTIONS\\_by\\_Award\\_Type.pat](#)  
21.3 KB - 10/18/2019 3:56pm

Total Files: 1

 Preview

TITLE PAGE   APPLICANT / PRINCIPAL INVESTIGATOR   PROJECT INFORMATION   PROJECT CONTACTS   **BUDGET**   ASSURANCES   DOCUMENTATION

## Total Project Costs

Action	Owner - Institution	Total DC	Total IDC	Total
	Nancy Chamberlain - RGPO Test University 1 (a UC institution)	\$61,750	\$500	\$112,250
	Nancy Chamberlain_External Applicant - RGPO Test University 1 (a UC institution)	\$7,000	\$0	\$7,000
Total		\$118,750	\$500	\$119,250

Submitting PI budget

co-PI budget

CHECK Direct Cost Budget against Cap before Locking

# Submit to Signing Official - co-PI

B26BB1411 RGPO Test CBCRP CRC Pilot



## Templates and Instructions:

 [CBCRP\\_Submission\\_Instructions\\_by\\_Award\\_Type.pdf](#)  
21.3 KB - 10/18/2019 3:56pm

Total Files: 1

 Preview

[← IT / PRINCIPAL INVESTIGATOR](#)   [PROJECT INFORMATION](#)   [PROJECT CONTACTS](#)   [BUDGET](#)   [ASSURANCES](#)   [DOCUMENTATION](#)   **SIGNATURE PAGE**

### \* Co-PI Institution Signature Documents

Download the [Signature Page for Non-Submitting Institutions](#). Obtain the required ink signatures and upload a scanned copy here. A separate signed Signature Page must be uploaded for each non-submitting institution.



# Submit to Signing Official

Main

Notes

Invite Personnel

**i Call for Application Details**  
Name: TRDRP 2019A - High Impact Pilot Award  
Type: High Impact Pilot Award  
Deadline: 09/27/2018 12:00:00

#### Templates and Instructions:

 [IP\\_Application\\_Instructions.pdf](#)  
1,916 KB - 07/18/2018 6:32pm

Total Files: 1

 Preview

TITLE PAGE APPLICANT / PRINCIPAL INVESTIGATOR PROJECT INFORMATION INSTITUTION CONTACTS BUDGET ASSURANCES DOCUMENTATION **SIGNATURE PAGE**

#### \* Applicant Signature

Check the box to indicate that you acknowledge the statement below and type in your full legal name to serve as your electronic signature.

I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree 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 Electronic Signature (Type in your full legal name)

Jane Doe

#### \* Date

07/19/2018 

Save Draft

 Withdraw

 Submit to Signing Official

Questions?

## Questions and Additional Information

**Applications are due no later than July 22, 2020 (12 pm PST)!**

Useful links:

- SmartSimple application system: [ucop.smartsimple.com](https://ucop.smartsimple.com)

For programmatic questions, contact Tyler Martz, CHRP Program Officer:

- [Tyler.Martz@ucop.edu](mailto:Tyler.Martz@ucop.edu) (best method)

For questions about Smart Simple, technical issues, or application instructions and forms, contact Research and Grants Program Office Contracts and Grants unit:

- [RGPOgrants@ucop.edu](mailto:RGPOgrants@ucop.edu)

